

HORLEY TOWN COUNCIL

Alan Jones FCSI ACIB

Town Clerk

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**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday 17 October 2017 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 29 August 2017
- 5 Matters Arising**
Minutes of the Ordinary Meeting of the Council held on 29 August 2017
- 6 Committee Reports**
To receive the minutes of the meetings of the following Committees:
 - i) Unapproved minutes of the Leisure & Amenities Committee held on 5 September 2017
 - ii) Unapproved minutes of the Finance & General Purposes Committee held on 26 September 2017
 - iii) Approved minutes of the Planning & Development Committee held on 15 August 2017
 - iv) Approved minutes of the Planning & Development Committee held on 12 September 2017
- 7 Chairman's Report**
To receive a report of events recently attended by the Chairman or his representative.
- 8 Reports from Surrey County Councillors**
To consider any information received.
- 9 Annual Audit for the Year Ending 31 March 2017**
 - i) To note that the audit has been completed and is unqualified.
 - ii) To receive the External Auditor's Certificate and Opinion (Section 3 of the Annual Return.)
 - iii) To approve the completed Annual Return
 - v) To note that there are no Issues Arising requiring action by this Council.
 - vi) To ratify payment of £1,000 plus VAT to BDO LLP for completion of the external audit.
 - vii) To note that the Smaller Authorities' Audit Appointments will be appointing the External Auditor from the year ended 31 March 2018 onwards.
- 10 Proposals for Café at Horley Recreation Ground**
To receive any updates.
- 11 Remembrance Programme 2017**
 - i) To note receipt of the Horley RBL Remembrance Programme and actions required by this Council.
 - ii) To approve the Town Council's donation of £250 to the Royal British Legion Poppy Appeal.

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- 12 Silent Soldiers**
To consider the following recommendations of the Finance & General Purposes Committee:
i) that the Horley RBL be given permission to place two Silent Soldiers in the Memorial Gardens.
ii) that the Town Council consider sponsoring further Silent Soldiers.
- 13 Proposals for Remembrance Tree in Memorial Gardens**
To receive an update.
- 14 Horley Town Council & Reigate & Banstead Borough Council Liaison Committee Meeting**
To receive an update on the meeting held on 5 October 2017.
- 15 Central Car Park – Licence for Operation of Market**
To receive the completed Licence.
- 16 Letters Received**
- 17 Diary Dates**
- 18 Urgent Business**
To note urgent business for inclusion on future agenda.
- 19 Press Release**
To agree items for inclusion.
- 20 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.”
- 21 Confidential Minutes** **CONFIDENTIAL**
To approve the confidential minutes of the Annual Meeting of the Council held on 29 August 2017
- 22 Matters Arising** **CONFIDENTIAL**
Confidential minutes of the Annual Meeting of the Council held on 29 August 2017.
- 23 Committee Reports – Confidential Minutes** **CONFIDENTIAL**
To receive the confidential minutes of Committee meetings.
- 24 Staffing Matters** **CONFIDENTIAL**
To receive an update.
- 25 Security and CCTV** **CONFIDENTIAL**
To receive an update on recent actions taken.
- 26 Press Release**
To agree items for inclusion.



Signed, Town Clerk, 12 October 2017

Date of Next Meeting – 11 December 2017 (PRECEPT)