

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held at the Albert Rooms,
Albert Road, Horley on Tuesday 10 December 2019 at 7.30 pm.

Present Cllrs David Powell (Chairman)
 Jante Baird
 Giorgio Buttironi
 Pamela Chandler
 Mike George
 Helen Kitajewski
 Robert Marr
 Samantha Marshall
 Simon Marshall
 Wayne Philips
 Martin Saunders
 Rob Spencer
 Fiona Stimpson

In Attendance J Walsh (Town Clerk)
 C Fenton (Head of Leisure & Deputy Clerk)
 J Morgan (Responsible Financial Officer)

C 4815 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Hudson, A Kitajewski and Kumar be accepted, for reasons as specified in the Attendance Register. (Cllr Robinson was absent.)

C 4816 Disclosable Pecuniary Interests and Non-Pecuniary Interests

There were no Declarations of Interest in relation to any items included on this agenda.

RESOLVED: noted.

C 4817 Public Forum

No members of the public were present.

RESOLVED: noted.

C 4818 Ordinary Meeting of the Council, 15 October 2019

The minutes of the above meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 15 October 2019, including all confidential items,

C 4818) *be approved.*

C 4819 Leisure & Amenities Committee, 5 November 2019

RESOLVED: that the unapproved minutes of the above meeting of the Leisure and Amenities Committee, including all confidential items, be received

C 4820 Finance & General Purposes Committee, 26 November 2019

RESOLVED: that the unapproved minutes of the above meeting of the Finance and General Purposes Committee, including all confidential items, be received.

C 4821 Planning & Development Committee, 24 September 2019

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

C 4822 Planning & Development Committee, 22 October 2019

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

C 4823 Horley Edmonds Community Fund

The Clerk advised that no new applications had been received, for consideration at the meeting.

RESOLVED: noted.

C 4824 Chairman's Report

The Chairman advised that he had attended the following events:
Royal British Legion Surrey Poppy Launch (with Vice-Chairman)
Horley Lions Bonfire & Fireworks Display (lighting bonfire)
Rededication of Memorial Gardens
Remembrance Sunday Parade & Service (with Vice-Chairman & other Town Councillors)
Remembrance Day Two Minutes' Silence in Town Centre
Surrey Mayors' Annual Dinner (with Vice-Chairman)
Funeral of Ron Pearce (Horley RBL President)
Launch of Armed Forces Breakfast Club in Horley
Horley Methodist Church Christmas Tree Festival
Supported Learning Sugarcraft Achievement Awards Ceremony

RESOLVED: noted.

Borough, County Councillor & Other Updates

- C 4825** The Clerk updated members on the recent meeting with Cllrs Hammond and Knight, which had been attended by herself, the Chairman and Cllr George. Items for discussion had included highways matters (missing bollard on Court Lodge Shops forecourt & the collapsed/blocked drain at the junction of Victoria and Brighton Roads), the proposed merger of the Horley Regeneration Forum with the HTMG, Precinct repair issues, future responsibility for wayfinding signage and Café progress. (Notes of the meeting held on 29 November are appended.)

RESOLVED: noted.

- C 4826** The Clerk updated members on the HTC/RBBC Liaison Committee, which had been held the previous week. She explained that RBBC Leader Cllr Mark Brunt had been supportive of Town Council concerns about recent repair works in the Precinct, the Borough Council had requested details of future Community events in Horley as it was keen to show its support by offering free parking etc and the RBBC Head of Legal Services had explained that the Member Code of Conduct was in the process of being updated. It was noted that the RBBC Leader was still in discussion with SCC about the new model for the Reigate & Banstead Local Committee. RBBC members had also been updated on the Horley Town Plan and HTC Environmental Strategies.

RESOLVED: noted.

C 4827 **Horley Residents' Forum Meeting**

It was agreed to hold one more Residents' Forum Meeting in the Albert Rooms, to see whether attendances improved, before considering other venues. (Meeting subsequently arranged to take place on 5 February 2020.)

RESOLVED: noted.

C 4828 **Election of a Town Councillor (Horley West Ward), 12 December 2019**

The Clerk confirmed that the election was to take place on 12 December and advised that an Extraordinary Full Council meeting would be held on 7 January 2020 to receive the newly elected member's Declaration of Acceptance of Office & Declaration of Disclosable Pecuniary and Non-Pecuniary Interests.

RESOLVED: noted.

C 4829 Internal Auditor Appointment

RESOLVED: that, following consultation with the Surrey Association of Local Councils, Mulberry & Co Accountants be appointed as the Town Council's Internal Auditor from April 2020, at an annual cost of £360 plus VAT.

C 4830 Climate Emergency Motion

Following recent meetings of the Environment Working Group, the Chairman asked all Councillors to support a pledge to make improvements to help the environment and agree an Action Plan for the Council's future environmental activities.

