

HORLEY TOWN COUNCIL

Joan Walsh
Town Clerk
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AGENDA

ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday, 30 July 2024 at 7.30 pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday, 30 July 2024, 7:30 pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joan Walsh'.

Joan Walsh
Town Clerk

Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

Public Forum:

Members of the Public and Press are welcome to attend this meeting in person or may join it remotely by requesting a Zoom link by email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day before the meeting is due to be held.

Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, 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 question or comment is submitted in writing which shall be answered in due course.

HORLEY TOWN COUNCIL

An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,

Albert Road, Horley on Tuesday, 30 July 2024, at 7.30 pm

All correspondence and papers referred to in the public part of the agenda are available to view in the Town Council Offices during normal office hours or on the website

AGENDA

- 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 Council Meeting held on 18 June 2024.
- 5 Full Council Updates**
- 6 Committee Reports**
 - i) To receive the Minutes of the meetings of the following Committees:
Planning and Development Committee held on [11 June 2024](#) and 16 July 2024.
- 7 Council Chairman's Report**
To receive a report of any events attended by the Chairman or representative since the Full Council meeting held on 18 June 2024 (*attached*).
- 8 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**
 - i) To receive an update from Cllr Mike George as the HTC representative on the SALC Board.
 - ii) To receive any other updates from the National and County Associations.
- 9 Borough, County Council and Other Updates**
 - i) To receive an update on the SCC/RBBC/HTC Joint Council meeting, held on 22 July 2024.
 - ii) To note that RBBC/HTC Liaison meetings for 2024/25 will be reconvened with the next meeting is due to be held on 20 August 2024.
 - iii) To receive an update on any other matters.
- 10 Outside Bodies**
To receive any updates from the Town Council representatives on the following outside bodies:
 - i) Horley Community Partnership
 - ii) Royal British Legion
- 11 Council Policies**
To approve the following Policies:
 - i) FOI Publication Scheme.
 - ii) HTC Offices Risk Assessment
- 12 Community Foundation for Surrey - Horley Edmonds Fund**
 - i) To note receipt of end of grant reports from Horley Lions Club, YMCA East Surrey – Beatz, YMCA East Surrey (attached).
 - ii) To note the thank you letter from Inclusive Sport at YMCA East Surrey (attached).
 - iii) To receive an update on any other matters.

...continued/

- 13 HTC Operational Matters**
RBBC Strategic Infrastructure Programme: CIL CIP 2 17: Horley Recreation Ground, Replacement Perimeter Railings: To ratify extra expenditure of £1,600 plus VAT for the installation of a double gate to the left of the main park entrance, to be added to the works for safe accessibility by large goods vehicles and carnival floats.
- 14 Town Plan Working Group**
i) To receive an update from the Town Plan Working Group (TPWG) Chair on the meeting held on 19 July 2024.
ii) To approve the draft Action Plan with recommendations from the TPWG, to progress live projects along with the programme and timetable.
iii) To receive an update on any other matters.
- 15 Communications Working Group**
To receive an update from the Communications Working Group Chair on the meeting held on 9 July 2024.
- 16 Recognition of Past Mayors**
To agree the design and cost of the proposed past mayor badge.
- 17 HTC Council Grants Scheme 2024/25**
To consider a grant application from Stripey Stork towards the cost of purchasing racking for their new warehouse.
- 18 Community Engagement by HTC**
To agree dates for Councillors' Outreach sessions and taking the HTC gazebo to Horley High Street pedestrian precinct and other public places, to meet with residents.
- 19 Communications Received**
- 20 Diary Dates**
- 21 Items for Future Consideration**
To note urgent business for inclusion on future agenda.
- 22 Press Release**
To agree items for inclusion.
- 23 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."
- 24 Confidential Minutes** **CONFIDENTIAL**
To approve the confidential minutes of the Ordinary Meeting of the Council held on 18 June 2024.
- 25 'Café In The Park' Occupancy, Horley Recreation Ground** **CONFIDENTIAL**
To receive an update from the Chair of Café Working Group (CWG) on progress to date.



Signed: Town Clerk, 25 July 2024

Date of Next Meeting – 10 September 2024



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 18 June 2024 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))
S Adeniji (Assistant Clerk and RFO Elect)

Prior to the meeting, a minute's silence was observed in memory of former 'Café In The Park' operator, Debbie Crawley, who sadly passed away after a recent illness.

C 5811 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllr Fagan (attended remotely) and Cllr Burnham, be accepted.

C 5812 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllrs George, Marshall and Saunders declared a non-pecuniary interest on agenda item 18 (Recognition of Past Mayors).

RESOLVED: noted.

C 5813 Public Forum

There were no members of the public present.

RESOLVED: noted.

C 5814 Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on [07 May 2024](#), be approved.

Full Council Updates

C 5815 Annual Town Public Forum (held on 17 May 2024)

The Town Clerk reported that the Annual Town Public Forum was a great success with over 40 residents attending the event. In addition, the Annual Report of the Council, featuring many key updates, including reports from the Committee Chairs and delivery of many community projects by the council, were very well received. A note of thanks had been sent to guest speakers, Katherine Saunders from Alliance for Better Care and Dr Selvi Bangalore for their informative presentation on the 'Growing Health Together' programme. The Chairman remarked that the speakers welcomed the opportunity to meet with Horley residents and enjoyed the meeting.

RESOLVED: noted.

Committee Reports

C 5816 **RESOLVED: that the draft minutes of Leisure and Amenities Committee held on 23 April 2024 and 7 May 2024, be received.**

C5817 **RESOLVED: that the minutes of the Planning & Development Committee held on 9 April 2024, 7 May 2024 and 14 May 2024, be received.**

C 5818 **Council Chairman's Report**

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

RESOLVED: noted.

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

C 5819 Cllr George gave the following updates from SALC:

- 1) Their upgraded contemporary website is up and running and they have moved to a new gov.uk domain: www.surreyalc.gov.uk
- 2) Their training courses and events programme are under review to encourage more uptake.
- 3) The SALC AGM will change to a different venue this year, in light of Dorking Halls being currently closed to carry out essential refurbishment and repairs.
- 4) Their recent eco-walkabout event was cancelled due to low interest.
- 5) They are in the process of recruiting news Board members.
- 6) Presentations slides from recent webinars on cyber security and GDPR had been shared for information.
- 7) The next networking forums for Clerks and Councillors would be held in July.

RESOLVED: noted.

C 5820 The Town Clerk reported that the most recent NALC newsletter have been circulated to Members which included an update from the Chair, Cllr Keith Stevens and the revised Good Councillors Guide had been circulated.

RESOLVED: noted.

Borough, County Council and Other Updates

C 5821 **SCC/RBBC/HTC Joint Council meetings 2024/25**

The Town Clerk reported that meetings were postponed temporarily due to the pre-election period in the run up to the General Election on 4 July 2024. The first meeting would therefore be held 22 July 2024. Cllr Baird put forward an item for the agenda relating to parking at 'The Meadway', Langshott and would furnish more details to the Town Clerk. Additionally, updates on Westvale Park delivery by the developer consortium and use of S.106 monies for local projects would also be included.

RESOLVED: noted.

C 5822 **RBBC/HTC Liaison Meetings 2024/25**

C 5822) The Town Clerk reported that she has been in contact with RBBC and received the response that meeting dates and arrangements are temporarily postponed due to resourcing issues. Cllr Avery added that some refurbishment of the Executive Member Room at Reigate Town Hall was also being carried out.

