



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 20 June 2023 at 7.30 pm

Present

Cllrs	Hannah Avery	Lynne Burnham*	Cecilia Hughes
	Jante Baird	Victoria Chester	Robert Marr
	James Baker *	Lynnette Easterbrook	Samantha Marshall
	Keith Barlow	Emma Fagan	Martin Saunders (Chairman)
	Jordan Beech	Mike George	Tom Turner (Vice Chairman)
	Michael Blacker*	Jerry Hudson	Steve Wotton

* Absent

In Attendance

J Walsh (Town Clerk)
J Morgan (Responsible Financial Officer (RFO))
Alan Jones (Consultant)

C 5555 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Baker and Blacker be accepted.

C 5556 Disclosable Pecuniary Interests and Non-Pecuniary Interests

No declarations were made.

RESOLVED: Noted.

C 5557 Public Forum

There were no members of the public present.

RESOLVED: Noted

C 5558 Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held [16 May 2023](#), including all confidential items, be agreed.

C 5559 Full Council Updates

C 5518 RBBC/HTC Liaison Meeting

The Town Clerk gave an update on the outcome of the negotiations regarding the Double Taxation Renewal Agreement. She said that the Leader of RBBC had confirmed a ten-year extension from 24/25 to the Double Taxation Agreement on the same terms, index linked to CPI but capped at 4%.

RESOLVED: noted.

Committee Reports

- C 5560 **RESOLVED: that the minutes of the Planning & Development Committee held on 14 February 2023 and 14 March 2023 be received.**
- C 5561 **RESOLVED: that the draft minutes of Leisure and Amenities Committee held on 25 April 2023 be received.**
- C 5562 **RESOLVED: that the draft minutes of the Planning & Development meeting held on 18 April 2023 be received.**

Council Chairman's Report

- C 5563 The Chairman's Report which was previously circulated to the Members for information, was received.

RESOLVED: noted.

Annual Audit for the Year Ending 31 March 2023

- C 5564 **RESOLVED: that the unaudited Balance Sheet and Reserve Analysis as of 31 March 2023 be approved.**
- C 5565 **RESOLVED: that the Annual Governance Statement 2022/23 (Section 1) be approved.**
- C 5566 **RESOLVED: that the Accounting Statement 2022/23 (Section 2) and the Annual Internal Audit Report be approved.**

Internal Audit Matters

- C 5567 **RESOLVED: that the Final Report of the Internal Auditor and responses from the Town Clerk/RFO be noted.**
- C 5568 **RESOLVED: that the amendments to the Financial Regulations made in response to the Internal Auditor's Report be agreed.**
- C 5569 **RESOLVED: that the Councillors' Audit Certificates for January, February and March 2023 and responses by the RFO, be noted.**
- C 5570 **RESOLVED: that the following reports for January, February, and March 2023, be approved:**

- i) January, February, and March 2023 Bank Reconciliations**
- ii) January, February, and March 2023 Receipts**
- iii) January, February, and March 2023 Payments**
- iv) March 2023 Summary of Accounts**

- C 5571 **RESOLVED: that the Councillor Audit Rota for 2023/24 (attached) be agreed.**

Borough, County Council and Other Updates

SCC/RBBC/HTC Joint Council meetings 2023/24

C 5572

The Town Clerk gave an overview of the composition and purpose of the meetings and invited Members to contact her if they had any items to put forward for the agenda. She added that the meetings for the Municipal Year will convene on 21 July 2023 at the Town Council offices.

RESOLVED: Noted.

RBBC/HTC Liaison Meetings 2023/24

C 5573

The Town Clerk reported that information had been received from the Borough Council concerning the format of future meetings (first meeting date to be confirmed) in that a proposal had been put forward to hold the meetings jointly with Salfords & Sidlow Parish Council. Members discussed the proposal but believed the liaison meetings should be held separately from S&SPC as the Councils have unique issues.

RESOLVED: that Liaison meetings with RBBC continue is the current format with RBBC and HTC separately from S&SPC and that RBBC be notified accordingly.

Other Matters

Council offered congratulations to Cllr Biggs on his appointment as RBBC Council Leader, and Cllrs Avery, and King on their appointments to the RBBC Executive and Cllr Baker on his appointment as RBBC Deputy Mayor.

