



AGENDA
ANNUAL MEETING OF FULL COUNCIL

Date / Time: Tuesday, 6 May 2025 at 7.30pm

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, 6 May 2025, 7.30pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh
Chief Executive Officer

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

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, Surrey RH6 7HZ on Tuesday 6 May 2025 at 7.30pm.

**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.**

AGENDA

- 1 Election of the Chair of the Council** (Outgoing Chair to be seated)
Elected Chair to be seated
- 2 Receipt of the Incoming Chair's Declaration of Acceptance of Office**
- 3 Presentation of Past Chairman's Medal**
- 4 Election of the Vice-Chair of the Council**
- 5 Apologies and Reasons for Absence**
To receive apologies and reasons for absence.
- 6 Minutes**
To approve the Minutes of the Ordinary Council Meeting held on 18 March 2025.
- 7 Receipt of any amendments to Members' Notification of Disclosable Pecuniary Interests**
- 8 Public Forum**
- 9 Confirmation of Inspection of Town Council Deeds and Trust Instruments**
- 10 Council Appointments**
 - (i)** To approve appointments to:
 - **Leisure & Amenities Committee**
 - **Planning & Development Committee**
 - **Staff Committee (Council Leaders)**
 - (ii)** To elect a Finance Lead Member
- 11 Council Appointments**
 - (i)** To agree the appointments to Sub-Committees, Outside Bodies and Working Groups.
 - (ii)** To agree the appointment of the Council's Project Management consultant for 2025/26.
- 12 Council Meetings**
To approve the Meetings Calendar for 2025/26.
- 13 Council Governance: Annual review and adoption of the following:**
 - (i) Standing Orders:** To adopt Standing Orders as amended in the Model Standing Orders 2025 Update (England) and following the Town Council's annual review (appended).
 - (ii) Financial Regulations:**
 - a.** To adopt Financial Regulations as amended in the Model Financial Regulations for Local Councils (March 2025) and following the Town Council's annual review (appended).
 - b.** To increase the CEO's authorisation limit from £2,000 to £5,000 for urgent expenditure, or in cases of serious risk to service delivery or to public safety on council premises.

(iii) **Scheme of Delegation:** To adopt the Scheme of Delegation as amended and following the Town Council's annual review (appended).

- 14 **Council Policies:** To consider the introduction of the **Filming, Recording, Broadcasting and Livestreaming at Council Meetings Policy Guidelines** for adoption (appended).
- 15 **Review of Council spending under the General Power of Competence (GPC)**
To note the following payments approved by Council for 2024/25.
October 2024: Royal British Legion (Horley Branch) Poppy Appeal: £250
March 2025: Church Spire Community Garden: £400.
- 16 **Members' Allowance Scheme**
(i) To note arrangements for payment of allowances for 2025/26
(ii) To note procedural arrangements by Members for opting out of the scheme for 2025/26
- 17 **Town Councillor Vacancy: Horley West Ward**
To note a By-Election due to be held on 5 June 2025 and the Timetable of Proceedings.
- 18 **Community Foundation for Surrey (CFS) - Horley Edmonds Community Fund (HECF)**
i) To note receipt of the HECF Statement for the period 1 April 2024 to 28 February 2025.
ii) **Grant Application:** To ratify an application for funding of £1,500 for the SparkFish project, towards a Youth Worker at Oakwood School, Balcombe Road, Horley and the recommendations of the Smaller Grants Panel.
- 19 **HTC Neighbourhood CIL:** To receive the latest quarterly CIL report from R&B Borough Council for 16/12/24-15/03/25.
- 20 **Communications Received**
- 21 **Diary Dates**
- 22 **Items for Future Consideration**
To note urgent business for inclusion on future agenda.
- 23 **Press Release**
To agree items for inclusion.
- 24 **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."**
- 25 **Confidential Minutes** **CONFIDENTIAL**
To approve the confidential minutes of the Ordinary Meeting of the Council held on 18 March 2025.

Date of Next Meeting – 17 June 2025 (Provisional)



Signed: Chief Executive Officer

Dated: 30 April 2025



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 18 March 2025 at 7.30pm

A minute's silence was held in memory of Brian Buss who sadly passed away recently.

Present	Cllrs	Hannah Avery	Victoria Chester	Robert Marr
		Jante Baird	Lynnette Easterbrook	Samantha Marshall
		James Baker	Emma Fagan*	Martin Saunders (Chairman)
		Jordan Beech*	Mike George	Tom Turner (Vice Chairman)
		Michael Blacker	Jerry Hudson	Steve Wotton
		Lynne Burnham*	Cecilia Hughes	

In Attendance
J Walsh (Town Clerk)
S Adeniji (Assistant Town Clerk & RFO)
J Stay (Planning and Support Officer)

C 6026 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Beech, Burnham and Fagan be accepted.

C 6027 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Marshall declared a Non-Pecuniary Interest in **Item 16ii - HTC Grant Scheme application from Horley Town Football Club** as she is a season ticket holder.

Cllr Marr declared a Non-Pecuniary Interest in **Item 16i - HTC Grant Scheme application from St Bartholomew's Church** as he is a Church Warden at St Bartholomew's Church, Leigh.

Cllr Easterbrook declared a Non-Pecuniary Interest in **Item 17 - Church Spire Community Garden** as she is involved in the project.

RESOLVED: noted.

C 6028 Public Forum

No members of the public were present.

RESOLVED: noted.

C 6029 Minutes

RESOLVED: that the Minutes of the Ordinary Council Meeting held on 28 January 2025 be approved.

C 6030 Full Council Updates

C 6005: Annual Town Public Forum

The Town Clerk summarised the meeting arrangements and advised that the event has been advertised through social media and other communication channels, including the RH6 magazine. Details were being finalised with the guest speaker at the KSS Air Ambulance Charity. The forum will include a brief update on the Local Government Reorganisation (LGR) plans.

RESOLVED: noted.

C 6031 Committee Reports

RESOLVED: that the Draft Minutes of the meeting of the Leisure Committee held on 21 January 2025 be received; and the Minutes of the Planning and Development Committee held on 11 February 2025, be received.