Following further discussion, Cllr Saunders proposed and Cllr Marr seconded the following motion, which was passed unanimously:

RESOLVED: that the Town Council declare a "Climate Emergency" that requires urgent action. (The press release giving further details is appended.)

C 4831 Town Council's Environmental Policy

RESOLVED: that the Environmental Policy, as appended, be approved.

C 4832 Town Council's Grounds Maintenance Contract with Burleys

The Head of Leisure advised that the TCL Group, of which Burleys was part, had recently been acquired by the *idverde* grounds maintenance group, operating under *idverde* UK. This was not expected to affect the day to day operation of the contract in the short-term, but longer-term was likely to have a greater impact on branding etc. Members were reminded that the current contract with Burleys ended in December 2020, subject to any extension to the contract being agreed in the interim.

RESOLVED: noted.

C 4833 "Tennis for Free", Horley Recreation Ground

The Head of Leisure reminded members that, once the refurbishment of the tennis courts in the Horley Recreation Ground was complete, it was planned to use the tennis courts once a week for the LTA "Tennis for Free" (TFF) initiative for the benefit and wellbeing of the local community, working with coaches from the Horley Lawn Tennis Club. The Head of Leisure went on to explain that she and the Leisure Committee Vice-Chairman had recently met with the local Participation Development Partner to discuss how the Initiative would operate in Horley, the first step being the Town Council completing the TFF Court Operator Agreement. A

C 4833) launch date would be decided around the time when the resurfacing work was completed.

RESOLVED: that the TFF Court Operator Agreement between Tennis For Free and Horley Town Council be approved. (A copy is appended.)

C 4834 Open-Air Cinema in Horley Recreation Ground, 2020

RESOLVED: that the request from Silent Summer Screenings to hold their Open-Air Cinema at Horley Rec on 18 September 2020 be approved in principle, final details to be agreed at the meeting of the Leisure Committee on 7 January 2020.

C 4835 Meter for Electrics Cabinet, Town Centre Precinct

The Clerk explained that the electrics cabinet in the refurbished Precinct required a separately metered supply and it had been suggested that the Town Council become the named organisation for this. The Borough Council had offered to waive the cost being charged to the Town Council for the town centre notice board (£1,375), if the Town Council took responsibility for the meter and Cllr Graham Knight had also agreed to make a contribution from his Members' Community Allocation. After some discussion the following was resolved:

RESOLVED: that the Town Council take responsibility for the metered supply to the Electrics Cabinet in the Precinct, subject to the Borough Council waiving the charge for the Precinct notice board.

C 4836 Damage to Rotary Ride, Court Lodge Playground

The Head of Leisure advised members that there had recently been damage to the seats on the Titan Rotary Ride in the Court Lodge Playground, caused by the seats being used for dog training, as a precursor to organised illegal dog fights. It was confirmed that there was clear signage in the playground, forbidding dogs from entering the area, furthermore the playground was a Dog Exclusion Area, as part of the RBBC Dog Control Orders. The RBBC Dog Warden had been to the site on several occasions and had advised the removal of all the seats in the short-term, in the hope that this would deter the dog owners from returning. This had subsequently been actioned by Bennetts. Meanwhile the Head of Leisure was investigating repair costs.

RESOLVED: that the matter be further considered at the Leisure Meeting on 7 January 2020.

Horley Town Council Precept 2020 – 2021

C 4837 Members considered the recommendations of the Finance & General Purposes Committee, made at its recent meeting. It was noted that the number of households had increased by 349. The Finance Officer reminded members that the Double Taxation Agreement with the Borough Council (£37,000 this year), was due to expire in March 2024, leading to a subsequent reduction in funding. She added that, as part of the Precept calculations, £25,000 had been transferred from General Reserve funds. £10,000 had been added to the Playgrounds Earmarked Fund and a further £10,000 to a new Grounds Earmarked Fund. Additionally £5,000 had been added to a new Earmarked Fund for the Albert Rooms building.

After some discussion, the following was resolved (proposed by Cllr Helen Kitajewski and seconded by Cllr Simon Marshall):

RESOLVED: that a Precept of £404,676 be set for the Financial Year 2020/2021, representing £39.71 per Band D Household, an annual increase of £1.84 (4.85% increase), Reigate & Banstead Borough Council to be informed accordingly. (Full details are appended.)

C 4838 ***RESOLVED: that the Earmarked Funds for Grounds, Playgrounds and Michael Crescent be amalgamated into one "Parks and Playgrounds Fund", giving a current total of £48,360, although some of the fund would be required towards the cost of the tennis courts refurbishment.***

C 4839 **Budget Speech**

The Chairman of the Finance & General Purposes Committee read out her Budget Speech.

RESOLVED: that the Budget Speech be approved, be released to the press etc and be placed on the Town Council website. (A copy is appended.)

C 4840 **Horley Town Plan 2020 - 2025**

It was agreed to move the replacement of the Horley Rec lamp posts from a medium-term to a short-term action and the resurfacing of the existing Horley Rec car park from a short-term action to a medium-term action. The Clerk advised that some up to date photos would be added, before the artwork for the Town Plan was completed by MAD Ideas publishing.