RESOLVED: noted.

Internal Audit Matters

C 5823 **RESOLVED: that the Final Report of the Internal Auditor, be noted.**

C 5824 **RESOLVED: that the Councillors' Audit Certificates for January, February and March 2024 and responses by the RFO, be noted.**

C 5825 **RESOLVED: that the following reports for January, February, and March 2024, be approved:**

- i) January, February, and March 2024 Bank Reconciliations**
- ii) January, February, and March 2024 Receipts**
- iii) January, February, and March 2024 Payments**
- iv) March 2024 Summary of Accounts**

C 5826 **RESOLVED: that the Councillor Audit Rota for 2024/25 (attached,) be agreed.**

Annual Audit for the Year Ending 31 March 2024

C 5827 **RESOLVED: that the unaudited Balance Sheet and Reserve Analysis as of 31 March 2024, be approved.**

C 5828 **RESOLVED: that the Annual Governance Statement 2023/24 (Section 1) be approved.**

C 5829 **RESOLVED: that the Accounting Statement 2023/24 (Section 2) and the Annual Internal Audit Report, be approved**

Community Foundation for Surrey – Horley Edmonds Fund

C 5830 **Grant Application from St Bartholomew's Church (Boer War Lychgate Memorial repairs)**

The Town Clerk reported that an Area Fund Grant application has been received for funding from the St Bart's Church for £2,300 towards the £5,000 cost to replace the missing wooden cross from one end of the gables of the pitch roof and to re-point and replace some the stonework of the memorial with an appropriate lime mortar. The Council had carried out due diligence since this was not a full application with vetting procedures undertaken by the foundation. Cllr Beach proposed, and Cllr Baker seconded that the application be approved in the amount requested and this was unanimously agreed.

RESOLVED: that the Area Fund Grant application from St Bartholomew's Church towards repairs to the Boer War Lychgate Memorial, Church Road, Horley in the sum of £2,300, be approved and the Community Foundation for Surrey to be notified accordingly.

C5831 **Grant Application from YMCA East Surrey – Inclusive Sport**

The Town Clerk reported that an application has been received for funding from YMCA East Surrey towards the provision of targeted exercise programme for people with disabilities in East Surrey. She added that the project encompasses Horley residents

C 5831) and the grant could be ringfenced and returned if no one from Horley benefits or proportional to the grant awarded. The foundation recommended that a grant of up to £1,000 be considered. Following deliberations, Cllr Avery proposed, and Cllr Marshall seconded that an award of £1,000 made with a caveat of targeted support for the Horley community and this was unanimously agreed.

RESOLVED: that the grant application from YMCA East Surrey – Inclusive Sport, in the sum of £1,000, subject to the grant being ringfenced for residents of Horley, be approved and the Community Foundation for Surrey to be notified accordingly.

Financial Matters

C 5832 **RESOLVED: That renegotiation of the Town Council’s cleaning services for the council offices, Albert Rooms and no changes to current contract arrangements, be noted.**

C 5833 **RESOLVED: That the appointment of the Council’s Project Management Consultant for 2024/25, be approved.**

Town Council Commercial Combined Insurance Renewal 2024/25

C 5834 The RFO gave a comprehensive update on the Town Council’s Combined Renewal Insurance Review and market evaluation subsequently carried out by insurance brokers, James Hallam (Council Guard). It was noted that this was Year 2 of a three year deal with AVIVA with a 5% Annual Rate Escalator and 50% loss ratio breakout clause. The Town Clerk added that the insurers had been informed that the current ‘Café In The Park’ tenancy had terminated as it was a standard requirement to notify of any changes after the community building was vacant for more than 30 days.

RESOLVED: that

- i) the payment of the annual Combined Insurance Premium from Aviva, in the total sum of £12,283.66 (including IPT and administration charge) be ratified,**
- ii) the payment of the annual Personal Accident Premium from Aviva, in the total sum of £458.99 (including IPT and administration charge) be ratified, and**
- iii) the payment of the Town Council’s separate annual Cyber Protection Policy for 2024/25 in the total sum of £864.92 (including IPT and administration charge) be ratified.**

Working Groups

C 5835 **Environment Working Group**

Cllr Avery gave a report of the Environment Working Group meeting held on 27 February 2024. The meeting notes would be circulated to members shortly.

RESOLVED: noted.

Outside Bodies

C 5836 **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 5837

Horley Community Partnership

Cllr George reported that the last meeting had been postponed.

RESOLVED: noted.

C 5838

Royal British Legion

Cllr Marshall reported that the commemorative event held in the Memorial Gardens on 9 June 2024 to mark the 80th Anniversary of D-Day had been very well attended. The Horley RBL Branch were grateful for the help and support received from the Town Council. The minutes of the last RBL meeting had also been circulated, for information.

RESOLVED: noted.

C 5839

General Election: 4 July 2024 - Edmonds Hall (Polling Station)

The Town Clerk advised that the Edmonds Hall would be used as a polling station and all arrangements were in place as directed by RBBC as the electoral authority.

RESOLVED: noted.

C 5840

Pre-election period

The Town clerk explained that the pre-election period for local authorities from the publication notice is effective from the 24 May 2024. The Code of Recommended Practice on Local Authority Publicity 2011 is based around key principles to ensure that all communications activity is lawful, cost effective, objective, even-handed, appropriate, has regard to equality and diversity and is issued with care during periods of heightened sensitivity (as set out in NALC's guidance note LO1-24).

RESOLVED: noted.

C 5841

Recognition of Past Mayors

The RFO enquired if the Town Council wished to bestow a Past Town Mayor's badge of office in recognition of previous service. The matter had reportedly been discussed in 2014 but no decision was made and Members were in agreement that this be supported. That matter would be followed up to determine the badge design and approximate costings.

RESOLVED: noted.

C 5842

**RBBC Strategic Infrastructure Programme (SIP) 2023-2027:
Reference Numbers: CIL SIP (2) 17, 18, 19, 20:**

The Town Clerk informed Members that positive and consistent progress had been made with all projects to coincide with the RBBC CIL SIP 2 Programme and timetable with some projects ongoing or since completed. She further provided the following summaries in regard to each project:

➤ **CIL SIP (2) 17: Community Safety, Horley Recreation Ground**

A full tender had been carried out for the perimeter railings replacement and the contract award would be made in Part 2 of the meeting. The works will thereafter be programmed for implementation by the appointed contractor. Additionally, the other elements to install LED lighting at the park and a CCTV tower would be progressed.

C 5842)

➤ **CIL SIP (2) 18: HTC Offices Expansion & Sustainability, Albert Road**

An energy efficiency study of the building had been carried out by specialists with a detailed survey report produced which would be circulated to all Members, for information. Additionally, the architects had sought pre-planning advice from the borough council and, once received, it would be considered further by the working group.

➤ **CIL SIP (2) 19: Playground Upgrade, Michael Crescent Centenary Park**

The contract has been awarded and the Council had carried out due diligence on health and safety and other compliance requirements. It was anticipated that the installation would begin in mid-July (subject to confirmation from the contractor).

➤ **CIL SIP (2) 20: Infrastructure Improvements (Resurfacing), Langshott and Church Road Allotment Sites**

Resurfacing works had completed at both allotment sites and minor snagging issues have been resolved, enabling the project to be signed off.

