

**The Annual Meeting of Horley Town Council will be held at the Albert Rooms, Albert Road,  
Horley on Tuesday 14 May 2013 at 7.30pm.**

- 1 Election of the Chairman of the Council (Outgoing Chairman in the Chair.)**  
**Elected Chairman to take the Chair**
- 2 Receipt of the Incoming Chairman's Declaration of Acceptance of Office**
- 3 Election of the Vice-Chairman of the Council**
- 4 Apologies and Reasons for Absence**
- 5 Receipt of any amendments to Members' Notification of Disclosable Pecuniary Interests**
- 6 Declarations of Interest & Dispensations**
  - i) To receive Declarations of Interest regarding items on this agenda.
  - ii) To receive written requests for dispensations for Disclosable Pecuniary Interests (if any).
  - iii) To grant any requests for dispensations, as appropriate.
- 7 Public Forum**
- 8 Confirmation of Inspection of Town Council Deeds and Trust Instruments**
- 9 Appointments to Committees**

To agree appointments to:

  - i) Leisure & Amenities Committee.
  - ii) Planning & Development Committee.
  - iii) Finance & General Purposes Committee.
- 10 Review of Town Council and Committee Sub-Committees & Working Groups**

To review the list of existing sub-committees and amend as necessary. (Current list attached.)
- 11 Review of Committees' Outside Bodies**

To review the list of Outside Bodies, to which Committees will be making appointments at their first meetings, and amend as necessary. (Current list attached.)
- 12 Appointments to Sub-Committees & Working Groups reporting to Full Council**

To agree the appointments. (Appointments to sub-committees & working groups reporting to Committees to be made at the first of each Committee meeting.)
- 13 Minutes**

To approve the minutes of the Ordinary Meeting of the Council held on 9 April 2013.

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- 14 Matters Arising**  
Ordinary Meeting of the Council held on 9 April 2013.
- 15 Committee Reports**  
To receive the minutes of the meetings of the following Committees:
- i) Approved minutes of the Leisure & Amenities Committee held on 26 February 2013 (previously circulated).
  - ii) Unapproved minutes of the Leisure & Amenities Committee held on 16 April 2013 (attached).
  - iii) Approved minutes of the Finance & General Purposes Committee held on 19 March 2013 (previously circulated).
  - iv) Unapproved minutes of the Finance & General Purposes Committee held on 30 April 2013 (attached).
  - v) Approved minutes of the Planning & Development Committee held on 2 April 2013 (attached).
- 16 Meetings Report**  
To receive a report of meetings recently attended by Cllr Olliver.
- 17 Horley Town Council and Reigate & Banstead Borough Council Liaison Meeting**  
To receive an update on the recent meeting.
- 18 Strategy & Forward Planning Advisory Group (S&FPG)**
- i) Residents' Health Check – to receive an update.
  - ii) Business Health Check – to receive an update.
  - iii) To receive an update on recent meetings.
- 19 Surrey Police**  
To receive an update on recent liaison meetings and other matters.
- 20 Environment Matters – Himalayan Balsam Action Plan**  
To receive an update.
- 21 Town Council Insurance**  
To receive an update.
- 22 Town Awards and Town Council Grants Scheme**  
To agree the way forward.
- 23 Letters Received**
- 24 Diary Dates**
- 25 Urgent Business**  
To note urgent business for inclusion on future agenda.
- 26 Press Release**  
To agree items for inclusion.

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- 27 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.”
- 28 Confidential Minutes** **CONFIDENTIAL**  
To approve the confidential minutes of the Ordinary Meeting of the Council held on 9 April 2013.
- 29 Matters Arising** **CONFIDENTIAL**  
Ordinary Meeting of the Council held on 9 April 2013
- 30 Committee Reports – Confidential Minutes** **CONFIDENTIAL**  
To receive the confidential minutes of Committee meetings.
- 31 Concurrent Functions** **CONFIDENTIAL**  
To receive an update.
- 32 Innes Pavilion / Horley Sports (Social) Club** **CONFIDENTIAL**  
To receive an update on recent meetings and to consider the way forward, with regard to repairs.
- 33 Press Release**  
To agree items for inclusion.