RESOLVED: that the Town Plan for 2020 – 2025, subject to the changes agreed above, be approved.

C 4841 Letters Received

The Clerk advised that a local historian had been in contact to say that he had researched details of local service people lost in World War Two and that the Horley Local History Society hoped to re-publish its "Horley in Wartime" book, which would include the information.

RESOLVED: noted.

C 4842 Diary Dates

RESOLVED: that future events be noted, in particular the Carol Service, Councillors' Hospitality (where help would be required) and HATs Christmas Fair on 14 December.

C 4843 Items for Inclusion on Future Agenda

RESOLVED: that "an upgrade to the sound system in the Edmonds Hall" be placed on a future agenda of the Finance Committee.

C 4844 Confidential Business

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."

Staffing Matters

CONFIDENTIAL

C 4845 The previously minuted hours of work for the Town Council's
C 4846 Administration Officer were corrected and the updated hours being worked from December 2019 were recorded.

C 4847 Grievance Allegations – members were updated on recent correspondence received and actions taken.

Meeting closed at 9.05 pm

Date of next meeting: 11 February 2020

Notes of Joint Meeting: SCC / RBBC / HTC

29 November 2019, at 3.00 pm, in the Town Council offices, 92 Albert Road, Horley

Present: Cllr Kay Hammond (KH)
Cllr Graham Knight (GK)
Cllr David Powell (DP)
Cllr Mike George (MG)
Joan Walsh (JW)

1. Review of Previous Meeting (held on 4 October 2019) and actions required:

1.1 Dialogue with Network Rail - Condition of Footbridge and Underpass:

Brought forward from previous meeting:

GK to follow up with Network Rail representatives on possible rail improvements (to include flooding prevention in the underpass and footbridge upgrade) and enquire if a meeting can be arranged at HTC. **Action: GK**

1.2 Proposal for formation of new Rail Users' Forum in Horley:

Brought forward from previous meeting:

There was no update - GK to follow up. **Action: GK**

1.3 Regent House Management:

Brought forward from previous meeting:

GK to follow up with the RBBC Community Partnership Portfolio Holder, Cllr Rod Ashford, who will oversee the effective management of Regent House after the transfer from Staywell back to the Borough Council, from 1 April 2020. GK to further provide DP with the new contract details (including an assurance that members would no longer be faced with annual subscription fees being levied for using the community facility). **Action: GK**

1.4 Grass Verge/Weed Spraying Maintenance in Horley:

Brought forward from previous meeting:

Concerns about the frequency of grass cutting and weed spraying of roadside verges in Horley would be monitored over the coming months to see if maintenance and treatments to control weed growth were being actioned by the responsible authority on a timely basis.

2. Highways Matters

2.1 Forecourt, Court Lodge shops:

KH said she had followed up on the installation of the replacement bollards on the forecourt at the Court Lodge Road shops which had been outstanding for some considerable time. A date was however, now in hand with the Highways Officer and would be confirmed shortly.

2.2 A23/Air Balloon junction – collapsed/blocked drain:

GK advised that he had yet to clarify with SCC Highways if the longstanding repairs required to the collapsed/blocked drain at the Pedestrian Crossing had been included the latest works programme within the current financial year or would have to be rescheduled at a later date. He will provide an update at the next meeting.

Action: GK

3. Horley Regeneration Forum (HRF) merger with Horley Town Management Group (HTMG)

The draft proposals for the new Terms of Reference for the combined group were discussed and the following points were made:

- The proposed name of 'Horley Place Partnership' should be altered with the word 'Place' changed to better reflect community participation.
- The new group's objectives should encompass growth, success and development of all areas of Horley and that voluntary and community groups should be able to become involved.
- The Chairman should be a Councillor and the Vice Chairman from a community group.
- The core steering group should be kept confined with interested community groups invited to participate to share their levels of expertise, past experiences and future vision for Horley where certain topics relate to their particular interests.
- The seven Nolan Principles should be adopted to reflect the ground rules of the new group.
- The frequency of meetings should be no less than 6 meetings per year with an annual workplan and programme of dates agreed in advance.

It was hoped that the inaugural meeting of the combined group would take place in January 2020, once the rewording of the revised Terms of Reference had been agreed.

4. Horley Precinct Refurbishment

4.1 Transfer of SCC's Metered Electric Cabinet to HTC:

It was noted that HTC had been asked to be named organisation for the new Electric Cabinet in the Precinct once it became metered, responsible for paying bills to the utility company for energy consumption during community events and reclaiming the amount from the end user. JW advised that RBBC would offset one half cost of the new community noticeboard which HTC agreed to pay and this was agreed. The situation would, however, need to be monitored in view of HTC potentially receiving high electricity bills with no guarantee of reimbursement. GK added that he would make a contribution to HTC from his Members' Allowance in the circumstances.