C 5574

Nominations for the [Reigate & Banstead Volunteer Awards](#) are now open. The Mayor of Reigate & Banstead celebrates the borough's volunteers annually through the Reigate & Banstead Volunteer Awards. There are several categories for which nominations may be put forward, and the information has been circulated to all Members.

HTC have been invited to put forward an expression of interest to the SCC Community Interest Fund focused on the preservation of community assets. The deadline for the EOI is 12 July 2023 and HTC plan to put forward a project to refurbish the changing rooms at Innes Pavilion which seems like a good fit for the fund. Feedback on the proposal will be reported at the next Full Council meeting.

RESOLVED: Noted.

Community Foundation for Surrey - Horley Edmonds Fund

C 5575

Council considered recommendations made by the Trustees of the Community Foundation for Surrey (CFS) regarding the Horley Edmonds Endowment Fund following a market review on investments.

RESOLVED: that the recommendations made by the Trustees of the Community Foundation for Surrey (CFS) regarding the Horley Edmonds Endowment Fund be agreed with the caveat that all funding must be used for the benefit of Horley Residents.

C 5576 The Town Clerk reported that the deadlines for giving consideration to grant funding applications were 24 July 2023, 23 October 2023 and 22 January 2024. Smaller grant funding applications may be received at any time.

RESOLVED: Noted.

C 5577 The Chairman announced that he was making the Horley Edmonds Fund his Mayoral Charity for this year. He hoped to raise awareness as well as funds.

RESOLVED: Noted

Members' Allowances for the Council Term 2023/24

C 5578 The Town Clerk gave an overview her interview with the Parish Remuneration Panel and how the scheme works. Members considered the recommendations in the [report of the Parish Remuneration Panel on Members' Allowances](#). Members were advised that they need to contact the office individually to advise of their wishes regarding the entitlement to the Members Allowance.

RESOLVED: that the recommendation to retain the current Horley Town Council Members' Allowances Scheme and to adopt the [Members' Allowances Scheme for the Council](#) term 2023-2027 be agreed.

Surrey Association of Local Councils (SALC) & National Association of Local Councils (NALC)

C 5575 **RESOLVED: that the payment for the NALC & SALC Annual Membership Subscription of £1,511.85 to NALC and £1,750.00 to SALC (Total £3,261.85) be ratified.**

SALC Community Infrastructure Levy (CIL) Survey

C 5576 **RESOLVED: that the Town Council's response to the fact-finding survey be ratified.**

Updates

C 5578 Cllr George reported that the CEO of SALC, Anne Bott, would be retiring in August 2023, her replacement has been recruited and Anne would continue to give support during a transition phase. A new website for the Association is planned. He added that the AGM will be held in Dorking Halls on the 19th of October 2023 and all Members are invited.

RESOLVED: Noted

Town Council Commercial Combined Insurance Renewal 2023/24

The Town Clerk gave an update the Town Council's Combined Renewal Insurance Review and market evaluation subsequently carried out by insurance brokers, James Hallam Council Guard.

C 5579 **RESOLVED: that**

i) the payment of the annual Combined Insurance Premium from Aviva, in the

total sum of £11,989.16 (including IPT and administration charge) be ratified,

ii) the payment of the annual Personal Accident Premium from Aviva, in the total sum of £437.69 (including IPT and administration charge) be ratified, and

iii) the payment of the Town Council's separate annual Cyber Protection Policy for 2022/23 in the total sum of £473.00 (including IPT and administration charge) be ratified.

Michael Crescent Centenary Park - Demolition Project (Phase 1)

Council received a briefing report on the first phase of the project from Consultant Alan Jones and considered the recommendations to appoint a contractor to demolish the now derelict former scout hut building.

C 5580

Mr Jones added that if agreed the next steps would be to appoint a contractor, lodge a demolition notice with RBBC as the planning authority and run a leaflet drop to let neighbouring residents know of the plan. The demolition was planned to take place in autumn 2023. The next phase of the project would be to conduct a resident survey about upgrading the play equipment at the site. Notification that the survey would follow would also be included in the leaflet and on social media channels. The Chairman thanked Mr Jones for his input.

RESOLVED: that Contractor A be appointed to carry out the demolition.

