

**HORLEY TOWN COUNCIL**  
**ORDINARY MEETING OF THE COUNCIL**

Minutes of the Ordinary Meeting of Horley Town Council held at the Albert Rooms, Albert Road, Horley on Tuesday 26 June 2012 at 7.30 pm.

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

**Also present:** A Jones                      Town Clerk  
C Fenton                              Deputy Town Clerk  
C Williams                          Crawley resident

**C 3091    Apologies and Reasons for Absence**

There were no apologies. (Cllr Hagerty was absent.)

***RESOLVED: noted.***

**C 3092    Declarations of Interest**

Cllrs Miller, Olliver and Simon Marshall declared personal interests in the item about Recognition of Service of Past Chairmen.

***RESOLVED: noted.***

**C 3093    Public Forum**

Mr Williams explained that he had been in contact with Reigate & Banstead Borough Council regarding his concerns about the windows surrounding the swimming pool at the new Horley Leisure Centre. He added that the Borough Council would respond to his queries when the situation had been reviewed.

***RESOLVED: noted.***

**C 3094    Annual Meeting of the Council, 15 May 2012**

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

***RESOLVED: that the minutes of the Annual Meeting of the Council held on 15 May 2012, including all confidential items, be approved.***

**C 3095    Leisure & Amenities Committee, 29 May 2012**

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

**C 3096 Finance & General Purposes Committee, 12 June 2012**

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

**C 3097 Planning & Development Committee, 22 May 2012**

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

**Annual Audit for Year Ending 31 March 2012**

**C 3098 *RESOLVED: that the Unaudited Balance Sheet as at 31 March 2012, the Income & Expenditure Account for 1 April 2011 to 31 March 2012, Reserve Analysis as at 31 March 2012 and other associated documents be approved. (Copies are appended to these minutes.)***

**C 3099 *RESOLVED that the Internal Audit Reports for the financial year 2011 – 2012 be received. (Copies are appended to these minutes.)***

**C 3100 *RESOLVED: that the Accounting Statements, Annual Governance Statement and the Annual Internal Audit Report. (Sections 1,2 & 4 of the Annual Return) be approved. (Copies are appended to these minutes.)***

**C 3101 Gatwick Diamond Business**

***RESOLVED: that the Town Council representative attending these meetings report to the Planning & Development Committee.***

**C 3102 Chairman's Report**

The Chairman reported that he had attended the following:

Garden Party at Buckingham Palace  
Annual Meeting of Reigate & Banstead Borough Council  
Horley Jubilee Fun Day  
Surrey County Council Jubilee Service  
Talk to Insight Club  
Tree Planting at Chequers Drive  
Surrey County Council Local Government Dinner  
AGM of Reigate Scout Council  
Special Annual Mattins Service (to mark Armed Forces Week)  
Raising the Flag Ceremony at Reigate Town Hall

***RESOLVED: noted.***

**C 3103 Member Code of Conduct**

The Clerk explained that, as a result of the Localism Act 2011, the Standards Board had been abolished. The Act had introduced new arrangements to regulate the conduct of members, the registration and disclosure of their interests and the handling of complaints about conduct. Notably the new Act had created criminal offences in respect of a members' failure to register and disclose certain interests. These new arrangements would come into force on

- C 3103)** 1 July 2012. Prior to this, parish councils had been required to adopt the mandatory Code of Conduct prescribed by the Secretary of State. Following this date parish councils had to make arrangements to adopt a new code of conduct, which complied with the Localism Act. This could be the code of their principal authority (Reigate & Banstead), who would be responsible for investigating complaints against parish council members. It was also noted that the new Register of Interests, once completed, would be placed on the web sites of both the Town Council and Reigate & Banstead Borough Council and would be available for public inspection. The Declaration of Interest forms (Notification of Disclosable Pecuniary Interests), once received, were required to be completed within two weeks.