4.2 Strategy for reinstatement works in public realm areas after emergency repairs have been carried out by utilities companies:

It was noted that reinstatement works by UKPN at the far end of the Precinct remained outstanding for several weeks, leaving the newly paved area merely concreted over which appeared unsightly. The delay was apparently due to UKPN's practice to batch up work at various sites which can cause a gap in time between emergency works and subsequent reinstatement being carried out. GK commented that this had not been the case in another area of the Precinct, outside Boots. DP suggested in the circumstances that the responsible authority considers carrying out the reinstatement promptly where the need arises and recharging the utility company for the costs incurred. GK agreed to take the matter forward. **Action: GK**

4.3 Responsibilities for the ongoing maintenance costs of the new Horley Town Centre signage, post installation.

MG said it was hoped that plans could move forward for placing the totem, flag and map signage in the Precinct and surrounding areas after a business case had been presented to RBBC to apply for monies from the Mary Portas Fund. However, there were concerns about Horley Town Council being responsible for its ongoing maintenance since it had no statutory powers to do this for equipment positioned on the public highway and the signage project was being managed through the Horley Town Management Group (HTMG), not the Town Council. The exact location of the signage and ongoing maintenance issues were yet to be resolved with SCC and the Senior Highways Manager would need to be consulted beforehand on suggested locations together with a site meeting arranged.

5. 'Café in the Park' Project, Horley Recreation Ground

- JW gave a progress update, advising that the Café framework was complete and the windows/doors were about to be installed. It would be known as 'Cafe In The Park', 65 Brighton Road and the postcode would be confirmed by Royal Mail on commencement of the build. The programme timetable had slipped slightly due to adverse weather conditions but it was anticipated that the Council would take vacant possession in January or February and there would be 11 extra spaces (including 2 disabled spaces). The car park extension would take place after handover as the final phase of the project. Lease arrangements with the appointed Café Operator were in hand. It was hoped that the official opening could be arranged in the Spring but would be subject to the timings of final completion.

6. Any other business

Horley Library

It was noted that new Horley Library had received great positivity from residents and through various social media channels, since its official opening at its new location in Russell Square, with record attendance.

7. Date of next meeting

Friday, 31 January, 3.00 pm – HTC offices (Edmonds Hall).

SCC.RBBC.HTC Joint Meeting / JW



Press Release

December 2019

Horley Town Council Declares a Climate Emergency

At its Full Council meeting held on 10 December 2019, Horley Town Council Chairman, David Powell, asked all Councillors to support a pledge to make improvements to help the environment and to consider an Action Plan for the Council's environmental activities in the future.

Cllr Martin Saunders proposed the motion, it was seconded by Cllr Robert Marr and the Town Council resolved with a unanimous vote to:

"To Declare a 'Climate Emergency' that requires Urgent Action"

It is noted by Horley Town Council:

- that the impacts of climate breakdown are already causing serious damage around the world;
- that the 'Special Report on Global Warming of 1.5°C', published by the Intergovernmental Panel on Climate Change in October 2018, (a) describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise, and (b) confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector;
- that all governments (national, regional and local) have a duty to act, and local governments that recognise this should not wait for their national governments to change their policies;
- that strong policies to cut emissions also have associated health, wellbeing and economic benefits;
- and that, recognising this, a growing number of UK local authorities have already passed 'Climate Emergency' motions.

Horley Town Council therefore commits to:

- Its resolution made to declare a 'Climate Emergency' that requires urgent action.
- Do everything in its power to make the Council's activities net-zero carbon by 2030 and achieve 100% clean electricity consumption across the Council's facilities by 2025.
- Immediately establish an Environment working group focused on eliminating carbon emissions, plastic waste and damage to the local ecology. (already established).
- Ensure that all strategic decisions and budgets are in line with a shift to zero carbon by 2030 whilst still maintaining the Council's service delivery and financial resilience.
- Support and work with all other relevant agencies and authorities towards helping Horley become zero carbon by 2030.
- Launch an Environment Week to include residents and especially young people in the process, ensuring that they have a voice in shaping the future.
- Ensure that all reports in preparation for the 2021/22 budget cycle and investment strategy will consider the actions the council will take to address this emergency.
- Call on the UK Government to provide the powers, resources and help with funding to make this possible, and to persuade our local MPs to do likewise.

ENDS



HORLEY TOWN COUNCIL

Environmental Policy

1. Introduction

- 1.1 Horley Town Council recognises that the day-to-day operations of the Council can impact both directly and indirectly on the environment.
- 1.2 The Council aims to protect and improve the environment through good management and by adopting best practice wherever possible.
- 1.3 The Council will work to integrate environmental considerations into our business decisions and adopt more environmentally friendly alternatives wherever possible, throughout our operations.