C 6032 Council Chairman's Report

The Chairman's Report, previously circulated to Members for information, was received.

RESOLVED: noted.

C 6033 Surrey Association of Local Councils (SALC) and National Association (NALC)

SALC: Cllr George gave the following updates in his capacity as SALC Board Director which centred around current Local Government Reorganisation (LGR) proposals:

- Additional SALC Board and other Surrey Forum meetings had been arranged to discuss LGR proposals, from latest information received.
- There were concerns about the role of Town and Parish councils and these had been presented by the SALC Board in writing to the Secretary of State, Jim McMahon OBE MP to request for appropriate representation on reorganisation proposals from the outset. This was of fundamental importance in light of the Communities Bill being delayed.

The Town Clerk gave the following updates from SALC / NALC:

- Updates had been made to the **NALC Model Financial Regulations and Standing Orders**, in accordance with The Procurement Act 2023 and The Procurement Regulations 2024 and these will be presented for adoption along with other key changes at the Annual Meeting on 6 May 2025.
- New Compulsory Purchase Powers for local authorities in the [Planning and Infrastructure Bill](#) had been reportedly introduced to streamline development processes and speed up infrastructure projects, to drive economic growth.
- SALC had forwarded information regarding a **Surrey Climate Commission** webinar (on 25 March 2025) on LGR proposals which had been extended to all Members to attend.
- The next SALC Clerks' and Councillor Forums would be held on 22/23 April respectively.

RESOLVED: noted.

C 6034

Borough, County Council and Other Updates:

SCC/RBBC/HTC Joint Council Meeting – 10 March 2025

The Town Clerk gave a summary on the main item of Local Government Reorganisation (LGR) and informative briefing provided by Cllr Biggs and RBBC CEO, Mari Roberts-Wood which centred on the fast-track timetable along with the following updates:

- The 11 Borough and District Councils (including Surrey County Council (SCC) and Reigate & Banstead Borough Council (RBBC) will be abolished once the new unitary councils are formed, following a short transition period.
- Three unitary councils in Surrey are favoured, each covering larger areas of up to a 500,000 population and discharging services that Borough and County Councils currently do.
- A new Strategic Authority will also be formed, covering these areas, with a directly elected Mayor and they will bring together the grouping of unitaries (as is the case in London) with powers covering cross-boundary issues together with infrastructure, transport and strategic spatial planning.
- RBBC do not support uniting with boundaries based on debt redistribution of other authorities and ultimately seek the best outcomes for residents and businesses while ensuring preventative and non-statutory services remain protected.
- RBBC is concerned about the timeline and is working with neighbouring authorities, including Horley Town Council, to achieve the best outcomes.
- RBBC will consider its Interim Plan at its Extraordinary Executive Meeting on 19 March, followed by a full submission to Government by 21 March 2025.; and a full proposal and business case will be required by 9 May 2025.
- Devolution arrangements will follow at a later stage, once the new unitaries are implemented.
- The Town Council may have the option to bid for Community Asset Transfers and commence negotiations with RBBC and the Town Clerk had written to Cllr Biggs for further information.
- The matter of existing legal agreements between both councils for existing devolved services and Double Taxation Agreement are being looked into by RBBC's legal department and see if they may be novated to the new unitary council.

The SCC/RBBC/HTC Joint Meeting notes, covering other topics and updates, are appended to the signed copy of these minutes.

RESOLVED: noted.

C 6035

LGR and Devolution Working Group

Members were asked to consider the formation of a working group to take forward LGR and Devolution matters for consideration and work with officers on potential bids for Community

- C 6035)** Asset Transfers together with legal, staff and financial considerations. The proposal was supported with the participation by Cllr George, Cllr Marr and Cllr Turner agreed.
- RESOLVED: that the proposal for Cllr Marr, Cllr George and Cllr Turner to form an LGR and Devolution Working Group, be approved.**
- C 6036** **Internal Control Review 2024/25**
- The RFO reported that the annual Internal Control Review had been carried out. He advised that minor amendments were required to the Internal Control Policy to clearly state the Town Council's Statement on Internal Control, Risk Management and Accountability and dealing with suppliers and contractors which were agreed by Members.
- RESOLVED: that the annual review of the effectiveness of the Town Council's system of internal control and management of risk and [Internal Control Policy 2024/25](#), be approved and published on the Town Council website.**
- C 6037** **Risk Assessment and Management Paper 2024/25**
- The RFO reported that the annual Risk Assessment and Management Paper had been updated with the inclusion of Climate Change and Environmental Risks, mitigated through the adoption of an HTC Resilience Plan.
- RESOLVED: that the [Risk Assessment and Management Paper 2024/25](#), be approved and published on the Town Council website.**
- C 6038** **Council Meetings Calendar 2025/26**
- Members reviewed the finalised schedule of council meetings for the ensuing year, the details of which had been previously circulated to Members.
- RESOLVED: that the Meetings Calendar 2025/26 be presented for final approval at the Annual Council meeting, on 6 May 2025.**
- C 6039** **Sub-Committees, Outside Bodies and Working Groups**
- The finalised lists of Sub-Committees, Outside Bodies and Working Groups were reviewed with minor changes and current list of working groups (task and finish) updated.
- RESOLVED: that the lists of Sub-Committees, Outside Bodies and Working Groups be presented for final approval at the Annual Council meeting, on 6 May 2025.**
- Council Policies – Annual Review**
- C 6040** **RESOLVED: that the [Prevention of Sexual Harassment and General Harassment Policy \(and Procedures\)](#) be approved for adoption with minor amendment and published on the Town Council website.**
- C 6041** **RESOLVED: that the [Data Protection Policy \(and Procedures\)](#) be approved for adoption with minor amendment and published on the Town Council website.**
- C 6042** **RESOLVED: that the [Retention of Documents Policy \(and Procedures\)](#) be approved for adoption and published on the Town Council website.**
- Outside Bodies**
- C 6043** **Borough Standards Committee (held on 4 March 2025):**
- Cllr Hughes gave a brief update on agenda content which included Member Learning and Development; and monitoring item (Debate Not Hate Campaign Objectives). She was not in attendance at the meeting.
- RESOLVED: noted.**
- C 6044** **Royal British Legion (RBL):**
- Cllr Marshall gave a report and advised that Horley Branch (RBL) plan to have a gazebo in the town centre for the **80th Anniversary of VE Day on 10 May 2025.**
- RESOLVED: noted.**
- C 6045** **Horley Partnership Meeting:**
- Cllr George reported that the last meeting was poorly attended. Topics of discussion included community grants and the possible introduction of a partnership eNewsletter.
- RESOLVED: noted.**

Working Groups

C 6046

Resilience Working Group

Cllr Marr reported that the HTC Resilience Plan had been drafted for further consideration in due course.

