

**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,  
Albert Road, Horley on Tuesday 28 June 2011 at 7.30pm.**

**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.**

- 1 Apologies and Reasons for absence**
- 2 Declarations of Interest**
- 3 Public Forum**
- 4 Town Council (North West Ward) – Vacancy Left Unfilled by Reason of Insufficient Nominations, to be filled by Co-option**
  - i) To consider the candidates for co-option and to receive any oral presentations, if given.**
  - ii) Voting Process – to receive an explanation from the Clerk.**
  - iii) Vacancy (Horley North West Ward) - to receive the results of the first and any subsequent vote. (Member duly elected.)**
  - iv) To receive the new Member's Declaration of Acceptance of Office and Undertakings to observe the Local Authorities (Model Code of Conduct) Order 2007.**
  - v) To agree when to receive the new Member's Notification of Interests (Form LGA 1) and signature for the Bank Mandate.**
  - vi) Committee membership – to agree the way forward for the newly elected member.**
- 5 Minutes**

To approve the minutes of the Annual Meeting of the Council held on 17 May 2011.
- 6 Matters Arising**

Annual Meeting of the Council held on 17 May 2011.
- 7 Committee Reports**

To receive the minutes of the meetings of the following Committees:

  - i) Leisure & Amenities Committee held on 12 April 2011**
  - ii) Finance & General Purposes Committee held on 19 April 2011**
  - iii) Planning & Development Committee held on 3 May 2011**
- 8 Creation of Post of Deputy Mayor**

Following advice received from the Surrey County Association of Parish & Town Councils (SCAPTC), to consider the creation of the post.
- 9 Power of Well Being**

To receive an update.
- 10 Receipt of Members' Signatures for Mandate to HSBC Bank plc**

.....Continued



- 11 Committee Membership**  
i) To approve the transfer of Cllr Powell from the Planning & Development Committee to the Finance & General Purposes Committee.  
ii) To finalise the membership of the three main committees.
- 12 Chairman's Report**  
To receive a report of meetings recently attended by the Chairman.
- 13 Annual Audit for the Year Ending 31 March 2011**  
i) To approve the Unaudited Balance Sheet as at 31 March 2011, the Income & Expenditure Account for 1 April 2010 to 31 March 2011, Reserve Analysis as at 31 March 2011 and other associated documents.  
ii) to approve the Statement of Accounts, the Statement of Assurance and the Annual Internal Audit Report. (Sections 1,2 & 4 of the Annual Return)
- 14 Town Councillors' Audit**  
To receive the Councillors' Audit report for April 2011.
- 15 Financial Reports**  
To approve the financial report, including bank reconciliations and accounts payable, up to 30 April 2011.
- 16 Surrey Police**  
To receive an update on recent liaison meetings.
- 17 Environment Campaign 2011**  
i) Environmental Sub-Committee – to approve the reporting of this Sub-Committee to Full Council.  
ii) To receive an update on recent meetings and events.  
iii) To consider a request for funding for this year's Campaign.
- 18 Strategy & Forward Planning Sub-Committee**  
i) To approve the Terms of Reference of the Sub-Committee.  
ii) To receive a report of a recent meeting of the Sub-Committee.
- 19 Letters Received**
- 20 Diary Dates**
- 21 Urgent Business**  
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."

.....Continued

- 24 Approval of Confidential Minutes** **CONFIDENTIAL**  
To approve the confidential minutes of the Annual Meeting of the Council held on 17 May 2011.
- 25 Matters Arising** **CONFIDENTIAL**  
Annual Meeting of the Council held on 17 May 2011.
- 26 Committee Reports – Confidential Minutes** **CONFIDENTIAL**  
To receive the confidential minutes of Committee meetings.
- 27 Press Release**  
To agree items for inclusion.

**Date of next meeting – 6 September 2011**



**Signed Alan Jones**

**23 June 2011**