2. Objectives

2.1 In order to discharge its responsibilities, the Council will:

- Bring this Environmental Policy to the attention of all stakeholders;
- Carry out regular audits of the environmental management system;
- Comply fully with all relevant legal requirements, codes of practice and regulations at international, national and local levels;
- Eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes;
- Ensure that emergency procedures are in place at all locations for dealing with environmental issues;
- Identify and manage environmental risks and hazards;
- Improve the environmental efficiency of the Council's transport and travel;

- Minimise waste and increase recycling within the framework of the Council's waste management procedures;
- Only engage contractors who are able to demonstrate due regard to environmental matters;
- Prevent pollution to land, air and water;
- Promote environmentally responsible purchasing;
- Provide adequate resources to control environmental risks arising from work activities;
- Provide suitable training to enable employees to deal with their specific areas of environmental control;
- Reduce the use of water, energy and other natural resources;
- Source materials from sustainable supply, whenever practical; and
- Consider the impact of noise and light pollution.

Approved by Full Council: 10 December 2019

Next review date: 2022

TFF Court Operator Agreement for Horley Recreation Ground

Parties to the Agreement (The Partnership)

Tennis For Free (TFF): **Paul Jessop** (CEO)

Court Provider: **Carol Fenton** (Head Of Leisure) on behalf of Horley Town Council

Agreement Terms and Description

The term of this agreement will run from the agreed launch date for a two year period and is renewable thereafter annually.

The aim of this partnership is to develop a tennis community hub at **Horley Recreation Ground** (hereinafter referred to as "The Facility").

A programme of Tennis Services and activity will be provided at The Facility by the Partnership, to include a free weekly tennis session "The TFF Session" for all members of the public which is to be targeted at families. Equipment will be provided by Tennis For Free and all sessions will be delivered by Tennis For Free approved personnel.

Undertakings of Tennis For Free

1. To provide all reasonable start-up costs for the site. Such costs to be approved by TFF and to include promotional banners, flyers and TFF Session equipment (racquets, balls, coaching aids and any other equipment deemed necessary by TFF to deliver a Session).
2. To fund the delivery of the TFF Session within TFF's hourly pay rates which include £12 for Level 1 coaches, £16 for Level 2 and £22 for Level 3 coaches and above.
3. To provide software to capture and collate attendee data, to enable reporting procedures and monitor success of the TFF Scheme.
4. To train the TFF deliverers to operate the TFF Scheme at The Facility.
5. To provide marketing, branding support, PR and social media sell. This marketing may be sponsor branded.
6. To provide an Equipment Support Package (ESP) which may be sponsor branded.
7. To ensure that all members of the TFF Delivery Team are DBS checked and clear. We adhere to LTA, Tennis Scotland, Tennis Wales and Ulster Branch Tennis Ireland with our safeguarding policies.
8. To appoint a TFF Regional Development Officer (RDO) to work with the Partnership and delivery team to ensure optimal delivery and performance of TFF Sessions.

Undertakings from The Provider

1. To provide a level of free court access for all members of the public between the hours of 4pm-8pm Monday - Friday and/or 10am-5pm Saturday/Sunday or a One-Card/other means tested scheme that allows free access to the courts for low income families.
The free access of this facility is: **ALL Courts Free.**
2. To allocate an appointed person (e.g. Active For Life Co-ordinator, Sports Development Officer) to be the contact for the scheme and liaise with The Partnership. The designated lead for this position is: **Carol Fenton** in their role (**Head Of Leisure**) with The Facility.
3. To agree to TFF's support/sponsor branded promotional and information based material to be used at The Facility and for distribution in community outlets.
4. To agree to promote the TFF Session on their website, in appropriate circulars and the TFF Session to be included in any social media strategies.
5. To agree for placement of a TFF storage box at The Facility (where a storage box is required).
Funding support for the box may need to be provided by The Facility.
6. Upon the reporting of any incidents, to ensure that the same are noted and that obligations and requirements under the relevant public liability insurance are complied with.
7. To confirm that The Facility adheres to all health and safety requirements and are fit for community use.

Acknowledgement

Court Operator

Name: Carol Fenton

Position: Horley Recreation Ground

Digitally Signed: **Carol Fenton**

Date: 10/12/2019

Signed on behalf of Tennis For Free (TFF)

Name: Paul Jessop

Position: CEO TFF

Digitally Signed: **Paul Jessop**

Date: 10/12/2019

PRESS RELEASE (BUDGET SPEECH) - Horley Town Council - Precept for 2020/2021

On behalf of Horley Town Council, I would like to announce that the Precept for 2020/2021 has been set at a total net figure of **£404,676**. This means that the Town element of Council Tax will be an average annual amount of **£39.71** per household, representing an annual increase of £1.84 per Band D property (+ **4.85%**). **This figure is below the Surrey average for Town and Parish Councils.**

The Town Council remains fully committed to delivering **all its services** and pursuing an extensive programme of enhancements and new projects. These will include continued improvements to our parks and playgrounds, some of which have been completed or are in the course of being implemented. The new Café construction, toilets and associated external works at Horley Recreation Ground are now well underway with an operator having been appointed and we anticipate it will be open by the Spring. All the safety surfacing at the Horley Recreation Ground Playground has been replaced within the past year by Southern Landscape and Construction Ltd, working in partnership with DCM Surfaces. The Town Council is also proceeding with a tender programme for the full refurbishment of the Tennis Courts at Horley Recreation Ground, which will also enable free community tennis initiatives to take place. We aim to complete this project within the current financial year, for a large part using our current Community Infrastructure Levy (CIL) funds.