RESOLVED: noted.

C 6047

Town Plan Working Group

Cllr Marr gave a report from the group which consisted of a review of 11 completed projects and another 4 programmed for delivery. Additional projects for 2025/26 would be put forward for consideration, subject to financial support and other grant opportunities being pursued. The Town Plan 2022-2027 will shortly be due for renewal and rebranding together with the Town Council's future vision and strategic direction. Cllr Marr further recognised the number of projects completed by the Town Council so far as unprecedented and extended a note of thanks to everyone one involved, from the scheme funders along with councillors, officers and contractors. The RFO shared the results of the latest CIL Survey 2025 which would inform future Town Plan objectives together with new infrastructure improvements and community projects to support health and well being.

RESOLVED: noted.

C 6048

HTC Grants Scheme 2025/26 - Funding Applications

St Bartholomew's Church: Members considered an application from the Church towards maintenance of the New Churchyard to the value of £11,377, comprising £9,157 for grass maintenance; and £2,220 for hedge maintenance. Cllr Turner proposed and Cllr Blacker seconded to award a grant budgeted in the same amount as the previous year, of £6,750 and this was unanimously agreed. It was further decided that the Church be asked to provide a full set of accounts with future applications through the scheme.

RESOLVED: that the Council Grants Scheme application from St Bartholomew's Church, in the sum of £6,750, towards grounds maintenance of the New Churchyard, be approved.

C 6049

Horley Town Football Club: Members considered an application from the Football Club towards pitch maintenance to the value of £1,000. Following deliberations, Cllr Turner proposed to award £340 (from the balance remaining in the grant scheme for 2024/25) and this was seconded by Cllr Marr. Cllr Blacker made a counter-proposal to award £1,000 and this was seconded by Cllr Baird. Following a show of hands for both proposals, it was agreed to award a grant of £340 to the club, by a majority vote (7 to 5) and carried.

RESOLVED: that that Council Grants Scheme application from Horley Town Football Club, in the sum of £340, towards pitch maintenance, be approved.

C 6050

Donation Request – General Power of Competence (GPC)

Church Spire Community Garden: Members considered a request from the Community Garden for a donation, under the GPC towards compost and equipment. Cllr Chester proposed and Cllr George seconded that a donation of £400 be awarded towards the project and this was unanimously agreed.

RESOLVED: that a donation of £400 to Church Spire Community Garden, through the General Power of Competence, towards pitch maintenance, be approved.

C 6051

Communications Received

RBBC CIL report for the period 16/12/24 - 15/03/25.

RESOLVED: noted.

- C 6052** **Diary Dates**
- Tuesday 25 March 2025, 6.00pm: Environment Working Group (remote)
 - Wednesday 26 March 2025, 6.00pm: RBBC/HTC Liaison Meeting
 - Tuesday 1 April 2025, 6.30pm: Communications Working Group (remote)
 - Tuesday 8 April 2025, 7.30pm: Interim Planning Meeting
- RESOLVED: noted.**
- C 6053** **Items for Future Consideration**
- Introduction of **Filming, Recording, Broadcasting and Livestreaming at Council Meetings Policy.**
- RESOLVED: noted.**
- C 6054** **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.”**
- C 6055** **Confidential Minutes** **CONFIDENTIAL**
- RESOLVED: that the Confidential Minutes of the Ordinary Council Meeting held on 28 January 2025, be approved.**
- C 6056** **CIL SIP (2) 18: HTC Offices Expansion and Sustainability Project** **CONFIDENTIAL**
- Members received a progress report on the HTC office expansion and sustainability project from the Assistant Town Clerk/RFO.
- RESOLVED: noted.**
- C 6057** **SCC Your Fund Surrey – [Small Community Projects Fund](#)** **CONFIDENTIAL**
- Provision of two Defibrillators at the Horley Town Council Offices and Horley Recreation Ground, supported by Cllr Jordan Beech (Ref: CF479).**
- Members received a progress report from the Town Clerk.
- RESOLVED: noted.**
- C 6058** **Provision of a second bike rack at the Skate Park, Horley Recreation Ground, Skate Park, supported by Cllr Jordan Beech (Ref: CF485).**
- Members received a progress report from the Town Clerk.
- RESOLVED: noted.**
- C 6059** **Town Award Nomination** **CONFIDENTIAL**
- Members considered an application received.
- RESOLVED: noted.**
- C 6060** **Staffing Matters** **CONFIDENTIAL**
- Staff Committee held on 6 March 2025**
- Members received a detailed report from the Town Clerk.
- RESOLVED: noted.**
- C 6061** **Renaming of job titles of Town Clerk and Assistant Town Clerk/RFO** **CONFIDENTIAL**
- Members considered the recommendations of the Staff Committee.
- RESOLVED: noted.**
- C 6062** **Salary Review 2025/26** **CONFIDENTIAL**
- Members considered the recommendations of the Staff Committee.
- RESOLVED: noted.**

Meeting closed at 9.28pm
Date of next meeting: 6 May 2025 (Annual Meeting)

