

HORLEY TOWN COUNCIL

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**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday 12 February 2019 at 7.30 pm.**

- 1 Apologies and Reasons for Absence**
To receive apologies and reasons for absence.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**
- 4 Minutes**
To approve the minutes of the Ordinary Meeting of the Council held on 11 December 2018.
- 5 Full Council Updates**
- 6 Committee Reports**
To receive the minutes of the meetings of the following Committees:
 - i) Unapproved minutes of the Leisure & Amenities Committee held on 15 January 2019
 - ii) Unapproved minutes of the Finance & General Purposes Committee held on 22 January 2019
 - iii) Approved minutes of the Planning & Development Committee held on 4 December 2018
 - iv) Approved minutes of the Planning & Development Committee held on 8 January 2019
- 7 Notice of Vacancy, Horley Town Council (Horley North West Ward)**
 - i) To note that a vacancy has arisen due to the resignation of Cllr James Baker. (An election to fill the vacancy to be held on 2 May 2019.)
 - ii) To appoint a Vice-Chairman of the Leisure & Amenities Committee for the remainder of the Municipal Year 2018/2019.
- 8 Chairman's Report**
To receive a report of events recently attended by the Chairman or his representative.
- 9 Borough, County Councillor and Other Related Updates**
 - i) To receive an update on the Residents' Forum Meeting held on 28 January 2019 and future planned meetings.
 - ii) To receive an update on the recent meeting with County Councillors Kay Hammond and Graham Knight.
 - iii) To note that the next meeting of the HTC/RBBC Liaison Committee Meeting will take place at Reigate Town Hall on 14 March 2019.
 - iv) To receive any other related updates.
- 10 Town Meeting, 29 March 2018**
To receive an update on arrangements made for the meeting.
- 11 Local Government Elections, 2 May 2019**
To note information received from the Borough Council's Electoral Services Manager.

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- 12 St Bartholomew's Church**
To consider an application for funding towards the grass and hedge maintenance of the New Churchyard for the year beginning April 2019.
- 13 Internal Control Review 2018/2019**
To approve the annual review of the effectiveness of the Town Council's system of internal control and management of risk.
- 14 Risk Assessment and Management Paper 2018 – 2019**
To approve the Risk Assessment and Management paper, as recommended by the Finance & General Purposes Committee at the meeting on 22 January 2019.
- 15 Child Protection and Vulnerable Persons Policy**
To approve the Town Council's updated Policy.
- 16 Transfer of Westvale Park Allotments (Southern Site) to Horley Town Council Ownership**
To consider the recommendation of the Leisure & Amenities Committee that the allotment site be transferred into Town Council ownership, subject to final confirmation being received regarding the provision of toilets at the Southern site.
- 17 Police Matters**
To receive an update on the recent meeting with local Police representatives.
- 18 Proposals for Café at Horley Recreation Ground**
i) To note receipt of the Business Plan for the Café.
ii) To note that Expressions of Interest have been invited from interested Café operators, under the "Early Engagement" category of the Contracts Finder website.
- 19 Innes Pavilion Lease**
To consider amendments to the proposed Short-Term Lease, following recent meetings and correspondence with the tenant of the Innes Pavilion Clubhouse
- 20 Michael Crescent Scout Hut**
To receive any updates, following the recent survey of the building by a Structural Engineer.
- 21 Updates from Reigate & Banstead Borough Council**
To consider information received and to agree the way forward.
- 22 Letters Received**
- 23 Diary Dates**
- 24 Items for Future Consideration**
To note items for inclusion on future agenda.
- 25 Press Release**
To agree items for inclusion.
- 26 Exclusion of Public and Press**
"In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw."

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- 27 Confidential Minutes** **CONFIDENTIAL**
To approve the confidential minutes of the Ordinary Meeting of the Council held on 11 December 2018
- 28 Committee Reports – Confidential Minutes** **CONFIDENTIAL**
To receive the confidential minutes of Committee meetings.
- 29 Civic Protocol** **CONFIDENTIAL**
To consider information received from Reigate & Banstead Borough Council.
- 30 Proposals for Café at Horley Recreation Ground** **CONFIDENTIAL**
- i) To receive the results of the recent Public Tender Programme and to consider recommendations made by Chartered Surveyors Copeland Yussuf.
 - ii) To consider the award of the contract for the Café build plus associated external works (car park extension, footpath etc) to the preferred Contractor, subject to minor variations recommended by the Café Working Group.
 - iii) Subject to item 30ii), to approve the submission of a formal loan application to the Public Works Loan Board (PWLB) for a sum not exceeding £500,000.
- 31 Staffing Matters** **CONFIDENTIAL**
To receive a report of a meeting of the Staff Committee held on 8 February 2019 and to consider recommendations made.



Town Clerk, 7 February 2019 Date of Next Meeting – 2 April 2019