**Date of Next Meeting – 25 June 2013**



**Signed: Town Clerk**

**Dated: 9 May 2013**

## Sub-Committees & Working Groups 2012/2013



<u>Sub-Committee</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
<b>Awards Sub-Committee</b>	Mo Goldsmith, Simon Marshall, Richard Olliver, David Powell	<b>Full Council</b>
<b>Corporate Plan Sub-Committee</b>	Celia Austin, Jack Chapman, Mike George, Richard Olliver, David Powell, Roy Sherwin	<b>Full Council</b>
<b>Decisions Sub-Committees (Finance &amp; General Purposes) (Leisure &amp; Amenities) (Planning &amp; Development) Edmonds Management Committee</b>	Council Chairman / Vice-Chair plus Chairman & Vice-Chair of Committee concerned	<b>Committee concerned</b>
<b>Emergency Plan Sub-Committee</b>	Council Chairman, Committee Chairmen, David Powell, Michael Robinson, Fiona Stimpson, Jan Spratt	<b>Full Council</b>
<b>Environmental Sub-Committee</b>	Richard Bethell, Jack Chapman, Mike George, David Powell, Jan Spratt	<b>Full Council</b>
<b>Horley Town Council and Reigate &amp; Banstead Borough Council Liaison Committee</b>	Council Chairman, F&GP Chairman, Simon Marshall	<b>Full Council</b>
<b>Police Liaison Committee</b>	Jack Chapman, Mike George, Simon Marshall, Richard Olliver, Tony Schofield	<b>Full Council</b>
<b>Staff Sub-Committee</b>	Chairman & Vice Chairman of Council, Committee Chairmen	<b>Full Council</b>
<b>Strategy &amp; Forward Planning Advisory Group</b>	Richard Bethell, James Baird, David Powell, Tony Schofield, Roy Sherwin	<b>Full Council</b>
<b>Planning Applications Sub-Committee</b>	Chairman & Vice-Chair P&D, Richard Olliver, Kevin Hagerty	<b>Planning &amp; Development</b>
<b>Borough Standards Committee</b>	Celia Austin, Richard Bethell	<b>Finance &amp; General Purposes</b>
<b>Communications Sub-Committee</b>	James Baird, Samantha Marshall, Richard Olliver, Michael Robinson	<b>Finance &amp; General Purposes</b>
<b>Community Facilities Sub-Committee</b>	James Baird, Jack Chapman, Mo Goldsmith, Richard Olliver	<b>Finance &amp; General Purposes</b>

<b>Editorial Sub-Committee</b>	Mike George, Michael Miller, Valerie Marshall, Samantha Marshall, David Powell	<b>Finance &amp; General Purposes</b>
<b>Internal Audit Review Sub-Committee</b>	F & GP Chairman and Vice-Chairman	<b>Finance &amp; General Purposes</b>
<b>Precept / Reserves Working Group</b>	Celia Austin, James Baird, Richard Bethell, Jack Chapman, Samantha Marshall, Richard Olliver, Roy Sherwin	<b>Finance &amp; General Purposes</b>
<b>Standing Orders Sub-Committee</b>	Chairman of Council Committee Chairmen James Baird	<b>Finance &amp; General Purposes</b>
<b>Allotments Working Group</b>	James Baird, Jack Chapman, David Powell, Roy Sherwin, Jan Spratt	<b>Leisure &amp; Amenities</b>
<b>Grounds Maintenance Sub-Committee</b>	Jack Chapman, Simon Marshall, David Powell	<b>Leisure &amp; Amenities</b>
<b>Himalayan Balsam Action Group</b>	Celia Austin, Richard Bethell, Jack Chapman, Mo Goldsmith, Simon Marshall, Valerie Marshall, David Powell, Jan Spratt	
<b>Horley in Bloom Advisory Committee</b>	Jack Chapman, Richard Bethell, Mike George, Simon Marshall, Valerie Marshall, Fiona Stimpson, Terry Boardman, Marcia Atkinson, Monica Read plus members of other local organisations	<b>Leisure &amp; Amenities</b>
<b>Horley Market Sub-Committee</b>	Richard Bethell, Valerie Marshall, David Powell, Michael Robinson, Fiona Stimpson	<b>Leisure &amp; Amenities</b>
<b>Horley Open Spaces Advisory Committee</b>	Jack Chapman, Mike George, Samantha Marshall, Simon Marshall, Valerie Marshall, Fiona Stimpson, Ian Wright (RBBC) C Cllr Kay Hammond, Pete Crawford (GGP) Kevin Lerwill (GGP) Cathy Cooper (local resident), Paul Capper (Horley Piscatorial), John Davies (Horley Piscatorial)	<b>Leisure &amp; Amenities</b>

## **Outside Bodies 2012/2013**

<b>Outside Body</b>	<b><u>Councillor(s)</u></b>	<b><u>Reporting to:</u></b>
<b>Campaign to Protect Rural England (CPRE – Reigate &amp; Banstead)</b>	Jack Chapman, Jan Spratt	<b>Planning &amp; Development</b>
<b>Gatwick Airport Consultative Committee (GATCOM)</b>	Mike George Fiona Stimpson (Sub) Celia Austin (Reserve)	<b>Planning &amp; Development</b>
<b>Gatwick Diamond Business</b>	Celia Austin Fiona Stimpson (Sub)	<b>Planning &amp; Development</b>
<b>Horley Regeneration Forum</b>	Chairman P&D Vice-Chairman P&D Fiona Stimpson	<b>Planning &amp; Development</b>
<b>Horley Town Management Group (HTMG)</b>	Simon Marshall, Richard Olliver, S&FP representative	<b>Planning &amp; Development</b>
<b>Horley Sports (Social) Club</b>	Mike George, Richard Olliver Jack Chapman (Sub)	<b>Finance &amp; General Purposes</b>
<b>Surrey Association of Local Councils (Surrey ALC)</b>	Richard Olliver	<b>Finance &amp; General Purposes</b>
<b>Carnival Advisory Committee</b>	Mike George, Mo Goldsmith, Samantha Marshall, Valerie Marshall, Fiona Stimpson plus members of other local organisations	<b>Leisure &amp; Amenities</b>
<b>Churchyards Committee</b>	Mike George, David Powell	<b>Leisure &amp; Amenities</b>
<b>Gatwick Greenspace Partnership</b>	Mike George, Simon Marshall	<b>Leisure &amp; Amenities</b>