

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held at the Albert Rooms, Albert Road, Horley on Tuesday 13 December 2011 at 7.30 pm.

Present: Councillor Simon Marshall – Chairman & Town Mayor
Councillors C Austin, J Baird, R Bethell, J Chapman,
M George, M Goldsmith, K Hagerty, Samantha Marshall,
V Marshall, R Olliver, D Powell, T Schofield, R Sherwin,
J Spratt and F Stimpson

Also present: A Jones Town Clerk
C Fenton Deputy Town Clerk

C 2963 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs M Miller and M Robinson be accepted. (For reasons as specified in the attendance register.)

C 2964 Declarations of Interest

Cllr George declared a personal interest in the Edmonds Community Fund item.

RESOLVED: noted.

C 2965 Public Forum

No members of the public were present.

RESOLVED: noted.

C 2966 Presentation of Deputy Town Mayor's Regalia

Cllr Simon Marshall presented the regalia to Cllr Olliver, Vice-Chairman & Deputy Town Mayor.

RESOLVED: noted.

C 2967 Ordinary Meeting of the Council, 25 October 2011

The minutes of the Ordinary Meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 25 October 2011, including all confidential items, be approved.

C 2968 Staff Sub-Committee, 25 November 2011

RESOLVED: that the minutes of the above meeting of the Staff Sub-Committee, including all confidential items, be approved.

C 2969 Leisure & Amenities Committee, 13 September 2011

RESOLVED: that the minutes of the above meeting of the Leisure & Amenities Committee, including all confidential items, be received.

C 2970 Finance & General Purposes Committee, 27 September 2011

RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be received.

C 2971 Planning & Development Committee, 4 October 2011

RESOLVED: that the minutes of the above meeting of the Planning & Development Committee be received.

C 2972 Planning & Development Committee, 8 November 2011

RESOLVED: that the minutes of the above meeting of the Planning & Development Committee be received.

C 2973 Annual Audit for Year Ending 31 March 2011 – Issues Arising Report

The Clerk referred to items raised in the Issues Arising Report. He explained that the minute approving Sections 1, 2 & 4 of the Annual Return had been unsigned when submitted to External Auditor, BDO LLP as it was still a draft minute at that stage. With regard to other matters raised in the Issues Arising Report, the Clerk had been in contact with BDO LLP and had been told that the issues raised were in the Internal Auditor's (Paul Hartley's) report. The Clerk confirmed that all matters in the Internal Auditor's report had been noted and dealt with, as necessary, therefore, with regard to the Issues Arising Report, no further action was required.

RESOLVED: noted.

C 2974 Chairman's Report

The Chairman reported that he had attended the following:

Poppy Appeal Launch at University of Surrey (attended by Cllr Olliver)
Lighting of Bonfire at Round Table Bonfire & Firework Display
Re-dedication of Memorial Gardens
Oakwood School Awards Evening
Two Minutes Silence in Town Centre
Presentation of Eco Art Prizes at Harlequin Theatre
Remembrance Day Parade and Service
Switching on Town Centre Christmas Lights
Mid Sussex District Council Civic Service
Crawley Borough Council Civic Service

RESOLVED: noted.

C 2975 Power of Well Being (PWB)

The Chairman presented certificates to Cllrs James Baird, Samantha Marshall and Jan Spratt, following their recent attendance at a training course which had included PWB training.

RESOLVED: noted.

C 2976 Liaison Meetings with Surrey Police

Members were updated on the recent meeting. (Notes of the meeting are appended to these minutes.)

RESOLVED: noted.

C 2977 Surrey County Association of Parish & Town Councils (SCAPTC) & National Association of Local Councils (NALC) – Future Membership

RESOLVED: that the recommendation of the Finance & General Purposes Committee that this Council retain its SCAPTC / NALC membership for 2012/1013 be approved.

C 2978 Horley Anderson Centre / Innes Pavilion Division

RESOLVED: that signature of the Agreement between Horley Town Council and Reigate & Banstead Borough Council be ratified.

C 2979 Environment Campaign 2011

Cllr Powell gave an update on this year's Campaign. He explained that the calendar, illustrating the winning entries in this year's Eco Art Competition had now been circulated to the participating schools, as well as to Borough and Town Councillors. A glossy report of this year's events was still to be produced and interim accounts would be presented at the next meeting of the Finance & General Purposes Committee. (A copy of the minutes of the last meeting of the Borough-wide Environment Committee is appended to these minutes.)

