



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 5 September 2023 at 7.30 pm

Present

Cllrs	Hannah Avery	Lynne Burnham*	Cecilia Hughes
	Jante Baird	Victoria Chester	Robert Marr
	James Baker	Lynnette Easterbrook	Samantha Marshall
	Keith Barlow	Emma Fagan	Martin Saunders (Chairman)
	Jordan Beech	Mike George	Tom Turner (Vice Chairman)
	Michael Blacker	Jerry Hudson	Steve Wotton

* Absent

In Attendance

J Walsh (Town Clerk)
J Morgan (Responsible Financial Officer) (RFO)

C 5613

Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllr Burnham, be accepted.

C 5614

Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr George declared a Non-Pecuniary interest in item 16 as he is the President of Horley United Football Club.

Cllr Marshall declared a Non-Pecuniary interest in item 27 as she is a relative of the Town Award nominee.

RESOLVED: noted.

C 5615

Public Forum

The Horley United FC representative thanked the Council for providing an opportunity to explain the reason for the request for grant funding. He gave an overview of the background to the recent inauguration of the local club and what they had achieved to date. They are FA accredited and have 62 young players across 4 teams playing at U13, U12 and U10. The kit is all sponsored and they operate a football boot recycling scheme. There is no joining fee, and the membership is £25 per month. He further explained that the gazebo would be used for shade and shelter, to offer hospitality to parents spectating at matches and to provide a focal point. Having operated since the beginning of the season, they now understood that they only needed one gazebo at present. They were unable to provide a full set of accounts as they are newly formed, however a treasurer had been appointed.

RESOLVED: that Standing Orders be suspended to allow Council to consider Agenda Item 16, HTC Council Grants Scheme 2023/24.

C 5616

Members considered the application and were pleased to learn that there were some girls on the teams, that the HTC logo would be included on the gazebo and that the Council had sufficient budget. Cllr Avery proposed and Cllr Marshall seconded that a grant award up to a maximum of £1,100 be made and this was unanimously agreed.

- C 5616) **RESOLVED: that the Council make a grant award of £1,100 to Horley United FC for the purchase of a branded gazebo to include the HTC logo, from the HTC Council Grants Scheme 2023/24.**

Minutes

- C 5617 **RESOLVED: that the Minutes of the Council Meeting held [25 July 2023](#) including all confidential items, be agreed.**

Full Council Updates

- C 5618 **C5605 Pride Month (dedicated to celebrating the LGBTQ+ community)**

Cllr Turner reported that as agreed, some Members had hosted a stall in Horley Town Centre on Saturday 2 September, in support of Surrey Pride and there were 8 places booked in the Surrey Pride Parade for Saturday, 9 September.

Cllr Saunders proposed a design for a t-shirt for Members (at their own expense) to wear to the Surrey Pride parade in Reigate. The design was supported and shall be ratified at next Council meeting.

C 5606 Café In The Park' Tenancy, Horley Recreation Ground – Annual Rent Review

The Town Clerk reported that the tenant had expressed her sincere gratitude for the Council's temporary agreement to vary closing times for 2 weeks and that original opening times had since resumed. The tenant had been reminded to use social media to keep people informed of any other unforeseen changes on opening and a new sign indicating daily trading hours was now in place.

- C 5618) **RESOLVED: noted.**

Committee Reports

- C 5619 **RESOLVED: that the Minutes of the meetings of the following Committees: Planning & Development Committee held on [23 May 2023](#), [27 June 2023](#) and [1 August 2023](#) be received.**

- C 5620 **RESOLVED: that the Draft Minutes of the meetings of the following Committees: Environment Sub-Committee held on [20 June 2023](#) Leisure and Amenities Committee held on [4 July 2023](#) be received.**

- C 5621 **Council Chairman's Report**

The Chairman's Report which was previously circulated to the Members for information, was received.

RESOLVED: noted.

- C 5622 **Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**

SALC AGM and Conference 2023

C 5622) The Town Clerk reminded Members of the programme (previously circulated) at the upcoming [SALC AGM and Conference](#), to be held on 19 October 2023 at Dorking Halls. She added that all Members were welcome to attend. Cllr George added that there would be an online SALC Chairmans' Forum and optional attendance had been extended to all Councillors.

RESOLVED: noted.

C 5623 **NALC Updates**

The Town Clerk reported that NALC, together with the Local Government Association (LGA) and the Royal British Legion (RBL), had published a letter to all councils regarding Remembrance Events this year. The letter thanks councils for supporting and assisting in organising local Parades and Services. It also asked for continued assistance and support to make them cost-effective, highlighting the part RBL branches and volunteers can play. Local town and parish councils are at the heart of the community during commemorative events and are crucial to enabling local people to remember the fallen and observance of this time-honoured tradition.