The Town Clerk added that an additional project undertaken by the Town Council to replace the ageing windows in the community hall, covered from the Edmonds Hall Earmarked Reserves, had since been completed. This suitably tied in with the CIL SIP (2) 18: project at the council offices to help address the under-rated thermal performance of the existing hall, to make it more energy efficient, thereby helping to reduce the building's carbon footprint and running costs.

C 5843

SCC Your Fund Surrey Small Community Projects

The Town Clerk gave an update on the two recent successful bids towards a new defibrillator at 'The Innes' Sports Pavilion, Court Lodge Fields which the council purchased at a reduced rate due to a government incentive. The defibrillator had been installed and had reportedly been used on one occasion. She added that another application to replace the filing height barrier at Court Lodge Fields had also been approved through the SCC Your Fund Small Community Fund. Both projects had been made possible, thanks to the support of SCC Cllr Andy Lynch.

RESOLVED: noted.

C 5844

Communications Received

The Town Clerk advised that the Neighbourhood CIL report for the period 15 March to 15 June 2024, had been received.

RESOLVED: noted.

C 5845

Diary Dates

2 July 2024: Leisure Committee Meeting

3 July 2024: SALC Councillor Forum

RESOLVED: noted.

C 5846

Items for Future Consideration

The Town Clerk advised that a meeting of the Town Plan Working Group would be held on 19 July 2024 and a full report would be provided at the next Full Council meeting.

RESOLVED: noted.

C 5847

Press Release

The latest award of grants through the Horley Edmonds Community Fund and update on the RBBC CIL SIP(2) projects.

RESOLVED: noted.

C 5848

'Café In The Park' Occupancy, Horley Recreation Ground

CONFIDENTIAL

Members received a report from the Town Clerk.

RESOLVED: noted.

C 5849

**RBBC Strategic Infrastructure Programme (SIP) 2023-2027:
CIL SIP (2) 17: Community Safety Project Horley Recreation Ground**

CONFIDENTIAL

Members considered the recommendations of the Evaluation Panel for the award of contract to replace the perimeter railings at Horley Recreation Ground, Brighton Road, Horley.

RESOLVED: noted.

C 5850

**SCC Your Fund Surrey Small Community Projects
YF362: Court Lodge Car Park Improvements - Replacement Height Barrier**

CONFIDENTIAL

Members considered the recommendations for the award of contract to replace the ageing height barrier at the car park entrance to Court Lodge Fields, Thornton Close, Court Lodge, Horley.

RESOLVED: noted.

Meeting closed at 9.39 pm. Date of next meeting: 30 July 2024

List of Mayoral Events 12 June 2024 – 30 Jul 2024

Date	Event	Location
14 June	New Mayors Welcome Party	Reigate Town Hall
15 June	Horley Carnival	Horley Recreation Ground
29 June	School Summer Fair	Trinity Oaks CofE School
29 June	Flower Club Summer Show	English Martyrs Church Hall
06 July	School Summer Fair	Westvale Park Primary Academy
09 July	Lions Its a Knock Out	OASIS Academy
20 July	Community fun day (Pre Season Friendly)	Horley Town Football Club

Information available from Horley Town Council under the Model Publication Scheme Dated 30 July 2024

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p><i>Horley Town Council is committed to providing facilities and services that meet the needs of the Community and, in doing so, achieving them at best value.</i></p>	<p>website: www.horleysurrey-tc.gov.uk</p> <p>e mail: info@horleysurrey-tc.gov.uk</p> <p>Town Council Offices (details below) Newsletters (paper & electronic) & Notice Boards</p>	
<p>Who's who on the Council and its Committees</p>	<p>Details on website in newsletters, on notice boards & from Council Offices</p>	<p>10p per side for hard copy</p>
<p>Contact details for Town Clerk and Council members</p>	<p>Town Clerk: Joan Walsh Horley Town Council Council Offices, 92 Albert Road, Horley RH6 7HZ</p> <p>Tel: 01293 784765 e mail: as above</p> <p>Members' details available on website, in newsletters, on notice boards and from Town Council Offices</p>	<p>10p per side for hard copy</p>
<p>Location of Main Council Offices and accessibility details</p>	<p>Address above, full disabled access Office hours 1000 – 1600 hrs</p>	
<p>Staffing structure</p>	<p>Town Clerk, Assistant Clerk/Responsible Financial Officer (RFO), Administrative Officers.</p>	<p>Further Information available on request</p>

Class 2 – What we spend and how we spend it	How the information can be obtained	Cost
Annual Return and report by auditor	Notice Board, Website, email or hard copy	10p per side for hard copy
Finalised budget	Website, newsletter, email or hard copy	10p per side for hard copy
Precept	Website, newsletter, email or hard copy	10p per side for hard copy
Borrowing Approval letter	By application to Town Clerk	10p per side for hard copy
Standing Orders and Financial Regulations	Website, newsletter, email or hard copy	10p per side for hard copy
Grants given and received	Website, newsletter, minutes	10p per side for hard copy
List of current contracts awarded and value of contract	By application to Town Clerk	10p per side for hard copy
Members' allowances and expenses	Website, email or hard copy	10p per side for hard copy

Class 3 – What our priorities are and how we are doing	How the information can be obtained	Cost
Parish Plan	Not available	n/a
Annual Report	Website, email or hard copy	10p per side for hard copy
5 year Town Plan	Website, email or hard copy	10p per side for hard copy
Local Council Award Scheme (Quality)	By application to Town Clerk	10p per side for hard copy
Local charters drawn up in accordance with MHCLG guidelines	Not available	n/a

Class 4 – How we make decisions	How the information can be obtained	Cost
Timetable of meetings	Shown on website and notice boards. Also available by email and hard copy	10p per side for hard copy
Agenda of meetings	As above	FOC
Minutes of meetings (excluding confidential items)	On Website, by email and hard copy	10p per side for hard copy
Reports presented to council meetings (excluding confidential reports)	On Website, by email and hard copy	10p per side for hard copy
Responses to consultation papers	On Website, by email and hard copy	10p per side for hard copy
Responses to planning applications	On Website, by email and hard copy	10p per side for hard copy
Regular surgeries with Member of Parliament & Town/Borough/County Councillors	Details shown on website and notice boards	FOC
Bye-laws	None	n/a

Class 5 – Our policies and procedures	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Members' Code of Conduct	All policies are on website with review dates etc, or available by email and hard copy Index of all policy statements available on: www.horleysurrey-tc.gov.uk/council/policies and procedures	10p per side for hard copy

<p>Policies and procedures for service provision & the employment of staff:</p> <p>Internal policies relating to the delivery of services)</p> <p>Equality and Diversity policy)</p> <p>Dignity at Work Policy)</p> <p>Health and Safety policy) On Website, by email and hard copy</p> <p>Lone working policy)</p> <p>Staff Handbook including Recruitment Policies)</p> <p>Staff Appraisal Scheme)</p> <p>Training Statement of Intent)</p> <p>Policies and procedures for handling requests for information)</p> <p>Complaints procedures)</p> <p>Press Protocol)</p> <p>Communications and Social Media Policy)</p>		10p per side for hard copy
<p><u>General Data Protection Regulations (GDPR)</u></p> <p>Information Data Protection Policy)</p> <p>Data Breach Policy) On Website, by email and hard copy</p> <p>Privacy Notice)</p> <p>Retention of Documents Policy)</p>		10p per side for hard copy
<p>Records management policies</p>	<p>Minutes kept forever. (Archived at Surrey History Centre)</p> <p>Financial records kept for seven years</p>	10p per side for hard copy
<p>Schedule of charges (for the publication of information)</p>	<p>Website / Council Offices</p>	10p per side for hard copy
<p>Schedule of charges for use of Town Council Facilities</p>	<p>Website / Council Offices</p>	10p per side for hard copy

