HORLEY TOWN COUNCIL

**Minutes of the Ordinary Meeting of Horley Town Council held**

**on Tuesday 29 October 2024 at 7.30 pm**

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| **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 Town Clerk & RFO) |
| **C 5915** | **Apologies and Reasons for Absence** ***RESOLVED: that apologies received from Cllrs Avery, Beech and Saunders, be accepted. (Cllr Fagan attended remotely).*** |
| **C 5916** | **Disclosable Pecuniary Interests and Non-Pecuniary Interests** None received. ***RESOLVED: noted.*** |
| **C 5917** | **Public Forum** There were no members of the public present. ***RESOLVED: noted.*** |
| **C 5918** | **Minutes** ***RESOLVED:*** that the Minutes of the Ordinary Council Meeting held on [10 September 2024](https://www.horleysurrey-tc.gov.uk/uploads/documents/minutes/240910_council_minutes_v2.pdf) be approved***.*** |
| **C 5919** | **Full Council Updates****C 5870: Recognition of Past Mayors**The Assistant Town Clerk/RFO advised that the new past Mayor badges were on order.***RESOLVED: noted.*** |
| **C 5920** | **Committee Reports*****RESOLVED: that the minutes of the Planning & Development Committee held on 24 September 2024, be received.*** |
| **C 5921** | **Council Chairman’s Report**The Chairman’s Report which was previously circulated to Members for information, was received. ***RESOLVED: noted.*** |
| **C 5922****C 5923****C 5924** | **Internal Audit Matters**The Assistant Town Clerk/RFO reported that the first internal audit of the financial year 2024/25, scheduled for 26 November 2024, is to be conducted by Mulberry & Co.***RESOLVED: noted.***The Assistant Town Clerk/RFO presented Councillors’ Audit Certificates for July, August and September as well as the financial reports, including bank reconciliations and a summary of receipts and payments up to 30 September 2024.***RESOLVED: that the Councillors’ Audit Certificates for July, August and September 2024, be received.*** ***RESOLVED: that the financial reports, including bank reconciliations and summary of*** ***receipts and payments, up to 30 September 2024, be approved.*** |
| **C 5925** | ***RESOLVED: that receipt of the latest quarterly CIL Report from Reigate & Banstead Borough Council, for the period 16/06/24-15/09/24, be noted.*** |
| **C 5926****C 5927****C 5928****C 5929****C 5929)** | **Town Council Charges 2025/26** **Pitch Hire, Court Lodge Playing Fields:** It was noted that a cost comparison survey was carried out with neighbouring councils to inform the recommendations presented to Full Council. Members were supportive of activities by junior teams and agreed the uplift charges should not apply to junior teams. Cllr Marr proposed and Cllr Blacker seconded that the charge for senior teams be subject to the full uplift and the charges for the junior teams and the mini-pitches remain the same. This was unanimously agreed by all Members. ***RESOLVED: that Pitch Hire fees at Court Lodge Playing Fields be increased by 1.7% (inflationary rate benchmarked to CPI) except for Junior Teams and Mini-Pitch Hire (no increase); and that the new charges be communicated to clubs with notice as appropriate and published on the Town Council website.*** **Allotments Tenancies and Advertisement Banner Displays:** Cllr Hudges proposed and Cllr Easterbrook seconded an inflationary 1.7% increase for 2025/26 at both allotment sites and this was unanimously agreed by all Members. ***RESOLVED: that Allotment Tenancies and Advertisement Banner Displays be increased by 1.7% for 2025/26, be approved*.** **Community Hall Hire (Edmonds Hall):** Cllr Turner proposed and Cllr Marr seconded an inflationary increase of 1.7% increase across the scale of charges for 25/26 and this was unanimously agreed by all Members. ***RESOLVED: that an increase of 1.7% across the scale of charges for Community Hall Hire at the Albert Rooms for 2025/26, be approved.*** **Land Hire by Event Operators:** Cllr George proposed and Cllr Blacker seconded that there be no increase across the scale of charges for 2025/26 and this was unanimously agreed by all Members. ***RESOLVED: that no increase across the scale of charges for Land Hire by Event Operators for 2025/26, be approved.***  |
| **C 5930****C 5930)** | **Horley Town Council Precept 2025/26** The Assistant Town Clerk/RFO reported that the Town Council’s financial position in the current year to date was in good stead and appeared to be on budget. As part of the annual review, the budgetary requirements of the Leisure & Amenities Committee had been agreed at their last meeting held on 17 October 2024. He explained that the draft Full Council budgets had also been evaluated by officers to identify necessary adjustments as the first step of the Annual Budget review. These were now presented for consideration by Members and following discussions, were agreed with no changes proposed. He added that work had concluded at the information-gathering point and would inform the next stage of the annual budget review and precept setting to be formally agreed at the Full Council meeting on 10 December 2024. In the meantime, a meeting of the Finance Working Group (Council Leaders) would be held to evaluate the draft Annual Budget and set out different scenarios on inflationary increases for the precept setting which would be circulated to all Members in advance of the meeting.  ***RESOLVED: noted.***  |