'Café In the Park' Tenancy, Horley Recreation Ground – Annual Rent Review

The Town Clerk said that the Café in the Park Annual Rent Review was due. As background she said that the Lease was signed in August 2020 at which time the rent was set at £12,000. The opening was delayed due to the COVID 19 pandemic, and Council agreed some concessions with the tenant such that the first 6 months would be rent free, followed by a further 6 months at 50% rent; thus August 2022 – July 2023 is the first full year at the agreed rent of £12,000.

C 5581

Council carefully considered several factors, including the inflation rate, and feedback received about the opening hours, the use of the toilets and the much-valued quality and responsiveness of the current tenant.

Cllr Avery proposed, and Cllr Marshall seconded that a below inflation increase could be negotiated if there was agreement to address some of the other concerns that the Council has based on feedback received. In the case of no such agreement, a full inflationary increase should be applied.

RESOLVED: that the Town Clerk be tasked with negotiating a rent rise with the tenant in accordance with either at the rate of inflation or at an agreed lower amount

C 5582

Council Policies

The Town Clerk gave an overview of the revised draft Equality and Diversity Policy. She said that a revision was needed following on from the Civility and Respect pledge and also because the Equality Legislation had been updated. She thanked Cllr Easterbrook for her recent helpful input and said that the draft needed some further

amendment and would be brought for consideration to the next Full Council.

C 5582)

RESOLVED: Noted

C 5583

Pride Month (dedicated to celebrating the LGBTQ+ community)

Council considered a draft Statement demonstrating commitment to supporting local LGBTQ+ residents and discussed how the Town Council might provide further support. Members expressed the following views.

Pride month is dedicated to celebration the LGBTQ+ community not just those identifying as gay so the statement should reflect that.

All the local community contribute to the town all year round, not just in one month, and as a Council we represent all the community. We should carefully consider how this statement might be interpreted.

Council celebrates contributions of other community groups such as the Royal British Legion, so it seems appropriate.

RESOLVED: that the statement as amended be published

C 5584

Local Government Boundary Commission for England (LGBCE): Electoral Review of Surrey

The Town Clerk briefly explained the background to the response to the latest phase of the consultation. Both the consultation and the response were circulated to all Members for comments and their input was included prior to the response being sent. There would be a further round of consultations in future.

RESOLVED: that the Town Council's response to the second phase of the boundary review on division arrangements be ratified.

C 5585

Outside Bodies

RBBC Borough Standards Committee

Cllr Hughes reported that she had attended a short meeting of the Borough Standards Committee at which the Chairman and Vice Chairman were elected. No other business was transacted.

RESOLVED: Noted.

C 5586

Communications Received

From	Subject	Action/Comments
SUSY Radio	Urgent need for accommodation	Publicise SUSY Radio's need to find accommodation

RESOLVED: Noted.

C 5587

Diary Dates

Code of Conduct Training – 21 June 2023 at RBBC Town Hall
Data Protection Training – 27 June 2023 - Remote
Interim Planning – 27 June 2023
Leisure Committee – 4 July 2023

RESOLVED: noted.

C 5588

Items for Future Consideration

How Horley Town Council may support PRIDE

RESOLVED: Noted

C 5589

Press Release

PRIDE Month Statement

RESOLVED: noted.

C 5590

Exclusion of Public and Press

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.

C 5591

Staffing Matters

The Town Clerk gave a report of the Staff Committee meeting, held on 30 March 2023 including details of current staffing levels, proposed recruitment and recommended pay increases based on performance.

RESOLVED: that the recommendations of the Staff Committee be approved.

Meeting closed at 9.21 pm. Date of next meeting – 25 July 2023



HORLEY TOWN COUNCIL

Full Council

Rota for Councillors' Audit 2023/24

Date of Meeting	Accounts	Members
20 June 2023	Jan/Feb/ Mar 2023	Cllrs Avery and Marshall
25 July 2023	Apr/May/Jun 2023	Cllrs Baird and Chester
31 Oct 2023	Jul/Aug/Sep 2023	Cllrs George and Easterbrook
30 Jan 2023	Oct/Nov/Dec 2023	Cllrs Marshall and Wotton
TBA (June 2024)	Jan/Feb/ Mar 2024	Cllrs Beech and Saunders

RFO will liaise with Members to agree a date and time for their audit; usually between one and two weeks prior to the meeting.

If Members are unable to attend, please contact the office at the earliest opportunity.