

HORLEY TOWN COUNCIL

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**The Annual Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday 15 May 2018 at 7.30 pm.**

- 1 Election of the Chairman of the Council** (Outgoing Chairman in the Chair.)

Elected Chairman to take the Chair
- 2 Receipt of the Incoming Chairman's Declaration of Acceptance of Office**
- 3 Election of the Vice-Chairman of the Council**
- 4 Apologies and Reasons for Absence**
To receive apologies and reasons for absence.
- 5 Receipt of any amendments to Members' Notification of Disclosable Pecuniary Interests**
- 6 Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive any declarations of interest in relation to any items included on this agenda.
- 7 Public Forum**
- 8 Confirmation of Inspection of Town Council Deeds and Trust Instruments**
- 9 Appointments to Committees**
To agree appointments to:
 - i) Leisure & Amenities Committee.
 - ii) Planning & Development Committee.
 - iii) Finance & General Purposes Committee.
- 10 Review of Town Council and Committee Sub-Committees & Working Groups**
To review the list of existing sub-committees and amend as necessary.
- 11 Review of Outside Bodies**
To review the list of Outside Bodies and amend as necessary.
- 12 Appointments to Sub-Committees, Working Groups and Outside Bodies reporting to Full Council**
To agree the appointments. (Appointments to Sub-committees, Working groups and Outside Bodies reporting to Committees to be made at the first of each Committee meeting.)
- 13 Town Council Representation on the Surrey Association of Local Councils (Surrey ALC)**
To approve the continued appointment of Cllr Olliver.
- 14 Town Council Representation on the Borough Standards Committee**
To approve the Town Council's representative.
- 15 Minutes**
To approve the minutes of the Ordinary Meeting of the Council held on 3 April 2018

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- 16 Matters Arising**
Minutes of the Ordinary Meeting of the Council held on 3 April 2018.
- 17 Committee Reports**
To receive the minutes of the meetings of the following Committees:
i) Unapproved minutes of the Leisure & Amenities Committee held on 10 April 2018
ii) Unapproved minutes of the Finance & General Purposes Committee held on 1 May 2018
iii) Approved minutes of the Planning & Development Committee held on 27 March 2018
- 18 Notice of Vacancy – Office of Town Councillor**
To note that the closing date for the receipt of applications for the vacancy (being filled by co-option) was 5.00 pm on 15 May and that there will be an Extraordinary Council Meeting on 22 May to make the appointment.
- 19 Chairman’s Report**
To receive a report of events recently attended by the Outgoing Chairman or his representative.
- 20 Borough, County Councillor and Other Updates**
i) To receive an update on the recent Residents’ Forum Meeting.
ii) To receive updates on any other recent meetings not referred to elsewhere on this agenda.
iii) To receive any updates from Borough and County Councillors.
- 21 Annual Audit for the Year Ending 31 March 2018**
Subject to the prior approval of the Town Council’s Internal Auditor:
i) To approve the unaudited Balance Sheet, as at 31 March 2018, Reserve Analysis as at 31 March 2018 and any other associated documents (as recommended by the Finance & General Purposes Committee on 1 May 2018).
ii) Annual Governance & Accountability Return 2017/2018 - to approve the Annual Governance Statement (Section 1), Accounting Statements (Section 2) and the Annual Internal Audit Report.
iii) To consider any further changes to Earmarked Funds, as recommended by the Finance & General Purposes Committee on 1 May 2018.
- 22 Proposals for Café at Horley Recreation Ground**
To receive any updates.
- 23 Appointment of Data Protection Officer**
To consider the recommendation of the Finance & General Purposes Committee that Alan Jones be appointed as Data Protection Officer for Horley Town Council for a twelve-month period.
- 24 Horley Edmonds Community Fund**
To receive an update on the meeting held earlier with the Director of Grants & Impact at the Community Foundation for Surrey.
- 25 Town Council Insurance**
To receive an update on a recent meeting with WPS Insurance Brokers and to note receipt of renewal documents (total premium of £7,046.42 plus admin fee of £25).
- 26 Gatwick Greenspace Partnership – Core Funding by Horley Town Council for 2018/2019**
To approve payment of £1,990.
- 27 Letters Received**
- 28 Diary Dates**

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- 29 Urgent Business**
To note urgent business for inclusion on future agenda.
- 30 Press Release**
To agree items for inclusion.
- 31 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.”
- 32 Confidential Minutes** **CONFIDENTIAL**
To approve the confidential minutes of the Ordinary Meeting of the Council held on 3 April 2018
- 33 Matters Arising** **CONFIDENTIAL**
Confidential minutes of the Ordinary Meeting of the Council held on 3 April 2018
- 34 Committee Reports – Confidential Minutes** **CONFIDENTIAL**
To receive the confidential minutes of Committee meetings.
- 35 Town Award Nomination** **CONFIDENTIAL**
To ratify recent action taken.
- 36 Court Claim** **CONFIDENTIAL**
To note receipt of a Court Claim and to receive an update on actions taken.
- 37 Staffing Matters** **CONFIDENTIAL**
i) Grievance Allegations - to receive an update on recent meetings and actions taken.
ii) Salary Review 2018/2019 – to consider the recommendations of the Staff Committee.
- 38 Press Release**
To agree items for inclusion.



Signed, Town Clerk, 10 May 2018 Date of Next Meeting –26 June 2018