

# HORLEY TOWN COUNCIL

Joan Walsh  
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**The Annual Meeting of Horley Town Council will be held at the Albert Rooms,  
Albert Road, Horley on Tuesday 21 May 2019 at 7.30 pm.**

- 1 Election of the Chairman of the Council** (Outgoing Chairman, Cllr David Powell, 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 Receipt of Members' Declarations of Acceptance of Office.**
- 5 Apologies and Reasons for Absence**  
To receive apologies and reasons for absence.
- 6 Declarations of Interest – to receive Members' Declarations of Disclosable Pecuniary and Non-Pecuniary Interests**
- 7 Disclosable Pecuniary Interests and Non-Pecuniary Interests**  
To receive any declarations of interest in relation to any items included on this agenda.
- 8 Public Forum**
- 9 Confirmation of Inspection of Town Council Deeds and Trust Instruments**
- 10 Appointments to Committees**  
To agree appointments to:
  - i) Leisure & Amenities Committee.**
  - ii) Planning & Development Committee.**
  - iii) Finance & General Purposes Committee.**
- 11 Review of Town Council and Committee Sub-Committees & Working Groups**  
To review the list of existing sub-committees and amend as necessary.
- 12 Review of Outside Bodies**  
To review the list of Outside Bodies and amend as necessary.
- 13 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.)
- 14 Appointment of Members to Communications Sub-Committee**  
To appoint members to serve on the Committee (due to meet on 18 June, prior to F&GP Committee)
- 15 Town Council Representation on the Surrey Association of Local Councils (Surrey ALC)**  
To approve the Town Council's representative.

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- 16 Town Council Representation on the Borough Standards Committee**  
To approve the Town Council's representative.
- 17 Cycle of Meetings 2019-2020**  
To approve the Cycle of Meetings, as recommended by the outgoing Administration.
- 18 General Power of Competence**  
To resolve that "Horley Town Council, being eligible to do so, reaffirm adoption of the General Power of Competence."
- 19 Minutes**  
To approve the minutes of the Ordinary Meeting of the Council held on 2 April 2019.
- 20 Matters Arising**  
Minutes of the Ordinary Meeting of the Council held on 2 April 2019.
- 21 Committee Reports**  
To receive the minutes of the meetings of the following Committees:  
i) Unapproved minutes of the Leisure & Amenities Committee held on 9 April 2019  
ii) Unapproved minutes of the Finance & General Purposes Committee held on 30 April 2019  
iii) Approved minutes of the Planning & Development Committee held on 26 March 2019  
iv) Unapproved minutes of the Planning & Development Committee held on 23 April 2019
- 22 Chairman's Report**  
To receive a report of events recently attended by the Outgoing Chairman or his representative.
- 23 Borough, County Councillor and Other Updates**  
i) To review the recent Town Meeting / Residents' Forum Meeting.  
ii) To receive an update on the recent meeting with County Councillors Kay Hammond and Graham Knight.  
iii) To receive any other related updates.
- 24 Annual Audit for the Year Ending 31 March 2019:**  
i) To approve the unaudited Balance Sheet, as at 31 March 2019, Reserve Analysis as at 31 March 2019 and any other associated documents.  
ii) Annual Governance & Accountability Return (AGAR) 2018/2019 - to approve the Annual Governance Statement (Section 1), Accounting Statements (Section 2) and the Annual Internal Audit Report.
- 25 Café at Horley Recreation Ground**  
To receive any updates.
- 26 Horley Edmonds Community Fund**  
To receive the Fund Statement for the year ended 31 March 2019.
- 27 Town Council Insurance**  
To approve the quotation from Royal and Sun Alliance, the terms of which were obtained by WPS Insurance Brokers. (Total premium of £6,720.01 plus admin fee of £25).
- 28 Police Matters**  
To receive any updates.
- 29 Skateboard & Scooter Workshops, Horley Recreation Ground**  
To consider a proposal from the Borough Council's Sports & Leisure Development Officer.

- 30 **Letters Received**
- 31 **Diary Dates**
- 32 **Urgent Business**  
To note urgent business for inclusion on future agenda.
- 33 **Press Release**  
To agree items for inclusion.
- 34 **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.”
- 35 **Confidential Minutes** **CONFIDENTIAL**  
To approve the confidential minutes of the Ordinary Meeting of the Council held on 3 April 2018
- 36 **Matters Arising** **CONFIDENTIAL**  
Confidential minutes of the Ordinary Meeting of the Council held on 3 April 2018
- 37 **Committee Reports – Confidential Minutes** **CONFIDENTIAL**  
To receive the confidential minutes of Committee meetings.
- 38 **Staffing Matters** **CONFIDENTIAL**  
Grievance Allegations - to receive an update on recent meetings and actions taken.
- 39 **Press Release**  
To agree items for inclusion.



Signed, Town Clerk, 16 May 2019 Date of Next Meeting –2 July 2019