Environment Working Group <i>Reporting to Full Council</i> Hannah Avery Jordan Beech Jante Baird Michael Blacker Victoria Chester Lynnette Easterbrook Mike George Martin Saunders Steve Wotton Non-Councillor Mike Humphrey Non-Councillor Samantha Mearing – to add	Communication Working Group <i>Reporting to Full Council</i> Jante Baird Jordan Beech Lynne Burnham Lynnette Easterbrook Mike George Samantha Marshall Martin Saunders	Town Plan Working Group <i>Reporting to Full Council</i> Hannah Avery Jante Baird Victoria Chester Lynnette Easterbrook Mike George Robert Marr
Resilience Working Group <i>Reporting to Full Council</i> Jante Baird Mike George Robert Marr Tom Turner	LGR and Devolution Working Group – add <i>Reporting to Full Council</i> Mike George Robert Marr Tom Turner	Office Expansion Working Group - add <i>Reporting to Full Council</i> Mike George Cec Hughes Robert Marr

Horley in Bloom - to become outside body

Horley Town Council, Sub-Committees, Outside Bodies and Working Groups 2025-2026

Committee	Councillor(s)	Reporting to:
Staff Committee	Chairman & Vice Chairman of Council, Committee Chairmen and Finance Lead	FC
Sub-Committee		
Outside Body	Councillor(s)	Reporting to:
Horley Community Partnership	Jordan Beech, Mike George (substitute)	FC
Gatwick Airport Consultative Committee (GATCOM)	Mike George, Jordan Beech (substitute)	P&D
Horley Town Management Group (HTMG)	Samantha Marshall, Tom Turner – to remove, Steve Wotton – to add	P&D
Borough Standards Committee	Cec Hughes	FC
Surrey Association of Local Councils (Surrey ALC)	Mike George, Jordan Beech (substitute)	FC
Churchyards Committee	James Baker, Mike George (substitute) and Victoria Chester (substitute)	L&A
Gatwick Greenspace Partnership	Mike George, Michael Blacker (substitute)	L&A
Horley Carnival Committee	Mike George to remove, Jante Baird to add , Hannah Avery (substitute)	L&A
Horley Conservation Group	L&A Chairman/Vice-Chairman	L&A
Royal British Legion (Horley)	Samantha Marshall, James Baker (substitute)	FC
HTC and RBBC Liaison Committee	Council Leaders, Finance Lead, Chief Executive Officer and Assistant Chief Executive Officer/RFO	FC
Horley Open Spaces Working Committee	L&A Chairman and Vice-Chairman	L&A
Working Groups	Councillor(s)	Reporting to:
Town Plan Working Group	Hannah Avery, Jante Baird, Victoria Chester, Lynnette Easterbrook, Mike George, Robert Marr	FC
Resilience Working Group	Jante Baird, Mike George, Robert Marr, Tom Turner	FC
Communications Working Group	Jante Baird, Jordan Beech, Lynne Burnham, Lynnette Easterbrook, Mike George, Samantha Marshall, Martin Saunders,	FC
Environment Working Group	Hanna Avery, Jordan Beech, Jante Baird, Michael Blacker, Victoria Chester, Lynnette Easterbrook, Mike George, Martin Saunders, Steve Wotton and non-Councillors Mike Humphrey and Samantha Mearing	FC
LGR and Devolution Working Group - add	Mike George, Robert Marr, Tom Turner	FC
Office Expansion Working Group - add	Mike George, Cec Hughes, Robert Marr	FC
Horley in Bloom Working Group - remove	L&A Chairman and Vice Chairman, Jante Baird, Mike George (plus representatives of other interested local groups and local residents)	L&A

Proposed Calendar of Meetings 25/26

Date	Meeting
2025 06-May	Annual Council
2025 16-May	Annual Town Public Forum
2025 13-May	Planning Full
2025 03-Jun	Environment Working Group 6 pm (Remote)
2025 10-Jun	Planning (Interim)
2025 17-Jun	Full Council (AGAR)
2025 01-Jul	Leisure
2025 08-Jul	Communications Working Group 6.30pm (Remote)
2025 15-Jul	Planning (Full)
2025 29-Jul	Full Council
2025 19-Aug	Planning (Interim)
2025 02-Sep	Environment Working Group 6 pm (Remote)
2025 09-Sep	Full Council
2025 23-Sep	Planning (Full)
2025 30-Sep	Communications Working Group 6.30pm (Remote)
2025 14-Oct	Leisure
2025 21-Oct	Planning (Interim)
2025 28-Oct	Full Council
2025 18-Nov	Planning (Full)
2025 02-Dec	Environment Working Group 6 pm (Remote)
2025 09-Dec	Full Council (Precept)
2025 16-Dec	Planning (Interim)
2026 06-Jan	Communications Working Group 6.30pm (Remote)
2026 13-Jan	Planning (Full)
2026 20-Jan	Leisure
2026 27-Jan	Full Council
2026 10-Feb	Planning (Interim)
2026 10-Mar	Planning (Full)
2026 17-Mar	Full Council
2026 24-Mar	Environment Working Group 6 pm (Remote)
2026 31-Mar	Communications Working Group 6.30pm (Remote)
2026 07-Apr	Planning (Interim)
2026 21-Apr	Leisure
2026 05-May	Annual Council
2026 15-May	Annual Town Public Forum



HORLEY TOWN COUNCIL STANDING ORDERS 2025

These Standing Orders were adopted by Horley Town Council at its Annual Council Meeting held on 06 May 2025.