The Clerk went on to explain that, at the recent meeting of the Finance & General Purposes Committee, it had been recommended that the Town Council adopt the Reigate & Banstead Code of Conduct as an interim measure.

After a brief discussion, the following was resolved:

**RESOLVED:**

- i) that the Reigate & Banstead Borough Council Member Code of Conduct, as appended to these minutes, be adopted by Horley Town Council.*
- ii) that the adoption of the Code be reviewed after six months*
- iii) that the Town Council accept training sessions on the Code, provided by Reigate & Banstead Borough Council.*

**C 3104 The Local Elections (Declaration of Acceptance of Office) Order 2012**

Members noted that the Order would come into force on 9 July and would change the wording of future Declaration of Acceptance of Office forms signed by members.

**RESOLVED: noted.**

**C 3105 Recognition of Service of Past Chairmen**

**RESOLVED: that a working group comprising Cllrs Chapman, George, Robinson and Schofield meet and report back to the next Full Council meeting.**

**C 3106 Town Awards**

**RESOLVED: that nominations for Town Awards be invited and a press release be issued. ( A copy is appended to these minutes.)**

**C 3107 Liaison Meetings with Surrey Police**

It was noted that the next meeting was due to take place on 13 July. The Clerk added that he had been assisting the Police with CCTV footage, following a number of recent incidents at Horley Recreation Ground.

**RESOLVED: noted.**

**C 3108 Environment Matters**

Cllr Powell reported that he and Cllr Bethell were meeting with Borough Councillors to discuss next year's Campaign, after which a meeting of the Town Council's Environment Sub-Committee would be called. He added that local companies were keen to sponsor next year's Campaign.

**RESOLVED: noted.**

**C 3109 Horley Health Check – Residents' Questionnaire**

Cllr Bethell reported that Cllrs Schofield and Sherwin would be presenting the questionnaire at the AGM of Court Lodge Residents' Association.

**RESOLVED: noted.**

**C 3110 Strategy and Forward Planning Advisory Group (S&FP Group)**

**RESOLVED: that receipt be noted of notes of recent meetings. (Copies are appended to these minutes.)**

**C 3111 Neighbourhood Plans**

Cllr Miller suggested that the Town Council might wish to consider producing a Neighbourhood Plan, working with local residents' groups and possibly in conjunction with Salfords & Sidlow Parish Council. He added that he would be happy to present the Borough Council Seminar on Neighbourhood Planning to the Town Council, which would explain the Neighbourhood Plan process in detail.

**RESOLVED: that the Borough Council's Seminar on Neighbourhood Planning be presented to the Town Council on a date to be arranged.**

**C 3112 Horley Anderson Centre / Innes Pavilion Division**

The Clerk reported that the demolition project had been completed just one week behind schedule. Two street lamps were awaiting repair and conifers to the rear of the demolition site were to be removed, although the mature trees would be kept. It was noted that the Compass Bus Company no longer required access to the car park and the height barrier would be kept locked.

**RESOLVED: noted.**

**C 3113 Horley Association of Traders (HATS)**

**RESOLVED:**

- i) that HATS be recognised as an Outside Body of the Town Council.**
- ii) that Cllr Robinson be appointed to represent the Town Council and report to the Finance & General Purposes Committee.**

**C 3114 Letters Received**

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

- i) Court Lodge Residents Association newsletter***
- ii) Letter of thanks from St Catherine's Hospice for Cllr Marshall's support, during his terms as Chairman and Town Mayor.***

**C 3115 Diary Dates**

***RESOLVED: that future events be noted.***

**C 3116 Urgent Business**

***RESOLVED: that an item be placed on the next agenda of the Planning & Development Committee, regarding the poor condition of the railway subway and the possible use of a Community Payback team to improve the area.***

**C 3117 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 3118 Horley Sports (Social) Club**

**CONFIDENTIAL**

Members were updated on recent meetings.

**Meeting closed at 8.45 pm.**

**Date of Next Meeting: 28 August 2012**