Class 6 – Lists and Registers	How the information can be obtained	Cost
Fixed Assets Register	Email or hard copy	10p per side for hard copy
Register of Disclosable Pecuniary Interests	Website / Council Offices Also at Reigate & Banstead Borough Council	10p per side for hard copy
Register of Gifts and Hospitality	Contact the Town Clerk	10p per side for hard copy
Class 7 – The services we offer	How the information can be obtained	Cost
Allotments	Church Road and Langshott allotments, owned and managed by the Town Council. Waiting list kept at Council Offices. Further allotment sites to follow.	FOC
Burial grounds and closed churchyards	None	n/a
Community buildings and halls	Edmonds Hall, part of Albert Rooms, owned and managed by Town Council. Café In The Park, Horley Recreation Ground, owned and managed by Horley Town Council. Innes Pavilion, Court Lodge, owned and managed by Town Council. Website, by email or Council Offices	FOC
Parks, playing fields and recreational facilities	Website, by email or Council Offices	FOC
Seating, litter bins, clocks, memorials and lighting	Various - Apply to Town Clerk for further details	FOC
Bus shelters	None	n/a
Markets	Horley Saturday Market operated by the Town Council Website, by email or Council Offices	FOC
Public conveniences	None	n/a
Agency agreements	Church Meadows managed on behalf of Reigate & Banstead Borough Council. (Also Town Centre	10p per side for hard copy

	floral provision.) Contact Town Clerk for further details.	
Street Lighting	Horley Recreation Ground By email or Council Offices	FOC
Raising Residents' concerns with Borough / County Council / other bodies	Contact Council Offices	FOC

Contact details: As stated in Class 1 above

Schedule of Charges for the Publication of Information:

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per A4 side (black & white)	Actual cost
	Photocopying @ 15p per A4 side (colour)	Actual cost
	Postage – 2 nd class	Cost of standard 2 nd class
Statutory Fee	For time spent on detailed search	In accordance with the relevant legislation

Approved by Full Council: 30 July 2024
Next review date: 2029



Horley Town Council Risk Assessment

Horley Town Council Offices and Community Building (Edmonds Hall),

Albert Rooms, 92 Albert Road, Horley RH6 7HZ

- **Horley Town Council comprises 5 staff, 2 caretakers and a complement of 18 councillors.**
- **It is public facing to receive residents, visitors and contractors every Monday-Friday during core business hours, from 10.00 am to 4.00 pm.**
- **The building is a single storey, providing front and rear access with a Community Hall attached which can accommodate up to 60 people. It is used for public meetings and other council business as well as private hire for regular and ad hoc recreational activities.**
- **The building has a small foyer and a small equipped kitchen where staff, councillors and hirers can make drinks and heat food.**
- **There are separate male/female and disabled toilets with handwashing facilities.**
- **The offices and hall are cleaned thoroughly every day by caretakers with good quality cleaning and antibacterial products which are stored in a secure cupboard.**
- **The Edmonds Hall is accessed by a rear entry door and this is separate from the Council offices which are situated at the front of the building.**
- **The building is locked and alarmed outside core business hours and has 24-hour security monitoring, 7-days a week.**

What are the hazards?	Who might be harmed & how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out this action?	When is the action needed by?	Date Done
<p>Exposure to person(s) suffering from Coronavirus (Covid-19), testing positive or displaying symptoms.</p>	<p>Staff, caretakers, councillors, hall hirers, contractors, volunteers, residents and visitors may come in to contact with the virus due to their work or other activity when inside the Council building.</p>	<ul style="list-style-type: none"> • Covid-19 has been downgraded as no longer a public health emergency but certain groups of people may still be at risk and preventative measures are therefore encouraged. • Hygiene control is maintained with the provision of hand sanitisers around the building. • Entry doors to the building are touch activated on exit. • The Council Offices/Edmonds Hall will continue to be maintained under government HSE guidelines and any new or amended legislation. 	<ul style="list-style-type: none"> • Ensure sanitation supplies are checked and replenished as required. 	<p>Facilities Officer.</p>		
<p>Slips and Trips</p>	<p>Staff, caretakers, councillors, hall hirers, contractors, volunteers, residents and visitors may be injured if they trip over objects or slip on spillages.</p>	<ul style="list-style-type: none"> • There are water absorption mats at each doorway entrance, fixed to the floor. • Main throughfares are kept clear of objects and obstructions. • Notices are displayed to remind hirers to keep corridors clear. • Cupboards are available to store items. • All areas are well lit with automatic emergency lighting. • All areas are cleaned every weekday. • Good housekeeping and tidiness is practiced to reduce risk of trips. • All equipment is used safely with no trailing leads or cables. 				

What are the hazards?	Who might be harmed & how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out this action?	When is the action needed by?	Date Done
Manual handling of heavy goods (eg. paper reams, office supplies/ equipment and heavy furniture.	Staff, caretakers, councillors, hall hirers and contractors – personal injury from manual handling of heavy goods, furniture or other large objects.	<ul style="list-style-type: none"> Manual handling of heavy goods is kept limited by receiving deliveries on site by suppliers/drivers. A trolley is available for moving tables that are not on wheels. Chairs stacked in the hall are always no more than six in height. 	<ul style="list-style-type: none"> Staff to be given manual handling training and appropriate lifting techniques for heavy goods/furniture and to encourage other hall users to do likewise. 	Facilities Officer		
Manual handling, above height level, eg. storing items on high shelves, or putting away equipment in storage cupboard	Staff and councillors risk personal injury from falls from above height level and items falling on them.	<ul style="list-style-type: none"> A step stool is available for staff to reach heights and are asked not to use chairs. A step ladder with handrail is available for hard to reach areas. Items that need to be stored in the loft (or requires other specific work) are done so trained contractors, including window cleaning. 				
Display Screen Equipment	Staff and councillors risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Other conditions, eg, headaches or eye problems can occur, e.g. if the lighting is poor and regular breaks from working are not taken.	<ul style="list-style-type: none"> DSE Assessments are carried for all new staff and then biannually. Workstations and equipment are fully adjustable to ensure best positioning. Adjustable blinds at windows to eliminate glare. Lighting and temperature controllable. Staff encouraged to take an eye test every 2 years. Laptop user to carry out own DSE assessment for use away from office. Users to be provided with separate keyboard and mouse. Staff encouraged to take regular breaks away from screen. 	Ensure DSE Assessments kept up to date.	Facilities Officer		

What are the hazards?	Who might be harmed & how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out this action?	When is the action needed by?	Date Done
Hot Water	Hall Hirers vulnerable users at risk of scalds.	<ul style="list-style-type: none"> There are TMV (Thermostatic Mixing Valves) fitted to all taps 				
What are the hazards?	Who might be harmed & how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out this action?	When is the action needed by?	Date Done
Legionella	All Building users are at risk of legionella transmission from infected water sources.	<ul style="list-style-type: none"> Regular temperature reading are taken of all taps. An external contractor is engaged to monitor and reduce the risk. 	Ensure regular water testing and other compliance requirements are carried out.	Facilities Officer		
What are the hazards?	Who might be harmed & how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out this action?	When is the action needed by?	Date Done
Electrical	Staff, Visitors, Councillors & hall hirers could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> All electrical appliances are PAT tested at the appropriate time interval. Staff are instructed to report any frayed or damaged cables, defective plugs, or discoloured sockets. Defective equipment is taken immediately out of use and labelled accordingly. 5 yearly electrical survey of the building is undertaken. 				