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HORLEY TOWN COUNCIL – STANDING ORDERS

INTRODUCTION

- 1 These Standing Orders regulate the conduct and business of the Town Council and are binding on Horley Town Councillors.
- 2 The Orders are also binding on all those invited to take part in public or confidential Council business and, where appropriate, on Town Council staff.
- 3 The Orders are reviewed by the Standing Orders Sub-Committee on a regular basis and recommendations made to Full Council. The Orders will additionally be reviewed at the first Finance Committee meeting in each Municipal Year.
- 4 Where matters arise that are not covered by these Orders, reference should be made to the latest version of the publication, Local Council Administration by Charles Arnold-Baker.
- 5 Many of the Orders are statutory requirements. These are printed in **bold type**.
- 6 On signing or re-signing a Declaration of Acceptance of Office, members also undertake to be bound by the Reigate and Banstead Borough Council Member Code of Conduct, adopted by Horley Town Council on 15 December 2020, in accordance with Chapter 7, Regulation 28 of the Localism Act 2011.
- 7 The Financial Regulations govern the financial conduct of the Town Council.
- 8 Further background details can be found in the Supplementary Information section.
- 9 The Complaints Procedures govern the Town Council's procedures for dealing with complaints from a service user or from a member of the public.
- 10 The Press & Media Protocol guides both Councillors and Officers in their relations with the Press and Media.
- 11 The Social Networking Policy manages and regulates the corporate use of social media alongside the Press & Media Protocol.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
 - b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
 - c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
 - d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
 - e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
 - f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
 - g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
 - h A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
 - i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
 - j Subject to Standing Order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
 - k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
 - l A Councillor may not move more than one amendment to an original or substantive motion.
 - m The mover of an amendment has no right of reply at the end of debate on it.
 - n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the end of debate on the final substantive motion immediately before it is put to the vote.
-

- o Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
 - p During the debate on a motion, a Councillor may interject only on a point of order or a personal explanation and the Councillor who was speaking shall cease at that point. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned about.
 - q A point of order shall be decided by the Chair of the meeting and his decision shall be final.
 - r When a motion is under debate no other motion shall be moved except the following:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a Committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend any Standing Order(s) except those which reflect are mandatory statutory or legal requirements.
 - s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
 - t Excluding motions moved under Standing Order 1(r), the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chair of the meeting.
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2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
 - b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
 - c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
 - d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
 - e Members of the public may make representations during the Public Forum, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
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- f The period of time designated for public participation at a meeting in accordance with Standing Order 3(f) shall not exceed 5 minutes unless directed by the Chair of the meeting.
- g A member of the public shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
- h A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- i Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- j **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- **Refer to The Council’s Filming, Recording, Broadcasting and Livestreaming at Council Meetings Policy for guidance on the use of filming, photography, audio recording and live broadcasts of Council meetings.**
- k **A member shall stand when speaking at Full Council meetings (except when a person has a disability or is likely to suffer discomfort) but shall remain seated when speaking at Committee meetings.**
- l **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council.**
- o **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- p **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See Standing Orders 5 h and (i) for different rules that apply in the election of the Chair of the Council at the Annual Meeting of the Council.

q **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

r The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of Councillors who are present and the names of Councillors who are absent;
- iii. interests that have been declared by Councillors and Non-Councillors with voting rights;
- iv. the grant of dispensations (if any) to Councillors and Non-Councillors with voting rights;
- v. whether a Councillor or Non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- s **A Councillor or a Non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
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t The Member Code of Conduct (Reigate & Banstead Member Code of Conduct, adopted by Horley Town Council on 15 December 2020) shall apply to Councillors in respect of the entire meeting.

- aa **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council or Committee are present and in no case shall the quorum of the meeting be less than three.**

See Standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- ab **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting
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- ac A Schedule of Council and Committee Meetings for the next Council year (May to April) shall be drawn up by the Chief Executive Officer and approved by the Council before the end of April in any year. The schedule shall include a date for the Annual Meeting in the next Council year. In an election year the schedule shall be recommended for approval by the incoming Council.
- ad The Annual Town Public Forum (ATPF) shall be held between 1 March and 1 June each year. In an election year the Town Meeting shall be held in March (or at a time outside of the Pre-Election period).

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.**
- b **The members of a Committee may include Non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an Advisory Committee and a Sub-Committee of the Advisory Committee may be Non-Councillors.**

- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (seven) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required

for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e With the exception of Committee Chairmen, each member shall have the opportunity to serve on a maximum of two Committees.
 - f The Chair and Vice-Chair of the Council, ex-officio, shall be voting members of every Committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.**
 - b **In a year which is not an election year, the Annual meeting of the Council shall be held on such day in May as the Council decides.**
 - c **If no other time is fixed, the Annual Meeting of the Council shall take place at 7.30 pm.**
 - d **In addition to the Annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
 - e **The first business conducted at the Annual Meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.**
 - f **The Chair of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the Annual meeting until his/her successor is elected at the next Annual Meeting of the Council.**
 - g **The Vice-Chair of the Council, if there is one, unless he/she has resigned or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next Annual Meeting of the Council.**
 - h **If the Chair of the Council resigns or becomes disqualified, the Vice-Chair shall assume the role of Chair of the Council until such times as a new Chair is elected.**
 - i **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the Annual Meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
 - j **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until a new Chair of the Council has**
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been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.

- k Following the election of the Chair and Vice-Chair of the Council at the Annual Meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and Councillors of their Acceptance of Office forms, unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his Acceptance of Office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a Committee;
 - iv. Consideration of the recommendations made by a Committee;
 - v. Review of delegation arrangements to Committees; Sub-Committees, staff and other local authorities;
 - vi. Review of the Terms of Reference for Committees;
 - vii. Appointment of members to existing Committees;
 - viii. Appointment of any new Committees in accordance with Standing Order 4;
 - ix. Review and adoption of appropriate Standing Orders and Financial Regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also Standing Orders*

11, 20 and 21);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under the General Power of Competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an Extraordinary Meeting of the Council at any time.**
- b **If the Chair of the Council does not call an Extraordinary Meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an Extraordinary Meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**
- c The Chair of a Committee or Sub-Committee may convene an Extraordinary meeting of the Committee or Sub-Committee at any time.
- d If the Chair of a Committee or Sub-Committee does not call an Extraordinary Meeting within seven days of having been requested to do so by two members of the Committee, those two members of the Committee may convene an Extraordinary Meeting of the Committee or a Sub-Committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six Councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.
- b When a motion moved pursuant to Standing Order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken.

