

HORLEY TOWN COUNCIL
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AGENDA
ANNUAL MEETING OF FULL COUNCIL

Date / Time: Tuesday, 7 May 2024 at 7.30 pm
Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend the **ANNUAL MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday, 7 May 2024, 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 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 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

The Annual Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday, 7 May 2024, 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 former Horley GP and Trustee of
the Henry Smith Horley Charity, Dr Charles James Williamson,
who sadly passed away recently**

AGENDA

- 1 **Election of the Chairman of the Council** (Outgoing Chairman in the Chair.)

Elected Chairman to take the Chair.
- 2 **Receipt of the Incoming Chairman's Declaration of Acceptance of Office.**
- 3 **Election of the Vice-Chairman of the Council.**
- 4 **Apologies and Reasons for Absence.**
To receive apologies and reasons for absence.
- 5 **Minutes**
To approve the Minutes of the Ordinary Council Meeting held on 19 March 2024
- 6 **Receipt of any amendments to Members' Notification of Disclosable Pecuniary Interests.**
- 7 **Public Forum**
- 8 **Confirmation of Inspection of Town Council Deeds and Trust Instruments.**
- 9 **Council Appointments**
 - (i) To approve appointments to:
 - **Leisure & Amenities Committee**
 - **Planning & Development Committee**
 - **Staff Committee (Council Leaders)**
 - (ii) To elect a Finance Lead Member
- 10 **Council Appointments**
 - (i) To agree the appointments to Sub-Committees, Outside Bodies and Working Groups reporting to Council.
 - (ii) To agree the appointment of the Council's Project Management consultant for 2024/25.
- 11 **Council Meetings**
To approve the Meetings Calendar for 2024/25.
- 12 **Council Governance: Annual review and adoption of the following:**
 - (i) Standing Orders
 - (ii) Financial Regulations
 - (iii) Scheme of Delegation
 - (iv) Member Code of Conduct

13 Review of Council spending under the General Power of Competence (GPC)

To note the following payments approved by Council for 2023/24.

- May 23:** 'Welcome to Horley' signage maintenance £250
- May 23:** King Charles Coronation Celebratory Event £250
- October 23:** Royal British Legion (Horley Branch) Poppy Appeal £250
- March 24:** 'Community Blue Heart' scheme towards Cheyne Walk roundabout planting £500.

14 Members' Allowance Scheme

- (i)** To note the scheme adopted by Council for the whole Term 2023/27
- (ii)** To note arrangements for payment of allowances for 2024/25
- (iii)** To note procedural arrangements by Members for opting out of the scheme for 2024/25

15 Horley Edmonds Community Fund (HECF) - Endowment Fund

- (i)** To consider the recommendation of the Community Foundation for Surrey Trustees for an annual drawdown percentage rate of 5% to be retained in the HECF grants funding-pot.
- (ii)** To receive an update on any other matters.

16 NALC Survey: [Committee on Standards in Public Life \(COSIPL\) Consultation on Accountability in Public Bodies](#) (Closing Date: 17 May 2024)

To consider this Council's response for approval.

17 Communications Received

18 Diary Dates

19 Items for Future Consideration

To note urgent business for inclusion on future agenda.

20 Press Release

To agree items for inclusion.

21 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."

CONFIDENTIAL

22 Confidential Minutes

To approve the confidential minutes of the Ordinary Meeting of the Council held on 19 March 2024.



Signed: Town Clerk, 1 May 2024

Date of Next Meeting – 18 June 2024 (Provisional)