What are the hazards?	Who might be harmed & how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out this action?	When is the action needed by?	Date Done
Fire	Danger to all users of the building of death or injury.	<ul style="list-style-type: none"> • Monthly test of the fire alarm. • 6 monthly service of the fire alarm • Annual service of the emergency lighting. • Annual serving of fire extinguishers • New staff undertake fire safety training. • Regular Evacuation drills. • Terms and Conditions of hall hire restrict numbers of people allowed in the hall to allow for safe and efficient evacuation. • Terms and Conditions of the hall prohibit extinguishers being used to prop doors, to require fire doors to be left closed and kept free of obstructions. • No smoking building policy. 	<ul style="list-style-type: none"> • Disconnect Cooker 	Helen M		

What are the hazards?	Who might be harmed & how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out this action?	When is the action needed by?	Date Done
Lone Working	<p>Staff could suffer injury or ill health while out of the office, e.g. when visiting non-manned sites, or while working alone in the office.</p> <p>Staff & Councillors are also vulnerable to an altercation with a member of the public</p>	<ul style="list-style-type: none"> • Staff should follow the Lone Working policy which all new starters are made aware of. • Lone working is the exception rather than the norm. • Buzzer & video entry system is in place. • Protection counter in place. • Internal office doors are lockable. • Panic alarms in situ and mobile alarm available 	<ul style="list-style-type: none"> • Potentially we need to amend lone working policy to include home working. 	Joan		
What are the hazards?	Who might be harmed & how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out this action?	When is the action needed by?	Date Done
Extreme Temperatures	All Building users at risk from extreme temperatures especially those clinically vulnerable	<ul style="list-style-type: none"> • In the main public area the heat is set to 20C. • Windows are openable in the hall. • The office has an climate control unit that can provide both hot and cold air. • Most windows have blinds that can additionally control the temperature. 				
Hazardous Substances	All building users at risk.	<ul style="list-style-type: none"> • Only domestic cleaning products which are non-hazardous used. This means the 	<ul style="list-style-type: none"> • Store items in a lockable cupboard 	Joan or Helen		

	People are exposed through the skin and eyes, ingestion, inhalation, accidental injection with can cause ill health.	<p>substance could cause short term health effects, such as skin irritation.</p> <ul style="list-style-type: none"> • Substances are stored in a cupboard out of sight of children. • More hazardous cleaning products used by the contracted cleaners are locked in a storeroom. 	when building is extended.			
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Local Authority: Horley Town Council

Assessment carried out by: J Walsh, Town Clerk
H Maan, Facilities Officer

Assessment Date: 1 July 2024

Date of next review: Annual Review – July 2025

****This COVID-19 Risk Assessment will be kept under review intermittently and whenever there are any significant changes made in line with public health guidelines or by Government.***

This COVID-19 Risk Assessment was carried out with due diligence, in consultation with Horley Town Council staff, councillors and the following advice sources:

www.hse.gov.uk/simple-health-safety/risk, www.hse.gov.uk/disability/, www.hse.gov.uk/simple-health-safety/risk/

Surrey Community Action, National and County Associations of Local Councils (NALC, Surrey ALC Limited)

Any queries in relation to this Assessment should be directed to:

Joan Walsh, Town Clerk
Horley Town Council, 92 Albert Road
HORLEY RH6 7HZ Tel: 01293 784765 Email: town.clerk@horleytown.com



End of Grant Feedback

Name: **YMCA East Surrey**

Date Approved: **21/07/2022**

Total Amount Awarded: **£5,000**

Amount Awarded by Fund:

**The Community Fund for
Reigate and Banstead
£1,500**

**Horley Edmonds Fund
£3,500**

Project Summary:

**Funding towards the salary
costs of a new project,
which will enable
disadvantaged young
people to learn new life
skills by composing and
recording music.**

Primary Beneficiary:

Children and young people

Primary Age Group: **Teenagers
(e.g. 13-18 years)**

What did the grant fund?

Beatz is our music-making and recording project for young people, run from the YMCA Horley Young People and Family Centre. Young people have the opportunity to learn new musical skills, as well as developing life skills such as teamwork, organisation and communication. They have access to our fully operational music studio, where they can compose and record music, play musical instruments, practice singing/vocals and broadcast on the radio. Young people are also given the opportunity to perform in public at community events. We run a range of sessions each week with Youth Workers and an external Music Producer, including an open access youth club session and two sessions for young people with mental health and emotional wellbeing needs. We have previously also had a session targeting young people with higher needs who are at risk criminal exploitation.

Funding was spent on staff costs to facilitate the planning, development and delivery of each session, as well as admin and evaluation time. These staff costs include for our Youth Worker who oversees the project, and Assistant Youth Workers and Housing Workers who have provided wider support to help young people to engage with the project. Funding has also been spent on an external Music Producer who assists young people to learn how to use the music studio equipment and supports with the technical side of the project such as music production and recording.

How many people benefitted?

24

What difference has the grant made?

Our group were young people who are either diagnosed with a

type of neurodiversity, such as Autistic Spectrum Condition (ASC), Dyslexia and ADHD, or are going through the process of assessment. Neurodiverse young people can face many challenges in traditional educational or social settings, and can have increased difficulties with making connections with neurotypical peers. Due to the neurological differences these young people have, they may experience sensory processing challenges, executive dysfunction (disruption of the brain's ability to control thoughts, emotions and behaviour) and an increased risk of mental health problems such as anxiety and depression. The neurodiverse young people attending Beatz told us they often had difficulty expressing their true self, often feeling judged by peers or repressed due to being seen as "different". Many have a varied or individualistic music taste to others of their own age, leaving them feeling the need to mask their tastes to fit in or to share nothing at all. Beatz has given these young people the freedom and opportunity to express their creativity and individuality without the need to mask, without fear or judgement.

Our session for neurodiverse young people takes place at the same time as our youth club for those who live locally and are already engaged with our youth work. Many of these young people attend the youth club and live locally.

Throughout sessions have encouraged young people to contribute to a common goal, promoting integration with peers that is often challenging due to the myriad of other issues they face. Many of the young people we support see themselves as "different" which can make connection that much harder. There is a clear sense of achievement among both groups, with young people displaying great enthusiasm about attending and displaying new attributes such as increased confidence and technical knowledge of music, recording and production. The young people have often commented on how they have worked with young people whom they previously may not have associated with and that attending sessions has shown them that they can still find common ground with others, despite individual differences. One of the key objectives is to promote open conversation and listening to others' views which can often be challenging for our young people, but even in the short time the sessions have been running we have observed our young people's ability to both engage with and listen to their peers.

Quotes from conversations or exchanges with our young people taking part in the project:

"I really like Beatz because it has given me the ability to progress my musical education and has improved my co-ordination."

