

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of an Ordinary Meeting of the Council held at the Council Offices, Albert Road, Horley on Tuesday 19 July 2005 at 7.45 pm.

Present: Councillor M Miller, Town Mayor & Chairman of the Council
Councillors Mrs D Andrews, E Andrews, Ms D Ashley-Smith, Mrs S Branwhite, Mrs D Brooke-Harte, T Breen, J Chapman, Ms M Goldsmith, J Kendall, A Kent, G Larcombe, S Marshall, J Meech, Miss T Peppiatt and Mrs A Venn.

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

C 1467 Apologies and Reasons for Absence

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

C 1468 Declarations of Interest

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

RESOLVED: that this be noted.

C 1469 Public Forum

There were no members of the public present.

RESOLVED: that this be noted.

**C 1470 Leisure & Amenities Committee, 12 April 2005 –
Amendment to Minute L 1247**

RESOLVED: that the amendment be approved. (The word “licence” to replaced by the word “permission”.)

C 1471 Annual Meeting of the Council, 24 May 2005

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 24 May 2005, including all confidential items, be confirmed and adopted.

C 1472 Leisure & Amenities Committee, 7 June 2005

The minutes of the meeting of the Leisure & Amenities Committee were presented for confirmation by members and signature by the Committee Chairman.

C 1472) *RESOLVED: that the minutes of the meeting of the Leisure & Amenities Committee held on 7 June 2005 be confirmed and adopted.*

C 1473 Finance & General Purposes Committee, 28 June 2005

The minutes of the meeting of the Finance & General Purposes Committee were presented for confirmation by members and signature by the Committee Chairman.

RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 28 June 2005 be confirmed and adopted.

C 1474 Planning & Development Committee, 14 June 2005

The minutes of the meeting of the Planning & Development Committee were presented for confirmation by members and signature by the Committee Chairman.

RESOLVED: that the minutes of the meeting of the Planning & Development Committee held on 14 June 2005 be confirmed and adopted.

C 1475 Planning & Development Committee, 5 July 2005

The minutes of the meeting of the Planning & Development Committee were presented for confirmation by members and signature by the Committee Chairman.

RESOLVED: that the minutes of the meeting of the Planning & Development Committee held on 5 July 2005 be confirmed and adopted.

C 1476 Staff Sub-Committee, 29 March 2005

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

RESOLVED: that the minutes of the meeting of the Staff Sub-Committee held on 29 March 2005 be confirmed and adopted.

C 1477 Staff Sub-Committee, 28 June 2005

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

RESOLVED: that the minutes of the meeting of the Staff Sub-Committee held on 28 June 2005 be confirmed and adopted.

C 1478 Relocation Sub-Committee, 31 May 2005

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

RESOLVED: that the minutes of the meeting of the Staff Sub-Committee held on 31 May 2005 be confirmed and adopted.

C 1479 Relocation Sub-Committee, 4 July 2005

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

RESOLVED: that the minutes of the meeting of the Staff Sub-Committee held on 4 July 2005 be confirmed and adopted.

C 1480 Chairman's Report

The Chairman reported that he had recently attended the Horley Singers Summer concert..

RESOLVED: noted.

Surrey County Association of Parish & Town Councils (SCAPTC)

C 1481 Cllr Meech reported that he had recently attended the Annual General Meeting of SCAPTC. He added that he continued to be a member of the SCAPTC Management Committee.

RESOLVED: noted.

C 1482 **RESOLVED: that Cllr Meech's report of the meeting be circulated to all members.**

C 1483 National Association of Local Councils (NALC)

RESOLVED: that receipt be noted of the following:

- i) Nomination Form for membership of the NALC Larger Local Councils Committee 2006. (The Clerk to seek further details.)**
- ii) Details of the NALC Annual Conference to be held in Eastbourne in September.**

Internal Auditor's Report

C 1484 The Clerk reported that the Internal Auditor, Christine Lane, had noticed that the VAT Recoverable figure shown on the end of year balance sheet had been over-stated. He added that this had now been corrected and the balance sheet adjusted accordingly.

RESOLVED: noted.

C 1485 **RESOLVED: that receipt be noted of the Internal Auditor's reports and the Clerk's response. (Copies are appended to these minutes.)**

C 1486 **RESOLVED: that payment of £377.78 for work carried out by the Internal Auditor be approved.**

Annual Audit for the Year Ended 31 March 2005

C 1487 **RESOLVED: that the unaudited balance sheet, income and expenditure account and other supporting statements be approved. (Copies are appended to these minutes.)**

C 1488 **RESOLVED:** *that Section One of the Annual Return (the Statement of Accounts) be approved. (A copy is appended to these minutes.)*

C 1489 **RESOLVED:** *that Section Two of the Annual Return (the Statement of Assurance) be approved. (A copy is appended to these minutes.)*

C 1490 **RESOLVED:** *that Section Four of the Annual Return (The Annual Internal Report) be received. (A copy is appended to these minutes.)*

C 1491 **Town Council Offices – Air Cooling Equipment**

RESOLVED: *that the purchase of any further equipment be deferred until further information about possible relocation plans is known.*