| **C 5931** | **Innes Pavilion Rent Review**The Council approved an inflationary increase of 1.7% for ‘The Innes’ Sports Pavilion, raising the annual rent from £10,000 to £10,170. The tenant had been commended for their reliability and informed of the increase, effective from 20 November 2024.***RESOLVED: That an inflationary increase of 1.7% be applied to the annual rent of ‘The Innes’ Sports Pavilion for 2025/26.*** |
| **C 5932****C 5933****C 5934****C 5935)** | **Community Foundation for Surrey (CFS) - Horley Edmonds Community Fund (HECF)** ***RESOLVED: that receipt of the quarterly Statement from the Community Foundation*** ***for Surrey, for the period 1 July 2023 to 30 September 2023, be noted.*** **Council Grant Application: Men In Sheds (based at Horley Health Hub, Victoria Road)**The Assistant Town Clerk/RFO reported that an application had been received from Men In Sheds supported, by the Alliance for Better Care CIC, the details of which had been circulated to Members. The grant application for £1,000 would go towards the purchase of a metal storage shed in the Horley Health Hub garden to provide storage for tools. Cllr Blacker proposed that a grant award of £500 be made. This was seconded by Cllr Baird and unanimously agreed by all Members.  ***RESOLVED: that a grant award through the Council Grants Scheme to Men In Sheds, based at Horley Health Hub, in the sum of £500, be approved.*** **Council Grant Application: Café Milk CIO**The Town Clerk reported that a grant application for £500 had been received from Café Milk CIO, the details of which had been circulated to Members. The group is an infant-feeding support group running in Horley, Caterham, and Redhill. They had applied for £1,000 as it costs almost £3,000 per year to run one café. The grant would help keep the Horley branch running for around 4 months. Cllr George proposed a grant award of £500 be made. This was seconded by Cllr Burnham and unanimously agreed by all Members.***RESOLVED: that a grant award through the Council Grants Scheme to Café Milk CIO, in the sum of £500, be approved.*** **Horley Edmonds Community Fund Fund (HECF) - Grant Application**The Town Clerk reported that an application, previously circulated to Members, had been received from Horley Lions for £10,000 to help Horley Food Bank and Food Club members with their gas and electricity payments and it was expected to be also financially supported by other donors. The ‘Warm over Winter’ campaign helps families struggling with rising fuel bills. She advised that the balance available for grant making is £2,534.42. Cllr George proposed that a grant award of £2,500 be made. This was seconded by Cllr Marshall and unanimously agreed by all Members.***RESOLVED: that a grant award through the Horley Edmonds Community Fund to the Horley Lions Club, to help Horley Food Bank and Food Club members with fuel payments through the ’Warm over Winter’ campaign, in the sum of £2,500 be approved.***   |
| **C 5936** | **Surrey Association of Local Councils (SALC) & National Association of Local Councils (NALC)**Cllr George gave the following updates in his capacity as a SALC Board Director:* **Devolution for Surrey:** Devolution arrangements, aimed at devolving more powers to local councils, are pending further direction from government and further updates were expected to be made known by the end of the year.
* **Clerk Recruitment and Modernising the job title:** SALC highlighted that as the role of Proper Officer has evolved in recent years, local councils should re-evaluate if the job title of ‘Clerk’ is identifiable and accurately reflects the extensive managerial and operational responsibilities placed on the postholder, or is outdated. It was suggested renaming the title to that of ‘Chief Executive Officer’ as more appropriate. [The matter would be followed up by the Town Council for future consideration].
* **SALC Annual Membership Fee Increase and Budget Implications**: Members debated a proposed 5% increase in membership fees to SALC. Despite considerable opposition (and alternative limit of 3% made), the assembly passed the 5% increase. SALC representatives had voted against this increase and, as such, will be revisited and voted upon at the SALC AGM.
* **SALC Training Programme:** SALC is introducing a new series of 30-minute online training sessions beginning in January 2025 with the aim to make training more accessible for councillors by arranging these over lunchtimes.