The Town Council will continue to support St Bartholomew's New Churchyard and has made provision for a sum of up to **£6,550** towards its grounds maintenance, subject to the approval of a grant application from the Church.

The CCTV upgrade programme at our parks is being progressed in consultation with security provider experts and Surrey Police. The new high definition cameras at Horley Recreation Ground are now installed and linked to Reigate Police Station and extra surveillance will be provided around the new Café building and the car park. The CCTV surveillance system at Court Lodge Fields (including the Innes Pavilion) will also be upgraded in the coming financial year. The Town Council will continue to implement regular patrols in all its parks for extra security and public safety, as well as pursuing other crime prevention measures, following recent site meetings with the Crime Reduction Officer.

The Council is delighted to be in a position to again make provision for superb floral displays around the town for the benefit of residents and visitors. We are in particular looking forward to being able to enhance the newly upgraded Pedestrian Precinct this year. We are very grateful to those Borough and County Councillors who continue to use their Community Awards Schemes to contribute generous funding for this and other projects, in particular to County Cllr Kay Hammond who continues to support the flower planters at Horley Row and Court Lodge. We would also like to extend a note of thanks to the many local groups and businesses for their continued support in the community through sponsorship. The Horley in Bloom Competitions will continue free of charge for local residents and the Town Council will of course provide the town centre Christmas Tree.

The Town Council will continue to seek funding from appropriate bodies and will have additional earmarked funds for ongoing grounds and playgrounds improvements, together with new projects in the future. Detailed information on the budget will be made available on our website or from the Town Council offices.

Horley Town Council remains committed to delivering and enhancing facilities as well as setting out key objectives, based upon what matters most to Horley residents.

On a final note, on behalf of our members, I would like to invite all Horley residents to sign up to our free monthly eNewsletter from the home page of our [website](#) to be kept regularly informed about Horley Town Council's business and community activities. Thank you.

Cllr Helen Kitajewski, Chairman Finance & General Purposes Committee 10 December 2019

