

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of an Ordinary Meeting of the Council held at the Old Town Council Offices, Albert Road, Horley on Tuesday 17 July 2007.

Present: Councillor S Marshall, Town Mayor & Chairman of the Council
Councillors P Avis, R Bethell, Mrs D Brooke-Harte,
J Chapman, P Chapman, Ms J Gall, Ms M Goldsmith,
Mrs V Marshall, M Miller, Ms S Odds, R Olliver, Miss S
Rogers, Ms V Snowball, Miss F Stimpson and S Thomas

Also present: Mr A Jones Clerk to the Council
Mrs C Fenton Deputy Clerk to the Council

C 2000 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs M George and D Powell be accepted (for reasons as specified in the Attendance Register).

C 2001 Declarations of Interest

There were no Declarations of Interest, specific to the meeting.

RESOLVED: noted.

C 2002 Public Forum

Several residents of Rothervale expressed their concern at the bund, which was built at Emlyn Meadows last year. They claimed that there had been a lack of consultation with residents, regarding the bund, and alleged that it had encroached on land not owned by the Town Council. They also expressed their displeasure at trees which had been planted adjacent to the bund.

RESOLVED: noted.

C 2003 Emlyn Meadows

Members considered the points raised by local residents. Cllr Miller reminded members that, in January of last year, a letter had been sent to all residents living in roads close to Emlyn Meadows, inviting them to a site meeting to learn about the Town Council's plans to protect the area. Approximately 100 residents had subsequently attended the meeting on 5 February last year. The Clerk added that the Town Council's Solicitor had responded to various points raised by some residents last year. He agreed to ask the Solicitor to investigate these latest claims.

After further discussion the following was resolved:

RESOLVED: that a Group, comprising Councillors P Avis, J Chapman, M Miller, S Marshall and the Clerk, urgently investigate the claims made and report back to members and residents concerned as soon as possible.

C 2004 Receipt of Minutes – Change of Procedure

Members were informed that, in future, minutes would be received by Full Council after they had been approved by respective committees.

RESOLVED: noted.

C 2005 Annual Meeting of the Council, 15 May 2007

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 Annual Meeting of the Council held on 15 May 2007, including all confidential items, be approved.

C 2006 Estate of Cyril Edmonds Sub-Committee, 29 May 2007

The minutes of the meeting of the Cyril Edmonds Sub-Committee were presented for confirmation by members and signature by the Chairman of the Council.

RESOLVED: that the minutes of the meeting of the Cyril Edmonds Sub-Committee held on 29 May 2007, including all confidential items, be approved.

C 2007 Relocation Sub-Committee, 7 June 2007

The minutes of the meeting of the Relocation Sub-Committee were presented for confirmation by members and signature by the Chairman of the Council.

RESOLVED: that the minutes of the meeting of the Relocation Sub-Committee held on 7 June 2007, including all confidential items, be approved.

C 2008 Planning & Development Committee, 29 May 2007

RESOLVED: that the minutes of the meeting of the Planning & Development Committee held on 29 May 2007 be received.

C 2009 Chairman's Report

Cllr Marshall reported that he had represented the Town Council at the Centenary of Scouting Camp, Performance of Twelfth Night at Saint Hill Manor and the Horley Singers Summer Concert.

RESOLVED: noted.

C 2010 Final Internal Audit Report 2006/2007

RESOLVED: that the final internal audit report for 2006/2007 and the Clerk's response be received. (A copy is appended to these minutes.)

Annual Audit for the Year Ended 31 March 2007

C 2011 ***RESOLVED:** that the unaudited balance sheet, income and expenditure account and other supporting statements be approved. (Copies are appended to these minutes.)*

C 2012 ***RESOLVED:** that Section One of the Annual Return (the Statement of Accounts) be approved. (A copy is appended to these minutes.)*

C 2013 ***RESOLVED:** that Section Two of the Annual Return (the Statement of Assurance) be approved. (A copy is appended to these minutes.)*

C 2014 ***RESOLVED:** that Section Four of the Annual Return (The Annual Internal Report) be received. (A copy is appended to these minutes.)*

C 2015 Estate of Cyril Edmonds

***RESOLVED:** that the Town Council consider options regarding the use of the money in the confidential part of this meeting.*

C 2016 Youth Council Music Event

Members were told that the Horley Youth Council planned to host a Music Event for young people at the Keys Youth & Community Centre on 29 August.

***RESOLVED:** noted.*

C 2017 National Association of Local Councils (NALC)

The Clerk told members that he had nothing to report.

