

A Virtual Meeting of Horley Town Council will be held on Tuesday, 30 June 2020, at 7.30 pm.

Following Government advice, essential meetings of Horley Town Council will be held virtually during the Covid-19 lockdown period and not in the Council Chamber. All papers will be published on our website and social media channels as normal. Members of the public may join the meeting remotely by requesting a Zoom link (by email to: town.clerk@horleytown.com) by no later than one hour before the start of the meeting. This meeting may be recorded for monitoring purposes.

1 Virtual Meeting (Committee Chairman)

To resolve that, in view of the Covid-19 crisis, this meeting of Full Council, taking place on 30 June 2020 be held virtually.

2 Apologies and Reasons for Absence

To receive apologies and reasons for absence.

3 Disclosable Pecuniary Interests and Non-Pecuniary Interests

To receive any declarations of interest in relation to any items included on this agenda.

4 Public Forum

Members of the public are invited to put questions or draw relevant matters to the Council's attention. Each member of the public is allowed to speak once only and for a maximum of five Minutes in respect of a business item on the agenda and shall not speak for more than five Minutes at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course. At the end of the Public Forum, members of the public will have their video feed turned off and microphone muted by the meeting facilitator. They may however remain to see and hear the meeting but may no longer take part unless invited to do so at the discretion of the Chair.

5 Minutes

To approve the Minutes of the Ordinary Meeting of the Council held on 28 April 2020.

6 Full Council Updates

7 Committee Reports

To receive the Minutes of the meetings of the following Committees:

- i) Approved Minutes of the Planning & Development Committee held on 21 April 2019
- ii) Unapproved Minutes of the Finance & General Purposes Committee held on 12 May 2020
- iii) Approved Minutes of the Planning & Development Committee held on 19 May 2020

8 Chairman's Report

To receive a report of any events attended by the Chairman or his representative since the last Full Council meeting on 28 April 2020.

9 Borough, County Councillor and Other Related Updates

- i) To receive an update on the virtual meeting held with Borough & County Councillors on 19 June 2020
- ii) To receive an update from the Chairman on the recent virtual meeting of the Borough Standards Committee.

10 Annual Audit for the Year Ending 31 March 2020

- i) To approve the unaudited Balance Sheet and Reserve Analysis as at 31 March 2020
- ii) To approve the Annual Governance Statement 19/20 (Section 1),
- iii) To approve the Accounting Statement 19/20 (Section 2) and the Annual Internal Audit Report.

11 Internal Audit Matters

- i) Internal Audit 2019-20 – To receive the Final Report from the Internal Auditor and responses from the Clerk/RFO, as necessary.
- ii) To receive the Councillors' Audit Certificates for April and May 2020.
- iii) To receive the Councillors' Audit Certificate for the Asset Register for year ending 31 March 2020.

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- iv) To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 May 2020.
- v) To review the Town Council's Financial Position, as a result of COVID-19 and other recent expenditure and to consider the way forward.

12 Draft Schedule of Meetings until 31 October 2020

To consider the draft Schedule of Meetings and to agree the way forward, in the light of any future changes in Government advice.

13 Annual Report 2019/2020

To receive the Annual Report and to ratify production costs by MAD Ideas of £485 plus VAT.

14 Community Infrastructure Levy (CIL)

To receive the quarterly report from RBBC and to note expenditure.

15 Town Council Insurance

To ratify the annual insurance premium from Royal and Sun Alliance, the terms of which were obtained by WPS Insurance Brokers (total premium of £6,821.49 plus admin fee of £25) and separate Cyber Protection Policy (in the sum of £357.05 plus admin fee of £25).

16 Website Accessibility Regulations 2018 and Enforcement Procedures

To approve the Town Council's draft Accessibility Statement to demonstrate its commitment to accessibility and enhancements made to make its website accessible by people with disabilities.

17 Café construction and associated external works – Horley Recreation Ground

- i) To receive a briefing paper (previously issued to the Café Working Group) on the project, providing an update on the Covid-19 impact on the programme together with the revised timetable and to consider the way forward.
- ii) To receive an update on the Café Concession Lease and discussions with the appointed operator.
- iii) To receive a financial report on the budget and projections on the final phases of the construction.

18 Concession Arrangements for Town Council Tenants during the COVID-19 Crisis

To consider the recommendation of F&GP to extend the temporary rental concession agreement for the Innes Pavilion tenancy beyond June, subject to monthly review.

19 Horley Community Partnership

To receive an update on recent meetings, including the recent 'Laptop Appeal' launched by local community groups and led by Cllr Martin Saunders.

20 Horley Town Council Grants Scheme

To consider an application for funding.

21 Community Foundation for Surrey

To receive any updates.

22 Environment Matters

To receive an update from the Environment Group following recent meetings.

23 Leisure Reports

- i) To ratify costs of £180 plus VAT for social distancing banners at Horley Recreation Ground.
- ii) Applications for use of Recreation Grounds during COVID-19 – to receive an update on applications approved and to consider any further applications received.
- iii) Re-opening of Tennis Courts – to consider the way forward.
- iv) Bonfire & Fireworks Display, 31 October 2020 – to consider a request from the Horley Lions to use Horley Recreation Ground for this event.
- v) Events in Recreation Ground – to consider the way forward, with regard to other planned events.
- vi) Opening of Playgrounds and Outdoor Fitness Equipment from 4 July – to agree the way forward

- 24 Planned Black Lives Matter Gathering in Horley**
To receive an update on recent actions taken by HTC Officers and Members and to consider an invitation from the Organiser of the event.

- 25 Staffing Matters**
To receive any updates.

- 26 Letters Received**



Town Clerk, 25 June 2020

Date of Next Meeting – 25 August 2020