	2018/19	2019/20	2019/20		2020/21	2021/22	2022/23	Comments and Justification
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
FINANCE & GENERAL PURPOSES COMMITTEE								
Income								
INTEREST RECEIVABLE								
Deposit Account Interest	1,765	1,000	1,000	0	1,000	1,000	1,000	
	1,765	1,000	1,000	0	1,000	1,000	1,000	
MISCELLANEOUS SERVICES								
Photocopying	703	50	140	-90	80	80	80	
	703	50	140	-90	80	80	80	
LETTINGS								
Edmonds Hall lettings	12,470	12,000	12,000	0	12,000	13,000	13,500	
Meeting Room lettings	220	220	220	0	220	230	240	
Saturday Market	430	200	400	-200	200	0	0	
	13,120	12,420	12,620	-200	12,420	13,230	13,230	
New PWLB loan for café/pavilion		473,000	473,000	0				direct to earmarked for Café in the Park
Total F&GP Income	15,587	13,470	13,760	-290	13,500	14,310	13,310	
F&GP Expenditure								
LEGAL & STATUTORY								
Audit Costs	1,804	2,200	2,200	0	2,600	2,678	2,758	
Insurance	7,071	8,500	7,050	1,450	8,500	8,755	9,018	
Legal fees	1,500	1,500	3,000	-1,500	2,000	2,060	2,122	special circs
	10,375	12,200	12,250	-50	13,100	13,493	13,898	
SALARIES								
Salaries	112,258	130,000	130,000	0	155,000	159,650	164,440	Final Salary Payment included
NIC Employer	10,339	11,000	12,000	-1,000	15,000	15,450	15,914	
Superannuation Employer	17,784	24,000	21,000	3,000	25,000	25,750	26,523	
	140,381	165,000	163,000	2,000	195,000	200,850	206,876	
OFFICE EXPENDITURE								
Stationery	833	1,600	1,400	200	1,600	1,700	1,700	
Postage, Courier	206	400	200	200	400	425	425	
Office supplies & equipment	1,566	3,000	3,000	0	3,000	1,800	1,800	
Website	800	2,800	3,900	-1,100	2,800	2,000	2,000	Website revamp complete
Communication	1,803	1,800	2,400	-600	1,800	1,800	1,800	
Photocopier	3,414	4,500	3,000	1,500	4,000	4,500	4,500	
Compliance & Regulatory	2,684	5,000	1,000	4,000	5,000	5,000	5,000	
Health & Safety	0	60	60	0	0	0	0	
Window cleaning	330	750	350	400	750	750	750	
Information Technology & Support	5,253	6,000	5,000	1,000	8,000	4,000	4,000	upgrade to accounting and invoicing software
	16,889	25,910	20,310	5,600	27,350	21,975	17,905	
ADMINISTRATION								
Bank charges	1,074	1,350	750	600	1,000	1,400	1,450	reduced costs for debit card payments
Professional fees	32,221	18,000	30,000	-12,000	18,000	19,000	19,000	HR retainer, consultancy
GDPR	2,845	3,000	35	2,965	0	0	0	will come under office expenditure
Election expenses	0	2,500	0	2,500	2,500	0	0	local elections 2019
Councillors' training & expenses	260	1,500	1,200	300	1,100	1,100	1,100	new cllrs training (May 2019) elections
Staff training & expenses	552	2,000	1,200	800	2,000	2,060	2,122	
Chairman's allowance	370	400	400	400	400	412	424	
Members Allowances					1,800	1,800	1,800	Scheme adopted in 19/20
Subscriptions & Licences	6,418	7,100	6,900	200	7,300	7,519	7,745	
	43,740	35,850	40,485	-4,635	34,100	33,291	33,641	
RENT & RATES								
PWLB Repayment Council Offices	19,545	19,545	19,545	0	19,545	19,545	19,545	
Council Offices Rates	832	3,000	1,200	1,800	3,000	3,000	4,600	New Rateable Value 2017
	20,377	22,545	20,745	1,800	22,545	22,545	24,145	
MAINTENANCE & REPAIR								
Council Office Repairs & Maint	3,273	3,000	3,000	0	3,000	3,090	3,183	
Offices, hall (cleaning)	12,943	10,500	14,000	-3,500	13,000	13,390	13,792	
Maintenance Contracts	1,297	3,200	1,200	2,000	2,000	2,060	2,122	heating, aircon, barrier etc
	17,513	16,700	18,200	-1,500	18,000	18,540	19,096	
OTHER RUNNING COSTS								
Council Office utilities	4,199	5,000	4,300	700	5,400	5,800	5,900	
	4,199	5,000	4,300	700	5,400	5,800	5,900	
Total F&GP Expenditure	253,475	283,205	279,290	3,915	315,495	316,494	321,460	
Total F&GP Income	15,587	13,470	13,760	-290	13,500	14,310	13,310	
F&GP Precept requirement	237,888	269,735	265,530	4,205	301,995	302,184	308,150	
LEISURE & AMENITIES COMMITTEE								
Income								
DEVOLVED POWERS								