C 1492 **Town Guide – Distribution**

RESOLVED: *that the following arrangements be approved:*

- i) Horley Scouts to deliver the Town Guide to houses in the Court Lodge area. (A suitable donation to be made.)*
- ii) A local leaflet distributor to deliver the Town Guide elsewhere in Horley. (At a cost of £20.00 per thousand.)*
- iii) Members to assist with the deliveries if they wish.*

Christmas Lights

C 1493 The Clerk told members that all the Town Centre Management Groups would be receiving some funding for Christmas lights from the Borough Council for this year and it was hoped that further funding would be forthcoming for the next two years. Meetings had been held with two companies, one of which was to test and survey the existing lights for the approximate sum of £350.00 plus VAT. Any new lights could be purchased/leased over a three year period, with the appointed company having full responsibility for installation, maintenance etc.

The Clerk added that the Town Centre Management Group would have ultimate responsibility for the lights via the company concerned, although the Town Council would have to sign any three year contract.

RESOLVED: *noted.*

C 1494 Cllr Larcombe reported that the Chamber of Commerce would be approaching local businesses, regarding possible sponsorship. He added that the Chamber of Commerce itself would be donating £500.00.

RESOLVED: *noted.*

C 1495 **Floral Displays – Horley Row and Horley East**

The Clerk reported that six planters had been leased from Amethyst Horticulture Ltd at a cost of £1300.00 plus VAT. Three had been placed in Horley East (near Unwins Off Licence) using funding from the Town Centre Management Group and the other three had been placed near the Horley Row shops, using funding provided by Surrey County Council.

RESOLVED: *noted.*

C 1496 Height Barrier – Horley Anderson Centre

The Clerk told members that he had been in contact with Mr Derek Copping of Reigate & Banstead Borough Council and had been informed that the Borough Council was now prepared to install a height barrier at the entrance to the Horley Anderson Centre.

RESOLVED: that the Clerk contact Mr Copping to ascertain:

- i) how the costs are to be met**
- ii) that the necessary arrangements will be put in place for emergency access.**

C 1497 Deed of Easement – Supplemental Deed

The Clerk reported receipt of documents from the Borough Council. The Clerk told members that this was as a result of improvements to the showers at the Innes Pavilion, which had been carried out, for health and safety reasons, the cost of which had been shared between the Borough Council and the Town Council. It was now proposed to vary the part of the Deed of Easement, relating to the cost of supplying hot and cold water to the Innes Pavilion. The Clerk reminded members that two thirds of the cost of the Easements was paid by the Horley Sports (Social) Club.

RESOLVED:

- i) that the Clerk seek the views of the Town Council's Solicitor on the Supplemental Deed.**
- ii) that the matter be re-considered at the next meeting of the Finance & General Purposes Committee.**

C 1498 Donation to Surrey Crimestoppers

RESOLVED: that this Council, using its powers under the Local Government Rating Act, make a donation of of £40.00 to Surrey Crimestoppers.

Licence Applications Received

C 1499 The Clerk reported that no applications had been received.

RESOLVED: noted.

C 1500 Members were reminded that licensing applications were soon to become the fully responsible for all licensing applications and it was believed that a list of applications would be available, similar to the planning applications list. It was noted that the Town Council would no longer be a statutory consultee, however members were keen to have access to the information.

RESOLVED: noted.

C 1501 Football Foundation

It was noted that the Town Council's grant application had been refused by the Football Foundation, after a very long delay. Cllr Branwhite stated that she would be happy to continue to help with the project and agreed to look into points raised in the letter.

C 1501 **RESOLVED:** *that the matter be re-considered at a future meeting.*

C 1502 **Gardens Estate –
On Street Parking Proposals from Surrey County Council**

RESOLVED:

- i) that Cllrs E Andrews, Kendall, Kent, Larcombe and Marshall meet to formulate a response, ahead of the meeting of the Planning & Development Committee on 2 August 2005.*
- ii) that copies of the proposals be circulated to members of the wards concerned.*

C 1503 **Letters Received**

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

- i) A letter of condolence from the Mayor of Vimy, following the recent London bombings. (forwarded to the Mayor of London.)*
- ii) A Compensation Order for £200.00 in favour of Horley Town Council, for recent damage at the Innes Pavilion.*

C 1504 **Grant Applications (Section 137)**

RESOLVED: *that a meeting of the Awards Committee be called to consider applications received.*

C 1505 **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 1506 **Staff Salaries – 2005/2006** **CONFIDENTIAL**

Members approved the recommendations of the Staff Sub-Committee.

C 1507 **Summer Planting – 2005** **CONFIDENTIAL**

Members received an update on recent action taken and agreed the way forward.

C 1508 **Relocation of Town Council Offices** **CONFIDENTIAL**

Members approved the recommendations of the Finance & General Purposes Committee and agreed the way forward.

The meeting closed at 9.44 pm.

Date of Next Meeting: 18 October 2005

(Afternote: An Extraordinary Full Council meeting was subsequently arranged for 23 August 2005.)