"I love to make my own music – it is something I didn't think I would have been able to do before but with the computer I feel like a proper musician."

"I have created music – I didn't even know I liked making music before Beatz."

Case Study

Z started attending our Neurodiverse session from its instigation. Z has complex needs due to their diagnosis and struggles greatly with making friends and maintaining relationships. They are diagnosed with ADHD and Autism (PDA). Z has struggled with schooling since they were 5 and has transitioned between

many schools over the years due to their inability to cope with the continued pressure of trying to fit in with people that they find it difficult to build relationship with others that they have no connection with.

The Beatz Neurodiverse group has been a constant in Z's life that her parents have not seen previously. Z from the first day has engaged with the other young people and been able to develop their sense of identity and express themselves as who they are. They have a very diverse and eclectic taste in music which brings new artists and songs to not only other members but also the leaders.

Z when first arriving was only interested in playing the drums as they were very quiet and unwilling to open up but since being involved has now progressed to performing as a singer in an amazing way. Whilst they have been able to maintain relationships and attendance at Beatz sadly this has not been possible in their education setting and they have withdrawn from their specialist education provision. Z's parents are so grateful that Z still has the Beatz programme to attend as they struggle with managing Z's behaviour and the time spent with us is both productive for Z and allows some respite for them.

Through our work with Z we have been able to support Z's application to a local college where hopefully they will be able to attend a specialist music course and further develop their talent and improve on the current circumstances.

The beauty of the Beatz program is that we offer an non-judgemental space for young people to express themselves and develop their confidence in a supported and nurtured way. We are so grateful for the funding provided and look forward to the future successes of the programme.

Thank you so much for your support!

YMCA East Surrey

End of Grant Feedback

Name: **YMCA East Surrey**

Date Approved: **18/10/2022**

Total Amount Awarded:
£10,000

Amount Awarded by Fund:
Horley Edmonds Fund
£2,500

Winter Poverty Fund
£7,500

Project Summary:

Funding towards the costs of a family support worker to increase capacity to help families in Horley.

Primary Beneficiary:
Families/parents

Primary Age Group:
Children and Adults

What did the grant fund?

The YMCA Horley Young People and Family Centre sits at the heart of the Horley community, providing a central location from which we support families with children aged 0-11. Our Family Service's purpose is to deliver advice and information services, one-to-one support, courses and group activities for local families. Our highly experienced and qualified staff help families who face a variety of challenges, including family breakdown, domestic abuse and financial problems.

The Family Service delivers one-to-one support to those families in greatest need in the local community. Prior to our grant from the Community Foundation for Surrey, we were delivering 30 hours per week of support through funding from Surrey County Council. In response to increasing demand due to a surge in the number of referrals from C-SPA (Surrey County Council's Children's Single Point of Access), YMCA East Surrey put a plan in place to enhance our capacity by at least 50% by increasing our Family Support Worker hours. Our initial project output was to increase our Family Support Worker capacity by 21 hours per week, allowing us to deliver increased outreach support for up to 68 families per year. The total amount required for us to achieve this was £43,662.

With the generous funding from Community Foundation Surrey, along with a grant from The 29th May 1961 Trust, we have been able to increase our Family Support Worker hours in line with the amount received. We have been able to deliver an average of 12 hours per week additional Family Worker support over the past 12 months, ultimately allowing us to provide assistance to a total of 42 families. This amounts to an additional 12 families on top of our regular capacity - 40% more families than we were able to support in the previous year.

Our Family Support Workers have delivered one-to-one support to these families, working hard to develop a relationship and build rapport. Our Family Support Workers are responsible for providing one-to-one support, information and advice. Through a strength-based approach, our Family Support Workers target existing strengths and skills rather than focusing on what parents may perceive to be failures or weaknesses. This aids parents to recognise their current strengths and build on them, in turn helping to build confidence, resilience and positivity within the family unit.

As well as one-to-one advice, our Support Workers also signpost families to other family services such as parenting classes and playgroups, and wider support including help with benefits and accessing food banks. The Family Service runs periodic parenting support classes and presentations, including Parenting Puzzle parenting course, Additional Needs Service Showcase and understanding child to parent violence and aggression. The Family Service also offers a wide range of weekly group sessions at the Centre, including:

- a drop in for mums to access help and support in feeding their babies;
- play sessions for younger children with SEND aged under 5;
- referral only play sessions for children who need additional support with physical or cognitive development;
- young parents group for parents aged under 25 in need of additional support;
- a befriending group for families of children with SEND;
- hosting midwife and Health Visitor clinics;
- a weekly slot with Citizens Advice.

How many people benefitted?

42 Families

What difference has the grant made?

There is a high level of need for Family Support in the area and our work makes a considerable difference to the lives of vulnerable families in the community. Horley is one of the most deprived areas in Surrey, and the third most deprived ward in Reigate & Banstead. The Horley South and Central LSOA (Lower layer Super Output Area) is identified as a 'Key Neighbourhood' in the county for prioritisation, which are the poorest areas with the worst life outcomes. Horley has a lot of emergency homeless accommodation due to the concentration of Bed & Breakfasts around Gatwick Airport. Families with complex issues and multiple needs are placed here from other boroughs and counties, as well as refugees, sometimes for up to a year. There is also a large number of both short and long-term temporary accommodation in the surrounding areas.

Our increase in Family Support Worker hours has allowed us to support local families with a variety of complex needs and issues, including:

- parenting and family relationship issues
- divorce and separation
- support with children with a disability or SEN
- debt and money management, housing advice
- help to access benefits, food banks or help with utilities
- dealing with conflict and building resilience
- support for families and children with English as an Additional Language
- support for families struggling with addiction.

Our Family Work makes a positive difference whilst respecting the uniqueness of each family, working alongside people to support and strengthen family life. Our approach seeks to offer help and support at the earliest possible opportunity, as well as provide practical tools to reduce the impact of problems that have already emerged. Our Family Work centers on building family resilience to help families use their existing strengths to overcome difficulties and manage future life challenges independently and effectively.

The overall outcomes for the lives of our beneficiaries and the wider community include:

- Reduced inequalities for disadvantaged children and families
- Strengthened family relationships enabling families to stay together
- Improved family health and emotional wellbeing
- Empowerment of families to take back control and overcome challenges
- Reduced likelihood of reaching crisis point in the future and the need for more intensive intervention at a later stage
- Reduced strain on increasingly limited statutory resources and services.

Case Study

Family B - Case Study - Targeted Family Support

Summary of history and reason for allocation

Mother is a prior local authority looked after child with a history of trauma related PTSD and mental health issues. At the age 15 mum made a self-referral to Childrens services due to neglect, substance and alcohol misuse by her mother and Stepfather. As well as sexual abuse from her Stepfather. She no longer has contact with her mother or Stepfather. Mum suffers with anxiety and depression and is medicated on Sertraline. This referral originated from the midwifery team regarding support around mum with her unborn baby, however sadly the baby died at 8 weeks when we called for an initial visit.

The family consists of mum and dad and their 5-year-old daughter. They live in a one-bedroom flat which is managed by Reigate and Banstead Housing. They all share a bedroom. The flat is spacious, clean but quite cluttered. Dad has his own business but is currently not making any money from it. Financially the family have a lot of debt and are struggling to pay their bills.

