



HORLEY TOWN COUNCIL

Minutes of the Annual Meeting of Horley Town Council held on Tuesday 7 May 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)
S Adeniji (Assistant Clerk and RFO Elect)

Prior to the meeting, a minute's silence was observed in memory of former Horley GP and Trustee of the Henry Smith Horley Charity, Dr Charles James Williamson, who sadly passed away recently.

This was subsequently followed by a minute's silence in memory of former Horley Town Councillor and Borough Councillor, James Gibbs, who passed away recently.

C 5790 Election of Chairman of the Council (Cllr Tom Turner in the Chair)

Cllr George proposed, and Cllr Barlow seconded that Cllr Martin Saunders be nominated as Chairman of the Council and Town Mayor. The Members were asked by the Town Clerk if there were any further nominations. There were no other nominations for the post. This was put to the vote and Cllr Saunders was unanimously elected.

RESOLVED: that Cllr Martin Saunders be elected Chairman of Horley Town Council and Town Mayor for the Municipal Year 2024/25.

C 5791 Receipt of the Incoming Chairman's Declaration of Acceptance of Office

RESOLVED: that receipt by the Town Clerk of the signed Declaration of Acceptance of Office as Council Chairman from Cllr Martin Saunders, for the Municipal Year 2024/25, be noted.

C 5792 Election of the Vice-Chairman of the Council

Cllr Chester proposed, and Cllr Easterbrook seconded that Cllr Tom Turner be nominated as Vice-Chairman of the Council and Deputy Town Mayor. The Members were asked by the Town Clerk if there were any further nominations, as there were no other nominations this was put to the vote and Cllr Saunders was unanimously elected.

RESOLVED: that Cllr Tom Turner be elected Vice-Chairman Horley Town Council and Deputy Town Mayor for the Municipal Year 2024/2025.

C 5793 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllr Baker, Cllr Blacker, Cllr Hughes and Cllr Saunders be accepted.

C 5794 Ordinary Meeting of the Council, 19 March 2024

- C 5794)** ***RESOLVED: that the Minutes of the Council Meeting held on [19 March 2024](#), be approved.***
- C 5795** **Receipt of any amendments to Members' Notification of Disclosable Pecuniary Interests**
- The Town Clerk confirmed that all amendments had been received, recorded and updated on the website.
- RESOLVED: noted.***
- C 5796** **Confirmation of Inspection of Town Council Deeds and Trust Instruments.**
- The Town Clerk confirmed that all Town Council Deeds and Trust Instruments had been inspected and were in order. She added that they were stored in a secure cabinet, in addition to a digital legal document archive and index with links to the documents for extra resilience.
- RESOLVED: that the annual inspection of Town Council Deeds and Trust Instruments with no issues arising, be noted.***
- C 5797** **Council Appointments 2024/25**
- RESOLVED: that the appointment of Members to the following Committees:***
- i) Leisure & Amenities Committee***
 - ii) Planning & Development Committee***
 - iii) Staff Committee***
- for the Municipal Year 2024/25 and appended to the signed copy of these minutes, be approved.***
- C 5798** ***Appointment of a Finance Lead Member***
- Cllr Avery proposed and Cllr Marshall seconded that Cllr Beech be nominated as Finance Lead Member which was unanimously agreed. There were no other nominations for the post.
- RESOLVED: that the appointment of Cllr Beech as Finance Lead Member for the Municipal year 2024/25, be approved.***
- C 5799** ***Members' Appointments to Committees, Sub-Committees, Outside Bodies and Working Groups 2024/25 (reporting to Full Council)***
- Members' Appointments for the Municipal Year 2024/25 were considered and agreed. It was noted that the election of Chair and Vice-Chair to the Standing Committees would be made at the first of each of these meetings to be held immediately after the Annual Council Meeting.
- RESOLVED: that the appointment of Members to serve on Committees, Sub-Committees, Outside Bodies and Working Groups for the Municipal Year 2024/25 and appended to the signed copy of these minutes, be approved.***
- C 5800** **Appointment of the Council's Project Management Consultant for 2024/25**
- RESOLVED: that the appointment of the Council's Project Management Consultant for 2024/25 be deferred to a future meeting to enable the Town Clerk to provide further clarification on the cost involved.***

C 5801 **Cycle of Council Meetings 2024/24**

RESOLVED: that the amended Calendar of Meetings for the Municipal Year 2024/25 and appended to the signed copy of these Minutes, be approved.

C 5802 **Council Governance: Annual Review**

RESOLVED: that

- i) the Town Council's Standing Orders (former version adopted on 19 May 2023) be approved and published on the Town Council website.***
- ii) the Town Council's Financial Regulations (as updated based on the NALC 2024 Model Financial Regulations) be approved with no changes and published on the Town Council website.***
- iii) that the Town Council's Scheme of Delegation (former version adopted on 19 May 2023), as amended be approved and published on the Town Council website.***
- iv) That the Town Council Member Code of Conduct (former version adopted 15 December 2023) be approved with no changes and published on the Town Council website.***

C 5803 **Review of Council spending under the General Power of Competence (GPC)**

RESOLVED: that the list of payments approved by Council under the General Power of Competence (GPC) for 2023/24, be noted.

C 5803 **Members' Allowance Scheme**

RESOLVED: that

- i) the Members's Allowance Scheme adopted by the Town Council for the whole Term 2023-2027, be noted.***
- ii) the arrangements for the payment of Members allowances for the 2024/25 Municipal year, be noted.***
- iii) That the procedural arrangements by Members for opting out of the Members' Allowance Scheme for 2024/25, be noted.***

C 5804 **Horley Edmonds Community Fund (HECF) - Endowment Fund**

The Town Clerk gave an overview of the Trustees' recommendation of an Annual Drawdown Rate of 5% which had been based on their detailed market review and projections. Similar to the previous year, the recommendation is to retain 5% in the Horley Edmonds Community Fund grant-pot while weighing up immediate need for grant funding with capital growth in the long term. Members supported the recommendation with a caveat that funding be given to benefit Horley residents directly.

RESOLVED: That that recommendation of the Community Foundation for Surrey Trustees for an Annual Drawdown percentage rate of 5% to be retained in the Horley Edmonds Community Fund grant-funding pot, be approved.

C 5805 ***RESOLVED: That receipt of the Annual Statement of the Horley Edmonds Community Fund from the Community Foundation for Surrey, be noted.***

C 5806 **Diary Dates**

14 May 2024: Planning Committee (Full)
17 May 2024: Annual Town Public Forum
23 May 2024: Final Internal Audit

RESOLVED: noted.

C 5807 **Items for Future Consideration**

The Town Clerk advised that full update on the café tenancy at Horley Recreation Ground would be provided at the next Full Council meeting in June.

RESOLVED: noted.

C 5808 **Press Release**

Appointments of Council Chairman & Town Mayor (Cllr Martin Saunders) together with Vice-Chairman and Deputy Town Mayor (Cllr Tom Avery).

RESOLVED: noted.

C 5809 **Confidential Minutes**

CONFIDENTIAL

RESOLVED: that the Confidential Minutes of the Council Meeting held on [19 March 2024](#), be approved.

Meeting closed at 8.10 pm. Date of next meeting: 18 June 2024