This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular Committee or Sub-Committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a Committee or Sub-Committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a Councillor or a member of the public;
 - xiii. to exclude a Councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also Standing Order 20

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and**
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safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's Retention Policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10 (a) (i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the [] held on [date] in respect of [] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed**
- **£25,000, it shall publish draft minutes on a website which is publicly accessible and free of**
- **charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with Standing Order 12 (e) and

Standing Order 20 (a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also Standing Order 3 (u)

- a All Councillors and Non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
 - b Unless he has been granted a dispensation, a Councillor or Non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
 - c Unless he has been granted a dispensation, a Councillor or Non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's Code of Conduct. He may return to the meeting after it has considered the matter in which he had the interest.
 - d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
 - e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or Committee or Sub-Committee for which the dispensation is required, and that decision is final.
 - f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
 - g Subject to standing orders 13 (d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or Committee or Sub-Committee for which the dispensation is required.
 - h **A dispensation may be granted in accordance with Standing Order 13 (e) if having regard to all**
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relevant circumstances any of the following apply:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a ~~Upon notification by the Borough Council that it is dealing with a complaint that a Councillor or Non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to Standing Order 11, report this to the Council.~~
- b ~~Where the notification in Standing Order 14 (a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 14 (d).~~
- c ~~The Council may:~~
 - i. ~~provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;~~
 - ii. ~~seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;~~
- d **Upon notification by the Principal Council that a Councillor or Non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the Chief Executive Officer; or other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the Council, a Committee or a Sub-Committee,**
- **serve on Councillors by delivery or post at their residences or email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email); and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda at least three clear days before a meeting of the Council or its Committees (provided that the public notice with agenda of an Extraordinary Meeting of the Council convened by Councillors is signed by them).**

See Standing Order 3 (b) for the meaning of clear days for a meeting of a Full Council and standing order 3 (c) for the meaning of clear days for a meeting of a committee;

- ii. subject to Standing Order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least three days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold Acceptance of Office forms from Councillors;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, on the Council's Data Protection Lead;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;

(See also Standing Order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his absence Vice-Chair (if there is one) of the Planning and Development Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Development committee;
- xvi. manage access to the information about the Council via the Publication Scheme;
and
- xvii. receive and send correspondence on behalf of the Council and action or undertake any activity instructed by resolution;

(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide"
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments for each quarter;
 - ii. the Council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported; and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - ~~v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.~~
whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. ~~A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.~~

Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Council or the Staff Committee is subject to Standing Order 11.
- b Subject to the Council's policy regarding absence occasioned by illness or other reason, employees shall follow the procedures on reporting lines by notifying the Chief Executive Officer (as reflected in the Council's adopted Employee Handbook). In the case of absence of the Chief Executive Officer due to illness, reporting lines shall be to the most senior member of staff in the first instance for onward escalation to the Council Chair, as appropriate.
- c The Chief Executive Officer shall upon a resolution conduct an annual review of work performance and appraisal for all members of staff (as reflected in the Council's adopted Staff Handbook). The Chief Executive Officer's annual review of work performance and appraisal shall be conducted by the Council Chair (as reflected in the Council's adopted Staff Handbook). The outcomes of such reviews shall be reported to the Staff Committee along with the annual review of staff salaries in line with National Salary Awards agreed by the National Joint Council for Local Government Services (NJC) with recommendations made to Full Council for approval (as reflected in the Council's adopted Staff Handbook).
- d As stipulated in the Council's adopted Staff Handbook on the handling of grievance matters, the Chief Executive Officer shall contact the Council Chair in the first instance or, in his/her absence, the Vice-Chair in respect of an informal or formal grievance matter, and the matter shall be reported back to the Staff Committee and progressed by resolution of Full Council.
- e As stipulated in the Council's adopted Staff Handbook on the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or Vice-Chair, the matter shall be communicated by the Chief Executive Officer to another member of the Staff Committee and progressed by resolution of Full Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with Standing Order 11 a, persons with line management responsibilities shall have access to staff records referred to in standing order 19 f.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 21

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its Publication Scheme and respond to requests for information held by the Council.
- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list)

See also standing order 11.

- a The Council may appoint a Data Protection Lead.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Order 15 b (xii) and (xvii)

- a A Legal Deed shall not be executed on behalf of the Council unless authorised by a resolution.

- b Subject to Standing Order 23 a, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. COMMUNICATING WITH COUNTY AND BOROUGH COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County or Borough Councils representing the area of the Council, as appropriate..
- b Unless the Council determines otherwise, a copy of each letter sent to the Borough and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

ii.

26. STANDING ORDERS GENERALLY

- a All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least six Councillors to be given to the Proper Officer in accordance with Standing Order 9.
- c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

**These Standing Orders were adopted by Horley Town Council at its Annual Council Meeting held
on 06 May 2025**



HORLEY TOWN COUNCIL FINANCIAL REGULATIONS 2025

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These Financial Regulations were adopted by the council at its meeting held on 6 May 2025.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;

- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £2,000

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Chief Executive Officer with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Chief Executive Officer with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**

- **prevent and detect inaccuracy or fraud;**
 - **and allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair, or a cheque signatory, shall be appointed to verify bank reconciliations produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Chief Executive Officer and the Chair of the Council. The RFO will inform committees of
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any salary implications before they consider their draft their budgets.

- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent funds for partially completed projects may only be carried forward by placing them or continuing to account for them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Chief Executive Officer shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Chief Executive Officer/RFO shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £1000 and £3,000 excluding VAT, the Chief Executive Officer/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Chief Executive Officer/RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Chief Executive Officer, under delegated authority, for any items up to £5,000 excluding VAT.
- the Council for all items of expenditure within their delegated budgets for items over £5,000

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Chief Executive Officer may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Chief Executive Officer shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services {above £500 excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised,

the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee {or a delegated decision by an officer}, unless the council resolves to use a different payment method.
- 6.6. A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Chief Executive Officer shall have delegated authority to authorise payments {only} in the following circumstances:
 - i. any payments of up to £5,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Chief Executive Officer and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements provided that a list of such payments shall be submitted to the next appropriate meeting of council.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify up to three councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Chief Executive Officer may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
 - 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
 - 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
 - 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
 - 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
 - 7.7. Evidence shall be retained showing which members approved the payment online
 - 7.8. At least once a quarter a full list of all payments made in a month shall be provided to the next [council] meeting and appended to the agenda.
 - 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved by the RFO in consultation with the Chief Executive Officer. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
 - 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to at least quarterly to the council at the next available meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
 - 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by the RFO in consultation with the Chief Executive Officer, evidence of this is retained and any standing orders are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
 - 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Chief Executive Officer and the RFO or a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
 - 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
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- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Chief Executive Officer.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Chief Executive Officer and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Chief Executive Officer and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Chief Executive Officer or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.}
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Chief Executive Officer. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO, and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Chief Executive Officer to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Chief Executive Officer shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Chief Executive Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Chief Executive Officer.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the

maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Chief Executive Officer and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Chief Executive Officer and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of Chief Executive Officer or RFO. The Chief Executive Officer shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Chief Executive Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Chief Executive Officer in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Executive Officer in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Adopted: 6 May 2025
For review: May 2026



HORLEY TOWN COUNCIL

Scheme of Delegation

1. Introduction

- 1.1 Horley Town Council has delegated powers and responsibilities under the [Local Government Act 1972 \(s 101\)](#). This Scheme of Delegation sets out how the Town Council regulates its affairs through its governance procedures and policies, in addition to its Standing Orders, Financial Regulations and Management of Internal Control.
- 1.2 The intention of this Scheme of Delegation is to allow the Town Council to act accordingly with efficiency and professionalism. Decisions should be taken at the most suitable level. Therefore, the Chief Executive Officer is given powers over the day-to-day administration of the Council or committees to decide matters within the Terms of Reference and matters of major policy shall be recommended to Full Council. Whilst delegation is necessary, it is the Council's policy that members and the press and public should have the fullest information. Therefore, the Chief Executive Officer reports all major decisions taken under delegated powers at the next Council or Committee meeting.
- 1.3 The powers and duties set out in this scheme are delegated to the Chief Executive Officer. The Chief Executive Officer is the Proper Officer and is responsible for the management of the organisation.
- 1.4 The Chief Executive Officer may delegate these duties and powers to other Officers within the Council.
- 1.5 The Responsible Financial Officer (RFO) is responsible for the Council's accounting procedures together with the proper and transparent administration of its finances, in line with current Account and Audit Regulations.
- 1.6 The legislation further allows the Council to delegate functions to Committees, Sub-Committees, Officers or other authorities.

2. Extent of Delegation

- 2.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- 2.2 The Chief Executive Officer shall exercise these powers in accordance with:
 - approved budgets
 - the Council's Standing Orders
 - the Council's Financial Regulations
 - the Council's Contract Procedure Rules
 - the Council's Procurement Strategy
 - the Council's Policy Framework and other adopted policies of the Council
 - all statutory common law and contractual requirements

- 2.3 The Chief Executive Officer may do anything pursuant to the delegated power or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.
- 2.4 Provided that such authorisation is not prohibited by statute, the Chief Executive Officer to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
- such authorisations being in writing
 - only be given to an Officer below the delegating Officer in the organisational structure
 - only be given where there is significant administrative convenience in doing so
 - the Officer authorised by the Chief Executive Officer acting in the name of the Chief Executive Officer
 - such authorisation not being prohibited by statute
- 2.5 A delegation to a subordinate Officer shall not prevent the Chief Executive Officer from exercising the same power or duty at the same time.

3. Financial Matters

The Chief Executive Officer will oversee the financial management of the Council and may delegate powers and duties to the RFO. The RFO is authorised to:

- 3.1 Act as the Responsible Financial Officer for the purposes of [s.151 of the Local Government Act 1972](#).
- 3.2 Operate the Council's banking arrangements including arranging overdrafts.
- 3.3 Incur expenditure up to a maximum of ~~£2,000~~ £5,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations.
- 3.4 Pay all accounts properly incurred.
- 3.5 Pay all subscriptions to organisations to which the Council belongs.
- 3.6 Make all necessary arrangements for the provision of an internal and external audit service for the Council.
- 3.7 Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- 3.8 Incur expenditure on revenue items within the approved estimates and budgets under their control.
- 3.9 Incur expenditure on capital schemes within the Council's approved capital Programme.
- 3.10 Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
- 3.11 Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.

- 3.12 Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
 - a. the cost not exceeding the amount approved estimate
 - b. the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
 - c. all the requirements of the Council's Financial Regulations being complied with.
- 3.13 Compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
- 3.14 Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 3.15 Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
- 3.16 Authorise action for the recovery of debts.
- 3.17 Write-off debts up to the level set by the Council.
- 3.18 Maintain a Register of Assets and Inventory of Equipment.
- 3.19 Determine the Town Council's insurance requirements on the Council's behalf.
- 3.20 Make all necessary arrangements for the Council's insurances.
- 3.21 Determine Community Grant applications ~~up to a value of £1,000~~, within the scope of the ~~Council Grant Scheme and available funds~~, subject to approval by Full Council.
- 3.22 Determine Small Grants ~~up to a value of £250~~ within the scope of the said scheme and in consultation with the Small Grants Panel (Council Leaders), ~~subject to approval by Full Council~~.
- 3.23 Prepare a draft budget ~~in conjunction with the Chief Executive Officer, the Finance Lead Member and Finance Working Group~~ and to make recommendations for consideration and approval by Full Council.
- 3.24 Prepare the final accounts for each financial year.

4. Delegations to a Committee or a Working Party

- 4.1 Certain matters may be delegated to Working Groups or Panels. These must be exercised in accordance with the law, the Council's Standing Orders, Financial Regulations and its approved policy framework.
- 4.2 Such delegations may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the working party concerned.

- 4.3 Where a Sub-Committee/Working Group/Panel, in lieu of exercising its delegation, refers a matter to its parent Committee, the delegation is exercisable by that Committee. Nevertheless, the Committee may decide not to exercise this delegated power and may instead make a recommendation to Full Council for approval.