***RESOLVED:** noted.*

Surrey County Association of Parish & Town Councils (SCAPTC)

C 2018 Cllr Olliver reported on the Annual meeting of the Association. He told members that he had been appointed to serve on the Association's Management Committee. He added that there had been a presentation on Highway Matters by a Surrey County Council Officer, where it had been acknowledged that the Carillion contract had not been effectively monitored and that repairs were not being carried out to an acceptable standard. Cllr Olliver added that Surrey County Council was planning to appoint Local Community Highways Officers to monitor the works over a smaller area and Parish and Town Councils would be encouraged to meet with their local Officer.

***RESOLVED:** noted.*

C 2019 Cllr Olliver added that the revised SCAPTC Constitution had not been adopted at the Annual Meeting, as some councils felt that they had had insufficient time to discuss the proposed revisions. Another meeting was planned, to seek a way forward and to avoid the adoption being postponed until the 2008 Annual Meeting.

C 2019) RESOLVED: that the revised SCAPTC Constitution be approved in principle, subject to any subsequent minor modifications.

C 2020 Town Council Office Equipment and Furniture

RESOLVED: that, following the recent move to the Portakabin at the rear of the Albert Rooms, expenditure of approximately £800 be approved.

Local Authorities (Model Code of Conduct)Order 2007

C 2021 Members reviewed the earlier briefing from the Borough Council's Head of Legal & Property Services and all agreed that it had been very informative. The Clerk reminded members that one of the main optional changes was that members declaring a personal and prejudicial interest in an item would now have the opportunity to address the meeting about the item during the Public Forum. They would, however, still be required to leave the meeting whilst the item was being formally discussed.

RESOLVED: noted.

C 2022 The Clerk added that a further training session would be taking place at Reigate Town Hall on 30 July, which members were welcome to attend.

RESOLVED: noted.

C 2023 RESOLVED: that, with immediate effect, Horley Town Council adopt the new Member Code of Conduct, including the optional provisions, in accordance with the provisions of the Local Authorities (Model Code of Conduct) Order 2007 and Section 51 of the Local Government Act 2000. (A copy is appended to these minutes.)

C 2024 Horley Citizens Advice Bureau (CAB)

The Clerk reported that the CAB was due to leave the Albert Rooms on 21 July. They were expected to offer a service from the Help Shop and to operate their administration from the Furnistore building on Bridge Industrial Estate. Cllr Miller added that he believed the CAB would be operating a help desk from the Regent Hall on a Friday. It was noted that the Town Council Chairman had met with the CAB Chairman and was due to meet him again soon.

RESOLVED: noted.

C 2025 Retirement Gift

Members were informed that an engraved paper knife had been purchased as a retirement gift for Andy Thompson, Headteacher of Oakwood School.

RESOLVED: that expenditure of £50 be approved. (The cost to be allocated to the Chairman's Allowance.)

C 2026 Certificates to Retiring Councillors

RESOLVED: that, at the suggestion of Cllr Miller, Certificates of Recognition be issued to retiring Town Councillors who have served a full term of office (based upon 80% annual attendance).

C 2027 Letters Received

RESOLVED: that receipt be noted of

- i) information from the Borough Council about the Licensing Act 2003 (to be referred for consideration by the Finance & General Purposes Committee).**
- ii) a national message from Surrey Police about counter terrorism measures.**

C 2028 Urgent Business – Request for Improved Liaison with Local Police

RESOLVED: that an Extraordinary Full Council Meeting be held next Tuesday 24 July 2007 to discuss ways, in which liaison with the local Police might be improved. (The Planning & Development Committee meeting to start at 8.00 pm.)

C 2029 Horley Town Council Grant Scheme

RESOLVED: that the following payments be made:

**Horley Photographic Club - £325 towards the cost of a digital projector.
Furnistore - £500 towards van running costs in the Horley Area.**

C 2030 Press Release

RESOLVED: that a press release be issued, inviting suggestions as to how the Cyril Edmonds Bequest might best be used. (A copy is appended to these minutes.)

C 2031 RESOLVED: that in view of the confidential nature of the business about to be transacted, the public and press be excluded from the remainder of the meeting under the provisions of the Public Bodies (Admission to Meetings) Act 1960.

C 2032 Estate of Cyril Edmonds CONFIDENTIAL

Members considered options for the use of the bequest and agreed the way forward.

C 2033 Horley Town Council Grant Scheme CONFIDENTIAL

Members approved the recommendations of the Awards Sub-Committee.

C 2034 Town Awards CONFIDENTIAL

Members approved the recommendations of the Awards Sub-Committee and agreed the way forward.

C 2035 Relocation of Town Council Offices CONFIDENTIAL

Members approved the recommendations of the Relocation Sub-Committee.

The meeting closed at 9.10 pm