RESOLVED: noted.

C 5624 **NALC Review of Model Financial Regulations 2019 Consultation**

The Town Clerk reported that NALC is working with The Parkinson Partnership LLP to update its 2019 Model Financial Regulations. These form part of a support package that local (parish and town) councils receive through their NALC and county association memberships. They are an essential tool for councils of all sizes, setting out the framework within which the council ensures responsible, sustainable and compliant management of its finances. NALC is seeking views on the technical aspects of the regulations. The responses will inform the revision and content of these regulations. The consultation will not result in any changes to existing legislation. The deadline for response is 5 November 2023 and a draft response will be considered at the next Full Council meeting to be held on 31 October 2023.

RESOLVED: noted.

C 5625 **Borough, County Council and Other Updates**

SCC/RBBC/HTC Joint Council meetings 2023/24

The Chairman gave a detailed summary of the meeting held virtually on 1 September 2023 and commented that it had been very productive. *(The notes of the meeting are attached for information).*

RESOLVED: noted.

C 5626 **RBBC/HTC Liaison Meetings 2023/24**

The Town Clerk gave a summary of the meeting held on 31 July 2023 and the draft minutes from RBBC had been circulated. She added that RBBC Leader, Cllr Biggs, would take forward certain actions from the meeting concerning infrastructure and public facilities as Westvale Park residential development; exploring possible design options for Horley Town Park delivery (subject to formal approval); and continued collaborative working arrangements by both council tiers in light of the Planning

C 5626) Inspectorate's decision to accept for examination of the Development Consent Order application for Gatwick Airport's expansion proposals, so as to create a wish list to support best outcomes for local residents during the review process.

RESOLVED: noted.

Internal Audit Matters

C 5627 **Internal Audit 2023/24**

Members agreed to appoint Mulberry & Co as internal auditors for three years (2023/24 - 2026/27) on a fixed price contract with the caveat that there is no penalty for breaking the contract.

RESOLVED: that Mulberry & Co be appointed as Internal Auditors for the years 2023/24 to 2026/27 inclusively.

C 5628 **RESOLVED: that the Councillors' Audit Certificates for April, May, and June 2023 be received.**

C 5629 **RESOLVED: that the financial reports, including bank reconciliations and summary of receipts and payments, up to 31 June 2023 be approved.**

C 5630 **Community Foundation for Surrey (CFS) - Horley Edmonds Fund**

The Town Clerk reported the dates for next funding rounds, [published on the CFS website](#), and informed Members that there may be some grant applications for Council to consider at the next Council meeting. She added that the Edmonds Fund section of the Council website was being redesigned to make it more appealing with enhanced imagery and a listing of previous awards given. She reminded Members that HTC continues to promote the Edmonds Fund on social media and in the newsletter along with the HTC Grants Scheme.

RESOLVED: noted.

Outside Bodies

C 5631 **Royal British Legion**

RESOLVED: that the update from Cllr Marshall and the minutes of the most recent meeting held on 29 August 2023 had been circulated to all members for information, be noted.

C 5632 **Council Policies – Allotment Bee Keeping Policy**

The Town Clerk summarised minor adjustments proposed to the draft policy following review and these were approved. She added that a request to keep two beehives at the Langshott allotment site had been received. This would be considered by the Leisure & Amenities Committee, on receipt of a full application by the applicant and after a survey with allotment holders and neighbouring householders had been carried out, so that an informed decision could be made. A note of thanks from the Town Clerk was extended to Cllrs Blacker, Marshall and Saunders for their comments on the draft policy.

C 5632) ***RESOLVED: that the Allotment Policy (Beekeeping Requests) be approved for adoption by the Town Council and published on the website.***

C 5633 **Town Plan 2022-2027**

The Chairman of the Town Plan Working group (TPWG) gave an informative overview of the meeting held on 10 August 2023, the notes from which had already been circulated to all Members, for information. It was noted that with external funding to be made available for the four live capital projects, these were now expected to be progressed in the shorter term. Additionally, a wish list of smaller projects, such as replacement park furniture, signage and cycle racks, could be considered as a rolling programme, subject to funding and cost estimates being sourced.

RESOLVED: noted.

C 5634 The Town Clerk summarised the changes proposed to the draft Town Plan Action Plan, resulting from the meeting. These included the recommendation of the TPWG to progress live projects with a tentative programme and timetable for these which were supported by all Members. As such, a detailed *Project Management Gantt Chart* had been created, detailing a range of live projects being undertaken by HTC which included other mainstream council projects, such as, the Ground Maintenance Contract renewal (effective January 2024).

