

# HORLEY TOWN COUNCIL

Joan Walsh  
Town Clerk  
Council Offices, 92 Albert Road  
Horley, Surrey RH6 7HZ  
Tel: 01293 784765  
info@horleysurrey-tc.gov.uk  
[www.horleysurrey-tc.gov.uk](http://www.horleysurrey-tc.gov.uk)



## AGENDA

### ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday, 18 March 2025 at 7.30 pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

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#### SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on **Tuesday, 18 March 2025, 7:30 pm**, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh  
Town Clerk

#### Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com) or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

#### Public Forum:

***Members of the Public and Press are welcome to attend this meeting in person or may join it remotely by requesting a Zoom link by email to: [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com) or by telephoning the office on 01293 784765, by no later than noon on the day before the meeting is due to be held.***

Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a question or comment is submitted in writing which shall be answered in due course.

# **HORLEY TOWN COUNCIL**

**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,  
Albert Road, Horley on Tuesday, 18 March 2025, at 7.30 pm**

**All correspondence and papers referred to in the public part of the agenda are available to view in the Town Council Offices during normal office hours or on the website.**

**[The meeting will be preceded by a minute's silence in memory of Brian Buss  
who sadly passed away recently](#)**

## **AGENDA**

- 1 Apologies for Absence**  
To receive apologies for absence with officer recommendation for acceptance.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**  
To receive any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**
- 4 Minutes**  
To approve the Minutes of the Ordinary Council Meeting held on [28 January 2025](#)
- 5 Full Council Updates**
- 6 Committee Reports**
  - i) To receive the draft Minutes of the **Leisure Committee** held on [17 January 2025](#)
  - ii) To receive the Minutes of the meetings of the following Committees:  
**Planning and Development Committee** held on [11 February 2025](#)
- 7 Council Chairman's Report (attached).**  
To receive a report of events attended by the Chairman or representative since the Full Council meeting held on 28 January 2025.
- 8 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**
  - i) To receive an update from Cllr Mike George as the HTC representative on the SALC Board.
  - ii) To receive any other updates from the National and County Associations.
- 9 Borough, County Council and Other Updates**
  - i) To receive an update on the recent SCC/RBBC/HTC Joint Council meeting, including Local Government Reform (LGR) and Devolution with proposals for the reorganisation of Surrey.
  - ii) To agree an **LGR and Devolution working group** to take forward from the Town Council's position.
  - iii) To receive an update on any other matters.
- 10 Internal Control Review 2024/25 (attached)**  
To approve the annual review of the effectiveness of the Town Council's system of internal control and management of risk.
- 11 Risk Assessment and Management Paper 2024/25 (attached)**  
To approve the draft Risk assessment and Management paper.
- 12 Council Meetings for the 2025/26 Municipal Year (attached)**
  - i) To consider the meetings calendar for final approval at Annual Council.
  - ii) To consider proposals for Sub-Committees, Outside Bodies and Working Groups (attached) for final approval at Annual Council
- 13 Council Policies – To consider the following policies for adoption:**
  - i) Prevention of Sexual Harassment and General Harassment Policy and Procedures.
  - ii) Data Protection Policy and Procedures.
  - iii) Retention of Documents Policy and Procedures.

**14 Outside Bodies**

To receive any updates from the Town Council representatives on the following Outside Bodies:

- i) Borough Standards Committee (meeting held on 4 March 2025).
- ii) Royal British Legion
- iii) To receive an update from any other Outside Bodies following recent meetings or events.

**15 Working Groups**

- i) **Resilience Working Group:** To receive an update from the Chair on the recent meeting.
- ii) **Town Plan Working Group:** To receive an update on the Chair on the recent meeting.

**16 HTC Grants Scheme – Funding Applications**

- i) To consider an application from St Bartholomew’s Church towards maintenance of the New Churchyard (**attached**).
- ii) To consider an application from Horley Town Football Club towards pitch maintenance (**attached**).

**17 Church Spire Community Garden**

To consider a donation request, under the General Power of Competence (GPC), towards compost and equipment (estimated cost: £300-£400).

**18 Communications Received**

**19 Diary Dates**

**20 Items for Future Consideration:** To note urgent business for inclusion on future agenda.

**21 Press Release:** To agree items for inclusion.

**22 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.”**

**23 Confidential Minutes**

**CONFIDENTIAL**

To approve the confidential minutes of the Ordinary Meeting of the Council held on 28 January 2025.

**24 CIL SIP (2) 18: HTC Offices Expansion & Sustainability Project**

**CONFIDENTIAL**

- i) To receive an update on the progress with the project.
- ii) To approve the appointment of Bernard Simms Associates as the Principal Designer & Client Assist CDM consultant.

**25 SCC Your Fund Surrey – [Small Community Projects Fund](#)**

**CONFIDENTIAL**

- i) To ratify the Leisure Committee recommendations for the provision of a defibrillator (through the London Hearts discounted scheme) at the **Café In The Park, Horley Recreation Ground** and at the **Horley Town Council offices**, in the total sum of £2,624.00 from 2 grants given through the fund, supported by Cllr Jordan Beech (**Ref: CF479**).
- ii) To approve the Leisure Committee recommendation for the provision of a bike rack at the **skate park at Horley Recreation Ground**, in the total sum of £1,338.40, from a grant given through the fund, supported by Cllr Jordan Beech (**Ref: CF485**).

**26 Town Award Nomination**

**CONFIDENTIAL**

To consider an application received.

**27 Staffing Matters**

**CONFIDENTIAL**

- i) To receive a report of the Staff Committee meeting, held on 6 March 2025.
- ii) Renaming of job titles of Town Clerk and Assistant Town Clerk/RFO – To approve the recommendations of the Staff Committee.
- iii) Salary Review 2025/26 – To approve the recommendations of the Staff Committee.