***RESOLVED: noted.***The Town Clerk gave the following updates received from NALC and SALC: * **NALC Website Upgrade and Legal Update Sessions**: The new website had been launched with valuable resources on governance, community engagement, policy updates and the introduction of new legal webinars.
* **Martin’s Law**: NALC representatives had met with Home Office Officials to discuss the draft terrorism bill, known as Martyn's Law, to promote best practice by local councils with stronger protection in public places.
* **SALC AGM & Conference**: The AGM, to be held on 19 November 2024, would include key updates from the principal authorities on a variety of issues.
* **SALC Clerk and Councillor Forums**: These will be held remotely on 24 and 25 September respectively.

***RESOLVED: noted.*** |
| **C 5937****C 5938****C 5938)** | **SCC/RBBC/HTC Joint Council Meeting – 21 October 2024**Cllr Turner gave a summary of the meeting which included updates from the three council tiers; RBBC’s review of Outdoor Recreation and Play Pitch Facilities; and SCC’s roll-out plants for increasing off-street Electric Vehicle Charging Points (EVCPs) in local areas. A copy of the meeting notes is appended to the signed copy of the minutes. ***RESOLVED: noted.*** **Upcoming RBBC/HTC Liaison Meeting – 26 November 2024**The Town Clerk reported that the next RBBC/HTC Liaison Meeting will be held on 26 November. Members were invited to put forward items for the agenda.***RESOLVED: noted.*** |
| **C 5939****C 5940****C 5941)****C 5942****C 5942)** | **Town Plan Review and Capital Projects by HTC****Town Plan Working Group Update**Cllr Marr gave an overview of the second review meeting held recently, the detailed notes from which had been circulated to Members before the meeting. He explained that 7 capital projects were completed in the last year, as referenced in the council’s agreed Programme and Timetable (Gantt Chart) and some of these were ahead of the set timescales. Some new projects would be added for the next review, including essential infrastructure improvements at certain council sites. The working group would have another meeting in the spring to review overall progress made in the current financial year and set priorities to be considered for the next review. He thanked his fellow working group for their efforts and valued participation throughout the process. He further commended officers for their hard work and dedication to project management and delivery, remarking that council had many more accomplishments to add to its success history in delivering projects for direct community benefit. ***RESOLVED: noted.*****RBBC Strategic Infrastructure Programme (SIP) 2023- 2027**The Town Clerk, summarised the reports presented to RBBC which are required in accordance with the Spending Agreements and gave the following commentary on the main projects:1. **CIL SIP (2) 17: Community Safety, Horley Recreation Ground**
* The project had been progressed with one element to replace the perimeter railings now implemented.
* The second element of LED lighting was ongoing to replace new light heads when required.
* The third element is to install an enhanced CCTV system, linking all surveillance cameras together for remote monitoring at the council offices and options for this and more contemporary technology would be investigated.
1. **CIL SIP (2) 18: HTC Offices Expansion & Sustainability, Albert Road**

Following pre-planning advice received which raised only minor queries (and later responded to), the Planning Application had been submitted. It was hoped that, subject to planning approval, the tender of the build could run early in the New Year. In the meantime, the architects would provide a technical package for the construction (including design and finish). 1. **CIL SIP (2) 19: Playground Upgrade, Michael Crescent Centenary Park**

The project has been completed successfully and the opening ceremony later held in the company of both Town and Borough Mayors along with other councillors, staff and a good turn-out from the public. A news article had been published on the Town Council website and newsletter. 1. **CIL SIP (2) 20: Infrastructure Improvements (Resurfacing) - Langshott and Church Road Allotments**

