

An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms, Albert Road, Horley on Tuesday 3 September 2013 at 8.00 pm

The meeting will be preceded at 7.00 pm by a private presentation on Neighbourhood Planning, given by Kathy O'Leary, Head of Policy Development & Property at Reigate & Banstead Borough Council

1 Apologies and Reasons for Absence

2 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.

3 Public Forum

4 Minutes

To approve the minutes of the Ordinary Meeting of the Council held on 25 June 2013.

5 Matters Arising

Ordinary Meeting of the Council held on 25 June 2013.

6 Committee Reports

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

- i) Approved minutes of the Leisure & Amenities Committee held on 28 May 2013 (previously circulated).
- ii) Unapproved minutes of the Leisure & Amenities Committee held on 16 July 2013 (attached).
- iii) Approved minutes of the Finance & General Purposes Committee held on 11 June 2013 (previously circulated).
- iv) Unapproved minutes of the Finance & General Purposes Committee held on 6 August 2013 (attached).
- v) Approved minutes of the Planning & Development Committee held on 4 June 2013 (previously circulated).
- vi) Approved minutes of the Planning & Development Committee held on 2 July 2013 (attached).
- vii) Approved minutes of the Planning & Development Committee held on 30 July 2013 (attached).

7 Staff Salaries

To approve the joint recommendation of the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) that salary scales for all staff be increased in accordance with the agreement reached by the National Joint Council for Local Government Services. (1% increase backdated to 1 April 2013.)

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8 Chairman's Report

To receive a report of meetings recently attended by the Chairman

9 Annual Audit for the Year Ending 31 March 2013

- i) To note that the audit has been completed and is unqualified.
- ii) To receive the External Auditor's Certificate and Opinion (Section 3 of the Annual Return.)
- iii) To approve the completed Annual Return
- iv) To consider the Issues Arising Report and ratify action taken regarding Fidelity Guarantee Cover.
- v) To approve payment of £800 plus VAT to BDO LLP.

10 Surrey Association of Local Councils (Surrey ALC, formerly SCAPTC)

To consider the recommendation of the Finance & General Purposes Committee that the Town Council continue its membership of Surrey ALC for a further year from April 2014.

11 Strategy & Forward Planning Advisory Group (S&FPG)

- i) Residents' Questionnaire – to receive an update.
- ii) Business Workshop – to receive an update.
- iii) To receive an update on recent meetings.

12 Surrey Police

To receive an update on recent liaison meetings and other matters.

13 Presentation on Neighbourhood Planning

To review the presentation given earlier.

14 Presentation on the Localism Act

To note that Nick Bennett, the Borough Council's Legal Services Manager, will give a presentation to members on the Localism Act, Code of Conduct and associated matters, prior to the Full Council meeting on 15 October.

15 Damage to Table Tennis Tables

To consider the way forward.

16 Letters Received

17 Diary Dates

18 Urgent Business

To note urgent business for inclusion on future agenda.

19 Press Release

To agree items for inclusion.

20 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."

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| 21 | Confidential Minutes
To approve the confidential minutes of the Annual Meeting of the Council held on 14 May 2013. | CONFIDENTIAL |
| 22 | Matters Arising
Ordinary Meeting of the Council held on 25 June 2013 | CONFIDENTIAL |
| 23 | Committee Reports – Confidential Minutes
To receive the confidential minutes of Committee meetings. | CONFIDENTIAL |
| 24 | Cyril Edmonds Community Fund
To consider applications for funding. | CONFIDENTIAL |
| 25 | Town Award Nominations
To consider nominations received. | CONFIDENTIAL |
| 26 | Concurrent Functions
To receive an update. | CONFIDENTIAL |
| 27 | Innes Pavilion / Horley Sports (Social) Club
i) To receive an update on recent meetings and other matters.
ii) Cleaning of Changing Rooms – to agree the way forward | CONFIDENTIAL |
| 28 | Press Release
To agree items for inclusion. | |

Date of Next Meeting – 15 October 2013



Signed: Town Clerk
29 August 2013