RESOLVED: noted.

C 2980 Strategy and Forward Planning Advisory Group

Members were updated on recent meetings of the Group. (Notes of a recent meeting are appended to these minutes.)

RESOLVED: noted.

C 2981 Brambles Respite Care Centre

The Clerk reported that St Cloud Care plc had now re-negotiated with the MS Society and the Society was currently in the process of transferring Brambles to MS Respite and Care Services Ltd, an associated company of St Cloud Care plc. He added that Brambles would re-open once the contracts were exchanged.

RESOLVED: noted.

Community Foundation for Surrey – Grant Applications Made to the Horley Edmonds Fund

C 2982 *RESOLVED: that the application by Better Together, a Polish social and cultural organisation, be approved and a grant of £500 be awarded.*

C 2983 *RESOLVED: that a second application be deferred until further information is received.*

C 2984 **Horley Town Council Grant Scheme**

RESOLVED: that a grant of £500 be awarded to St Wilfrid's Church towards the cost of installing a suspended ceiling in St Wilfrid's Church Hall.

Staffing Matters

C 2985 *RESOLVED: that the final report on staffing aspects be received.*

C 2986 *RESOLVED: that the recommendations of the Staff Sub-Committee be approved and a part time Administrative Assistant be appointed with effect March 2012, working between 16 and 18 hours per week. (Advertising for the post to commence immediately.)*

Town Council Estimates and Precept – Financial Year 2012 – 2013

C 2987 Members considered the recommendations of the Finance & General Purposes Committee. Cllr Olliver proposed that the Leisure & Play Equipment Earmarked Fund be increased by £2,000, rather than the £10,000 recommended by the Finance & General Purposes Committee and the Election Contingency be increased by £1,900, rather than the £2,000 recommended by the Finance & General Purposes Committee. He added that overall, this would represent an increase of £0.50 per Band D Household. One member was of the opinion that the burden on local residents should not be increased at all. After further discussion Cllr Olliver proposed and Cllr Simon Marshall seconded that the amendments be approved. The motion was carried (one vote against).

RESOLVED:

- i) that the amendments proposed by Cllr Olliver be approved.*
- ii) that a Precept of £33.30 per Band D Household, representing a £0.50 increase compared with 2011-2012, be set for the Financial Year 2012/2013.*

C 2988 *RESOLVED: that a Precept of £295,830 be set for the Financial Year 2012/2013, representing £33.30 per Band D Household (an increase of £0.50) and the Borough Council be informed accordingly. (Full details are appended to these minutes.)*

C 2989 *RESOLVED: that Cllr Olliver's letter to the Press, as appended to these minutes, be approved.*

C 2990 *RESOLVED: that, for future years, rentals be reviewed earlier in the Municipal Year.*

C 2991 **RESOLVED:** *that, at the request of Cllr Baird, the timetable for Precept setting be reviewed at the next meeting of the Finance & General Purposes Committee.*

C 2992 Letters Received

RESOLVED: *that receipt be noted of the following:*

- i) Letters of thanks from the Royal British Legion (Horley Branch) for Town Council support for the recent Remembrance Services.*
- ii) Update from the Royal British Legion County Field Officer.*
- iii) Details of a Drop in Night Shelter being provided by local Churches during the Christmas period.*

C 2993 Diary Dates

Members were updated on forthcoming events, in particular the Town Centre Carol Service (plus Hospitality) on 17 December and the Mayor's Charity Curry Evening on 10 March.

RESOLVED: *noted.*

C 2994 Confidential Business

RESOLVED: *that, "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."*

C 2995 Nominations for Town Awards

CONFIDENTIAL

Members approved the recommendations of the Awards Sub-Committee.

Meeting closed at 8.44 pm.

Date of Next Meeting: 14 February 2012

C 2995 Nominations for Town Awards

Members approved the recommendations of the Awards Sub-Committee.

RESOLVED:

- i) that the recommendations be approved and the nominees be invited to accept the Town Award. (Details are appended to these minutes.)***
- ii) that the Awards be presented at the Town Meeting on 27 April 2012.***
- iii) that all details remain confidential until the evening of the presentations.***