Resurfacing works had been completed at both allotment sites. ***RESOLVED: noted.*****SCC YFS Small Community Project Fund**The Town Clerk reported that the Town Council has submitted grant applications for another 6 smaller projects, as the current funding round ends in January. She thanked Cllr Beech and Lynch for their support.***RESOLVED: noted*** |
| **C 5943** | **Community Foundation for Surrey (CFS) - Horley Edmonds Fund** The Town Clerk reported that the Area Fund Panel meeting in July was postponed by one participant group, Gatwick Airport (GAL) and is expected to be rearranged. The next round of application deadlines was noted and any Expressions of Interest would need to be registered with the Foundation by no later than 14 October 2024. The new ‘HEF leave a legacy’ leaflet to encourage donations had been finalised and would be published. ***RESOLVED: noted.*** |
| **C 5944****C 5945** | **Communications Working Group**Cllr Easterbrook gave an update from the recent Communications Working Group meeting, the notes from which were previously circulated to Members. ***RESOLVED: noted*****Annual Website Accessibility** The Town Clerk reported completion of the annual Website/Mobile Application review and the required enhancements in accordance with the regulations. ***RESOLVED: noted.*** |
| **C 5946****C 5947****C 5947)****C 5948** | **Horley Royal British Legion**Cllr Marshall gave an update on the previous meeting held, the minutes from which has been circulated to Members. ***RESOLVED: noted.*****Royal British Legion Poppy Appeal**The Town Clerk reported that the 2024 Remembrance Programme was received. The Town Council would be pleased to offer the usual assistance to the Horley Branch, including the Remembrance Day Parade & Service at the Memorial Gardens. Additionally, poppy wreaths and wooden crosses had been ordered. The Town Council had printed 800 copies of the Order of Service and full preparation of the Memorial Gardens is in hand. Members approved the donation to the Poppy Appeal to be made through the General Power of competence. ***RESOLVED: that arrangements by the Town Council in support of the Remembrance*** ***Services Programme 2024 in Horley, be noted.*** ***RESOLVED: that a donation of £250 to the Royal British Legion Poppy Appeal*** ***through the General Power of Competence (GPC), be approved.***  |
| **C 5949** | **Christmas 2024** The Town Clerk summarised arrangements for the HTC office closure and emergency cascade arrangements over the festive period.***RESOLVED: that arrangements for office closure from midday on 23 December 2024 and reopening on 2 January 2025 along with emergency cascade arrangements over*** ***the festive period, be approved.*** |
| **C 5950** | **Communications Received*** Central government is consulting on new powers for local councils to permit remote attendance by councillors at meetings and also potentially to vote by proxy in certain exceptional circumstances (consultation deadline: 19 December 2024).
* Note of thanks to HTC from Horley Lions for financial support through the Councl Grants Scheme towards new speakers for the Santa Sleighs.

***RESOLVED: noted.*** |
| **C 5951** | **Diary Dates**12 November 2024: Remembrance Service.12 November 2024: Horley Town Management Group (Remote)19 November 2024: Planning Committee Meeting (preceded by RBBC Planning Briefing). 26 November 2024: RBBC/HTC Liaison Meeting (hybrid)7 December 2024: Councillor Christmas Hospitality ***RESOLVED: noted.***  |
| **C 5952** | **Items for Future Consideration**Public Consultation Remote Meetings and Proxy Voting ***RESOLVED: noted.*** |
| **C 5953** | **Confidential Minutes CONFIDENTIAL*****RESOLVED: that the Confidential Minutes of the Ordinary Council Meeting held on*** [***10 September 2024***](https://www.horleysurrey-tc.gov.uk/uploads/documents/minutes/230905_draft_council_minutes.pdf) ***be approved.***   |
| **C 5954**  | **Horley Recreation Ground Play Area Flood Alleviation Project CONFIDENTIAL**Members considered the recommendations of the Leisure & Amenities Committee on contractor appointment for the remedial drainage works.***RESOLVED: noted.***   |
| **C 5955** | **‘Café In The Park’ Occupancy, Horley Recreation Ground CONFIDENTIAL**Members received an update from the Town Clerk on progress made to date and considered approval changes requested to the Heads of Terms for the Lease Agreement.***RESOLVED: noted.***   |
| **C 5956** | **Town Award Nomination CONFIDENTIAL**Members considered a recent nomination for a Town Award.***RESOLVED: noted.***  **Meeting closed at 9.30 pm. Date of next meeting: 10 December 2024** |