	2018/19	2019/20	2019/20		2020/21	2021/22	2022/23	Comments and Justification
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
Devolved Powers RBBC	3,400	1,700	1,700	1,700	1,700	1,700	1,700	Receipts in 18/19 were for 17/18 and 18/19
	3,400	1,700	1,700	1,700	1,700	1,700	1,700	
LETTINGS & RENTS								
Bowling Club lease	251	276	251	25	276	276	276	
Events Income + Banners	7,910	6,000	10,000	-4,000	8,000	8,000	8,000	fairground, circus, banners, additional funfair
Church Road Allotments Rent	3,030	3,300	3,200	100	3,300	3,399	3,501	increased rent to 53
Langshott Allotments Rent	3,895	3,800	3,540	260	3,800	3,914	4,031	increased rent to 48
Football pitches income	6,422	8,400	4,000	4,400	6,000	6,180	6,365	reduced teams
Café in the Park -rent	0.00	0	0	0	6,000	12,000	12,000	concessionary rent first 12m
Innes Pavilion - rent	9,252	10,000	9,200	800	10,000	11,000	12,000	
Rents Received	30,760	31,776	30,191	1,585	37,376	44,769	46,174	
Total L&A Income	34,160	33,476	31,891	3,285	39,076	46,469	47,874	
Expenditure								
GROUNDS MAINTENANCE								
GM Contract 2016/2020	49,676	50,000	52,000	-2,000	52,000	53,560	55,167	
Playground Inspections	8,582	8,300	7,800	500	8,300	8,549	8,805	inc grounds inspections
Playground Repairs	5,207	4,000	6,000	-2,000	7,000	7,210	7,426	
Parks furniture	1,273	4,000	4,000	0	5,000	5,150	5,305	
Signage	713	1,600	1,600	0	1,600	1,648	1,697	
Pest Control	0	550	0	550	550	567	583	
Tree Surgery	10,808	8,000	8,000	0	8,000	8,240	8,487	all grounds
	76,259	76,450	79,400	-2,950	82,450	84,924	87,471	
HORLEY RECREATION GROUND								
Maintenance	829	2,000	2,000	0	2,000	2,060	2,122	
Café in the Park	0	0	0	0	3,000	3,090	3,183	
Memorial & Ornamental Gdns	1,841	5,000	3,500	1,500	5,000	5,150	5,305	
	2,670	7,000	5,500	1,500	10,000	10,300	10,609	
COURT LODGE & INNES PAVILION								
Rent to RBBC	1	1	1	0	1	1	1	
Refurbishment/Repairs	77,748	5,000	5,000	0	5,000	5,150	5,305	
Football Pitches posts/repairs	1,632	1,000	1,000	0	1,000	1,030	1,061	
Football Pavillion cleaning costs	2,351	2,200	2,200	0	2,200	2,266	2,334	
Telephone	501	300	600	-300	600	618	637	
Rates	0	0	0	0	0	0	0	
Security	200	0	0	0	0	0	0	now in security costs
Boiler/Heating Maint Contract	871	820	820	0	820	845	870	
Innes Pavilion utilities	2,357	2,500	2,300	200	2,600	2,678	2,758	new contract increased energy cost
Total	85,661	11,821	11,921	-100	12,221	12,588	12,965	
MICHAEL CRESCENT								
Rates & Utilities	551	700	720	-20	740	762	785	
Bldg and Grounds	15,301	1,550	3,200	-1,650	2,000	2,060	2,122	
	15,852	2,250	3,920	-1,670	2,740	2,822	2,907	
EMLYN MEADOWS								
Emlyn Meadows	52	500	500	0	500	515	530	
	52	500	500	0	500	515	530	
ALLOTMENTS								
Church Rd Maintenance & repair	438.00	1,800	1,800	0	1,800	1,854	1,910	skips, signs, car park
Church Rd Utilities	326	500	500	0	500	515	530	water etc
Langshott Maintenance and Repair	0	0	0	0	2,500	2,575	2,652	
Langshott Utilities	31	900	900	0	900	927	955	Water bill needs sorting
	795	3,200	3,200	0	5,700	5,871	6,047	
TOWN CENTRE								
Flower baskets, beds and planters	9,976	8,500	8,500	0	8,500	8,755	9,018	
Sponsorship	-525	-725	-525	-200	-600	-618	-637	
Horley/SE in Bloom	1,485	2,100	1,800	300	2,100	2,163	2,228	
Christmas Tree	1,178	1,900	1,900	0	1,900	1,957	2,016	
	12,114	11,775	11,675	100	11,900	12,257	12,625	
SECURITY								
Security Patrols	4,781	5,000	4,500	500	5,500	5,665	5,835	patrols rec grounds + football lockup
CCTV Installation	0	11,000	11,000	0	12,000	12,360	12,731	enhancements to 2 sites + café
CCTV Maintenance	195	1,000	1,000	0	1,000	1,030	1,061	
CCTV Broadband Connection	963	1,000	1,100	-100	1,000	1,030	1,000	
	5,939	18,000	17,600	400	19,500	20,085	20,627	
Total L&A Expenditure	199,341	130,996	133,716	-2,720	145,011	149,361	153,781	
Total L&A Income	34,160	33,476	31,891	3,285	39,076	46,469	47,874	
L&A Precept Requirement	165,181	97,520	101,825	-6,005	105,935	102,892	105,907	

	2018/19	2019/20	2019/20		2020/21	2021/22	2022/23	Comments and Justification
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
FULL COUNCIL								
Café in the Park PWLB @ 1.55%	0	31,000	13,798	17,202	27,596	27,596	27,596	
Churchyards Grant	6,000	6,500	6,400	100	6,550	6,550	6,550	
HTC Grants Scheme	1,437	1,000	1,000	0	1,000	1,000	1,000	
	7,437	38,500	21,198	17,302	35,146	35,146	35,146	
Net Spend	410,506	405,755	388,553	15,502	443,076	440,222	449,204	

RESERVES REPORT

Name	1.4.19	Earmark	Expenditure	Transfer	Balance	Estimated Date of Use	Notes
General Reserves	203,596.83				£ 163,305.86		
Earmarked Funds							
CIL		£ 17,535.64		£ 5,290.97	£ 22,826.61	2020	resurface tennis courts
Election Contingency	£ 11,243.95				£ 11,243.95		
Parks and Playgrounds	£ 11,000.00	£ 20,000.00	£ 2,640.00	£ 20,000.00	£ 48,360.00	2021	lamposts,railings, etc
Edmonds Hall		£ 5,000.00			£ 5,000.00	2021	Maintenance and refurbishment
Tree surgery	£ -	£ -			£ -		
Projects Fund (Cafe)*	£ 115,000.00	£ -	£ 116,000.00	£ 15,000.00	£ 14,000.00		Amount of retention of contract
Total Earmarked Funds	£ 137,243.95	£ 42,535.64	£ 118,640.00	£ 40,290.97	£ 101,430.56		
Total Reserves	£ 340,840.78	£ 42,535.64	£ 118,640.00	£ 40,290.97	£ 264,736.42		

* plus the PWLB loan