She added that more opportunities were being pursued through other funding schemes, namely the **SCC Small Community Project Fund** for which County Councillors, Jordan Beech and Andy Lynch were minded to support as they focused on enhanced safety measures of public play areas. Further details would be shared as the applications progress. She further extended a note of thanks to HTC consultant, Alan Jones, for all his hard work and assistance on extensive project management work placed on the Town Council at the present time.

RESOLVED: that the draft Action Plan with recommendations from the Town Plan Working Group (TPWG), to programme projects along with timescales for live projects, be approved.

C 5635 **RBBC Strategic Infrastructure Programme (SIP) 2023-2027**

The Town Clerk reported the latest information received from RBBC on the administration of the CIL SIP Scheme. She advised that most of the approved Horley projects are allocated to receive funding in financial year 2023/24, with one remaining project allocated in part to receive funding in 2023/24; and part in 2024/25. Funding will be received as allocated once both parties have signed a Spending Agreement which had yet to be issued but would be expedited by RBBC.

RBBC expect to receive detailed updates on all projects allocated for CIL funding in September and April of each year, until the projects are completed. Update reports are required even if the Spending Agreements are not in place. There is no expectation that HTC need to complete the projects in the year that the funding is received. A "Grant Period" will be included in each Spending Agreement, and it will be for both parties to agree it, depending on the current position and complexity of the project. The purpose of agreeing a "Grant Period" is that if the funding has not been spent by the end, HTC will need to agree an extension in writing with RBBC or refund the CIL monies as the CIL money cannot be held by the bidding organisation indefinitely.

C 5635) RBBC expect to issue the Spending Agreements to HTC during September 2023.

RESOLVED: Noted

Governance Matters

C 5636 **RESOLVED: Noted the working arrangements to take forward environmental activities for the remainder of the Municipal Year 2023/24 and the plan to re-evaluate the meeting structure along with membership at the next Annual Meeting (7 May 2024).**

C 5637 **HTC Environmental Activities**

The Chair of the Environment Working Group (EWG), Cllr Avery, gave an update on the meeting held on 5 September 2023, the notes of which would be circulated, for information.

RESOLVED: noted.

C 5638 **HTC Communications Working Group**

The Chair of the Communications Working Group (CWG), Cllr Easterbrook, gave an update on the meeting held on 15 August 2023, the notes of which would be circulated, for information.

RESOLVED: noted.

C 5639 **RESOLVED: that completion of the annual review of the Town Council website, under the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018, be noted.**

C 5640 **HTC Community Engagement Initiatives**

Members discussed various possibilities for community engagement and decided that the best way forward was to conduct a trial of the following various methods of public engagement:

- **1: Online Forum**
- **2: Resident Forum**
- **3: Town Centre Engagement**

It was noted that it was National Local Democracy Week in October and this could provide a good opportunity to conduct the online forum.

The Chairman added that he was formulating a plan to conduct a Chairman of Council live stream event on YouTube, following the issue of the draft Council Minutes including an opportunity for questions and feedback which might also be a good way forward.

RESOLVED: that various methods of Community Engagement by the Town Council, be trialled throughout the remainder of the municipal year 2023/24 with take-up and feedback be evaluated once all trials had been conducted.

C 5641 Christmas 2023

RESOLVED: that arrangements for the Councillor Christmas Hospitality to be held at Horley Community Centre on Saturday 9 December be agreed and that a rota of Councillor volunteers to facilitate the event be formed.

RESOLVED: noted that Councillor donations were received.

C 5642 Communications Received

The Town Clerk had nothing to report, however she noted the promotion of our MP Claire Coutinho to the position of Secretary of State for Energy Security and Net Zero.

RESOLVED: That the Council send a letter of congratulations to Claire Coutinho MP.

C 5643

Diary Dates

12 September: Councillor Finance Training, 7.00 pm, HTC offices (Edmonds Hall)

19 September: HTMG Meeting, 6.00 pm, HTC offices (Edmonds Hall)

26 September: Planning Committee Meeting, 7.30 pm, HTC offices (Edmonds Hall)

29 September: Horley in Bloom Awards Evening, from 6.30 pm, Horley Baptist Church

RESOLVED: noted.

C 5644 ***RESOLVED: that 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.***

C 5645 Town Award Nomination

CONFIDENTIAL

An application for a Town Award was presented to Full Council, for consideration.

RESOLVED: noted.

Meeting closed at 9.23 pm. Date of next meeting – 31 October 2023