Work undertaken

- Referral to bereavement support service for mum around loss of babies
- Referral to GP for support around pregnancies

- Advice to help re-establish support for her trauma through Surrey Councils adult services therapy.
- Explore support networks.
- Referral to food bank/club
- Referral to Furnistore for furniture to organise space at home.
- Parenting course – to help mum manage her emotions better and respond to her daughter in a more appropriate manner.
- Referral to citizen advice to explore benefits and debts to ensure all benefits are being accessed.
- Referral to stripey Stork baby banks for Christmas gifts and clothing items for their daughter
- Team around the family meeting held with the school to aid better communication with regard to their daughter's needs.
- Housing application

Outcomes

- Mum has been able to come to terms with her loss.
- Mum contacted adult services and is going to receive psychotherapy for her trauma.
- Mum now understands where her reactions come from in her responses to her daughter's behaviour and she has started to respond in a calmer manner towards her daughter which in turn means that her daughter's behaviour has improved and so has their relationship.
- Mum reports she feels calmer and more in control using the tools she now has.
- Mum is booked on to the next 4-week parenting course to embed her learning further.
- Parents access the housing support fund for additional support with their finances and have devised a debt plan to start paying this off in a manageable way.
- They are now on the housing register to move to a two-bed property when this becomes available.
- Parents access the food club regularly.
- Family have received Christmas gifts and a variety of clothing items, including school shoes.
- Furnistore provided shelves and draws to help keep the flat tidy.
- The family attend the Be You club at the centre on a weekly basis to support their daughter's emotional wellbeing. She also accesses Emotional literacy support at school (ELSA).

Reason for closure

All of the outcomes from the referral have been met. The family had grown in confidence to manage their finances, home and daughter and so therefore no further interventions could be identified, and the parents were happy with the closure.

Next steps:

Mum continues to access support for her trauma through adult services. The family debts are being paid off slowly but there is plan.

Thank you so much for your support!

YMCA East Surrey

End of Grant Feedback

Name: **Horley Lions Club**

Date Approved: **16/10/2023**

Total Amount Awarded:
£10,000

Amount Awarded by Fund:
**Gatwick Foundation Fund
£5,000**

**Horley Edmonds Fund
£5,000**

Project Summary:

**Funding for helping
individuals and families who
are foodbank users with
their gas and electricity
payments.**

Primary Beneficiary:
**Families/Parents/Lone
parents/elderly**

Primary Age Group:
All Ages

What did the grant fund?

The grant was used to specifically address those households in need of Gas & Electric support. How this support was carried out was as follows:-

The Horley Lions Club set-up a dedicated WOW Bank Account for specific use of the grant.

Between the 1st December 2023 and 28th February 2024 the Churches of Horley Food Bank which is opened on a Wednesday & a Friday & the R&B Local Community Centre Food Club which is open on a Friday, provided the Horley Lions volunteer members with a table where those households referred to us for support could come along with their Gas & or Electric Key fobs, cards, bar codes or if they paid by DD their Energy provider account number.

The Horley Lions member could then take these along to either the Post Office counter or a Paypoint or PayZone shop to put a specific amount of money onto household meters.

Those households paying their Energy provider via DD were also supported whereby the Horley Lions would make a payment specific to their account via a BACS transfer from the dedicated WOW funding account.

The WOW support works on a referral basis only. These referrals can come from the Churches of Horley Food Bank, Horley Food Club, CARBS, Local School Link workers, Money support teams, Social Services and any other local charities who feel there is a household in need.

Payments were staggered across the three month period in £50 donations up to a maximum of £200 per household with 183 RH6 households supported in varying amounts depending upon their presence at the two locations. The Horley Lions club raised additional funds for the WOW campaign which is why the 200 households could be supported.

How many people benefitted?

522

What difference has the grant made?

We know the support payments helped avoid households having to make a choice between heating or eating, with the processes put into place ensuring 100% of the funding goes directly for gas and electricity and nothing else!

All 183 households have endorsed the initiative informing how this has helped and in certain cases meaning personal hygiene standards can be maintained or cooking can be continued.

Many of the households live in rented accommodation and adding warmth to their environment through heating helps to reduce damp and mould build up. We have seen this first hand from these people showing us pictures on their phone.

Mindful of GDPR requirements we maintain household anonymity but collate statistics on demography, age grouping, health issues, household numbers and can show that much of the funds provided went to pensioners, young families, households receiving benefits or households where a member was suffering from poor health. Working on a referral basis means that the support payments have been targeted to those most in need.

Case Study

The comments we have received have been extremely heart warming from people telling us how grateful they are to receive this help & support.



Thank you so much for your support!

Horley Lions Club

YMCA Sports and Community Centre
Princes Road
Redhill
Surrey RH1 6JJ

T 01737 779 979

E admin@ymcaeast Surrey.org.uk

www.ymcaeast Surrey.org.uk

Horley Edmonds Community Fund
c/o Community Foundation for Surrey
By email

2 July 2024

Dear Trustees

Ref: A730659 – Inclusive Sport at YMCA East Surrey

YMCA East Surrey would like to send our sincere thanks to the Horley Edmonds Community Fund for their wonderful support of our Inclusive Sports project. Our Targeted Health & Wellbeing team were absolutely delighted with the news and express their personal thanks to the Fund for their generous donation.

Your grant will support the hundreds of people in our local community who rely on our programme of inclusive activities to take part in regular exercise and improve both their physical and mental wellbeing. Funding will help us to continue delivering inclusive sport sessions to disabled people, those with long-term health conditions and older people in the East Surrey area, as well as working to develop the programme and break down barriers for the most vulnerable people in our community.

If anyone from the Fund would like to visit our Inclusive Sports project to see the project in action, chat with our fantastic staff and meet our wonderful community of service users, then please do let me know using the details below and I would be more than happy to arrange this for you.

Yours faithfully,

Sam Harding
Trust Fundraiser
sam.harding@ymcaeast Surrey.org.uk





Rocket Badge

Actual Sizes: 39mm x 31mm



Pierced Out Metal

Pierced Out Metal

Actual Sizes: 28.2mm x 12.9mm



Visual Guide for how the two pieces slot together:



-  Raised Metal
-  Recessed Metal
-  Enamel Pantone Yellow 109
-  Enamel Pantone Blue 2728
-  Pierced Out Metal

FINAL ARTWORK, PLEASE CHECK ALL DESIGN DETAILS, DIMENSIONS TEXT DETAILS AND COLOURS CAREFULLY BEFORE SIGNING BELOW.

The colours and sizes on this printout/ screen visual are not necessarily accurate. please refer to written colour key and actual size details for size and colours.

DESIGN: _____

SALES: _____

CLIENT: _____

FONTS USED: _____

FILE NAME: 2024_1/ROSEMARY/61163_MS_HORLEYTCBADGE2

DESIGN © 2024

SINCE 1987



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+44 (0)207 424 4040

Horley Town Council
Council Grant Scheme



INTRODUCTION

A grant is a financial award made by the Council to be used by an organisation for a specific purpose that the Council considers to be beneficial to the local community. As the grant award is funded by public money applicants must meet the criteria detailed below to ensure that the money is well spent.

BACKGROUND

The contribution made by the numerous organisations to benefit the local community in Horley is highly valued. In support of such voluntary efforts the Town Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of such grants is to support voluntary and community initiatives in the local area and to help create opportunities for the residents of Horley that are not, as a matter of course, funded by the Council. Funding is available, subject to any budgetary constraints, throughout the year. Organisations seeking grant funding from the Town Council are strongly advised to read the following grant criteria to ensure eligibility; it is also advisable for applicants to contact the Town Council to discuss their project prior to applying for a grant.

GRANT CRITERIA

1. It is anticipated that grants to successful applicants will be announced at various points throughout the municipal year.
2. Applicants are required to complete the Council's form to apply for a financial award, and to provide all the information requested.
3. Grants can be made for capital or revenue expenditure or special projects, however grants will not be approved for salary payments.
4. In considering grant applications, the Council will consider the purpose for which the grant is required, the organisation's accounts, how the grant will benefit the residents of Horley, other bodies to which applications for financial awards have been made, the contribution being made by the applicant organisation (whether financial or in kind) and any other supporting information.
5. Organisations are not restricted to the number of grant applications which may be made. However, to ensure a fair distribution of funds applications will be limited to one per municipal year and the history of previous applications will be considered in the decision-making process.
6. Where a grant is offered for a project still in the planning stages the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case the offer will only be kept open for a limited period; the project must have commenced, or

a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of the offer of financial assistance being made. After this time the offer will lapse.

7. The maximum figure payable for grants will normally be £1,000.
8. Applications will be acknowledged and will be considered at the next available Council Meeting. Applicants will be informed of the Council decision as soon as possible.
9. The applicant agrees that the application form, accounts, and other information provided to the Council may be copied and placed on the public agenda for the meeting. Please ensure that the information is clear and legible.
10. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Council may decide to defer the application to a future meeting whilst further information is sought from the group.
11. Successful applicants will be expected to acknowledge any grant from the Town Council in their annual report, website and any other literature as appropriate. We sometimes ask if the Mayor or another Councillor can visit the organisation to see what the grant has been spent on.
12. The Town Council will request a written account as to how the grant has been used and an end of project balance/receipt from the organisation. This will be requested 12 calendar months after the grant was awarded.
13. In the event, for whatever reason, of the grant not being used in part or in full, the group must notify the Council with a full explanation. If the grant is not used for the purpose intended, the Council reserves the right to request its return.

Please, if possible, attach the following additional information which will support your application.

- **Revenue Project - annual report, published accounts or independently examined, constitution/set of rules.**
- **Capital Projects – As for revenue projects plus proof of ownership or tenure of the site, planning permission and quotes for the work.**
- **An overall budget for the activity or organisation for which the application is being made must be submitted with this form.**
- **In addition, for organisations that have been active for more than one year from the date of application, accounts would normally be expected to be produced for the last financial year.**

If required, further information is available from Horley Town Council, Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ (Tel 01293 784765) or email town.clerk@horleytown.com

Grant Application

Organisation Information			
Name & Address: Telephone No: Email Address: Website:	Nicola Dawes Stripey Stork 51a Albert Road North Reigate RH2 9EL		
Is the organisation a non-profit making body?	Yes		
When was your organisation formed?	2013		
If your organisation is a registered charity please give the registration number	1161613		
Number of members in the organisation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Adult n/a</td> <td style="width: 50%; padding: 2px;">Junior (Under 16) n/a</td> </tr> </table>	Adult n/a	Junior (Under 16) n/a
Adult n/a	Junior (Under 16) n/a		
What percentage of your membership lives in Horley?	n/a		
Is membership restricted in any way?			
n/a			
Is there a membership fee or other charges for access to your activities? Please give details			
n/a			
Details of Grant Request			
Purpose for which grant is required.	<p>Stripey Stork is applying for a grant of £1,000 to purchase racking to install in our new warehouse.</p> <p>Stripey Stork is a baby bank who have been successfully supporting Surrey families with the practical items need to raise their children since 2013. We help approximately 200 families per week, distributing items worth c.£800k/year for children aged 0-16 years. We operate from a warehouse in Reigate but need additional space to grow our operational capacity to meet the increased demand for our services, particularly for larger equipment like beds and buggies. A second warehouse has become available adjacent to our current building which will provide us with this space.</p> <p>To store our items effectively, we would like to install racking in this new building, in a similar manner to our current warehouse.</p>		
How will Horley resident's benefit?	<p>We know the current cost-of-living crisis is hitting the most vulnerable hardest and we want to be able to support them in a timely manner with all the practical items they need to thrive.</p>		

	<p>This grant will help build our capacity to support Horley residents with the practical items they need in a timely manner. It will enable us to continue to tailor-make every request we receive, with the aim of providing a high-quality service that makes each recipient feel that their local community cares and provides their children with the opportunity to have the 'same start' as every other child. In the last eighteen months we have supported 1,332 children who live in the Horley area through referral partners that include: Horley Family Centre, Salford Primary School, Lee Street Playgroup, Manorfield Primary School, Yattenden School, health visitors based at Orchard House, Homestart East Surrey and Alliance for Better Care working with asylum seekers staying in Horley hotels. On average, approximately 5% of our support is given to families in the Horley area.</p> <p>You can tour our current warehouse and see how the racking makes such a difference to the use of our space through the video here: https://youtu.be/CDZcFsz6ZAg.</p> <p>“What comes out of that warehouse is far more than practical - it's the glue that holds communities together. The message that says, 'you matter' and we'll help you get back on your feet.” Lena Abdu, Alliance for Better Care Ltd</p>
Is the project open to everyone?	Stripey Stork support any family who is experiencing poverty with the practical items they need to raise a family. Working through our professional referral partners, like social workers, GPs and teachers, families can request support through the relevant referral partner.
If this application is to undertake a new project, how have you assessed the need for it? Please attach appropriate evidence.	n/a
What is the amount of Grant you are seeking from Horley Town Council?	£1,000
What is the total cost of the project or activity?	£20,000
Please state what contribution your organisation will make towards project (either financial or in kind)	Stripey Stork's volunteers will be giving their time to help us transform the empty warehouse into the working space that we require.
Funds granted from other bodies (Please give details)	We have made an application to the Community Foundation for Surrey to request funding for the remainder of the racking costs. We are discussing other works that need to be done in the new warehouse with a number of other partners, including Clarion Housing Group. We are also discussing a funding opportunity with Surrey County Council.
Please indicate how you have arrived at the total cost?	This is based on the essential work that we need to do in the warehouse to prepare it for use. This includes some electrical work, installing a fire alarm system and the total cost of the racking.
If there is a shortfall, how do you propose to fund the deficiency?	We will make further applications to local Trusts and community organisations to request support.
Previous Applications	


Please give details below of all grant applications made by your organisation to Horley Town Council whether successful or not, in the last five years

Stripey Stork have not made any previous applications.

Attachments

Documents	Yes	No
Constitution	Yes	
Annual Report		charity-search (charitycommission.gov.uk)
Published Accounts		charity-search (charitycommission.gov.uk)
Budget for activity		No
Budget for organisation		No – but please ask if you would like us to share this.

Declaration

Name	Nicola Dawes	
Position in Organisation	Chief Executive	
Bank Details	Account Name	Stripey Stork - CAF Bank
	Account Sort Code	40-52-40
	Account Number	00023716
Signature		
Name (Printed)	Nicola Dawes	
Date	10 th July 2024	

If your application is successful, the Grant will be paid via BACS transfer.

Please return the completed application form with supporting information to town.clerk@horleytown.com or post to Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ

All data will be securely processed as set out in our privacy notice which can be viewed at horleysurrey-tc.gov.uk