5. Emergency Delegations

The Chief Executive Officer is authorised to:

- 5.1 Act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group.
- 5.2 The Council Chairman, Vice-Chairman and Committee Chairmen (Council Leaders) are to be consulted where possible before such action is taken.
- 5.3 The emergency delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with its adopted Financial Regulations.

6. Urgent Planning Matters

- 6.1 Horley Town Council is consulted on Planning Applications within Horley after they have been registered with the planning authority, Reigate & Banstead Borough Council, at the pre-determination stage.
- 6.2 The time allowed in determining the application and making a final decision is governed by the Borough Council.
- 6.3 When time-related planning matters arise, including planning applications and other consultations, the Town Council is not making a decision but conveying its views and making recommendations to the Borough Council, County Council or neighbouring principal authorities.
- 6.4 In times of emergency, the Council has appointed a Planning Applications Sub-Committee (PASC) to, in conjunction with the Chief Executive Officer or delegated Officer, make its views known after consulting all Town Councillors. This includes:
- Planning Applications
 - Highways Matters and Issues
 - Public Transport
 - Any other relevant consultations to Horley for which the Town Council is a stakeholder
- 6.5 The PASC is authorised to comment on all time-related applications with the decisions conveyed to the relevant local authority or organisation within the consultation deadline and such comments will be ratified at the next Planning Committee meeting.

7. Emergency Planning

The Chief Executive Officer is authorised to:

- 7.1 Implement the Council's ~~Emergency Resilience~~ Plan and to incur any necessary expenditure. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group.
- 7.2 The Council Chairman and Committee Chairmen (Council Leaders) are to be consulted where possible before such action is taken.

8. Staffing Matters

The Chief Executive Officer is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

- 8.1 Appointments to posts including apprentices.
- 8.2 Employment of temporary employees.
- 8.3 Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
- 8.4 Management of staff performance.
- 8.5 Control of discipline and performance, including the power of suspension and dismissal.
- 8.6 Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
- 8.7 Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Town Council area.
- 8.8 Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
- 8.9 Approve payment of overtime.
- 8.10 Agree minor variations to the condition of employment.
- 8.11 Approve changes to the establishment structure.
- 8.12 Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- 8.13 Authorise training in line with the Council's policies.
- 8.14 Authorise the provision of uniforms or protective clothing.

- 8.15 Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 8.16 Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
- 8.17 Agree to premature retirement on the grounds of duly certified ill health.
- 8.18 Terminate employment during probation and to review salary on completion of probationary periods.
- 8.19 Commission legal and professional advice on staffing matters.

9. Property Matters

The Chief Executive Officer is given authority to manage the land and property of the Council including:

- 9.1 Agreeing the terms of any lease, licence, conveyance or transfer.
- 9.2 The granting or refusal of the Council's consent under the terms of any lease.
- 9.3 Variations of restrictive covenants of a routine nature.
- 9.4 The granting of easements, wayleaves and licences over Council land.
- 9.5 Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
- 9.6 Directing the custody of Town Council property and documents in accordance with the provisions of s226 of the Local Government Act 1972.
- 9.7 Exercising responsibility for the safe custody and maintenance of the civic regalia.

10. Procedural

The Chief Executive Officer is authorised to:

- 10.1 Permit Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 10.2 Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 10.3 Appoint consultants and other professionals to carry out any function and provide any service under their control.

11. Health and Safety at Work Act 1974

The Chief Executive Officer is authorised to:

- 11.1 Oversee the discharge of the Council's responsibilities under the said Act.

12. Legal Proceedings

The Chief Executive Officer is authorised to:

- 12.1 Take and discontinue legal proceedings in any Court or at any Tribunal.
- 12.2 Take Counsel's advice or instruct Counsel to represent the Council.
- 12.3 Seek injunctions and commence proceedings for the purposes of:
 - enforcement in accordance with the Council's policies
 - recovering money due to the Council
 - recovering or otherwise preserving possession of the Council's land or property
 - defending the interests of the Council
 - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 12.4 Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 12.5 Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- 12.6 Be the responsible Officer for the co-ordination and operation of the legal requirements under the
- 12.6 the [UK General Data Protection Regulation \(UK GDPR\)](#), the [Data Protection Act 2018](#)
- 12.7 Serve Requisitions for information.

13. General Matters

The Chief Executive Officer is authorised to:

- 13.1 Sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council.
- 13.2 Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 13.3 Institute and appear in any legal proceedings authorised by the Council.
- 13.4 Appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Horley).
- 13.5 Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Council Chairman, or Committee Chairmen or Task Group concerned about the need for the change and about convenient alternative dates and times.

- 13.6 Decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to prior consultation with the Council Chairman and approval by Full Council.
- 13.7 Deal with day to day matters relating to the use of office accommodation space.
- 13.8 Negotiate and enter into contractual arrangements with organisers in relation to events held at sites owned or managed by the Town Council.
- 13.9 Manage all the Council's current services including services agreed under contract for other authorities and bodies and existing services under contract with its contractors and other providers.
- 13.10 Act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- 13.11 Apply for planning consent for the carrying out of development by the Council.
- 13.12 Respond to consultations on planning applications and licensing applications subject to the comments of the Planning Committee.
- 13.13 Under the Regulation of Investigatory Powers Act 2000, to authorise directed surveillance or the use of a human intelligence sources.
- 13.14 Respond to complaints made under the Council's complaints procedure.
- 13.15 Manage, monitor and review the Council's internal control procedures.
- 13.16 Manage, monitor and review the Council's Corporate Risk Management Strategy.

Approved 06 May 2025
Next review date: May 2026



Horley Town Council

Filming, Recording, Broadcasting and Livestreaming at Council Meetings

Policy Guidelines

1. Introduction:

- 1.1 This policy provides guidance on the use of filming, photography, audio recording and social media at meetings of Horley town Council (the Council) together with live broadcasts. This includes meetings of Full Council, Standing Committees and other public meetings.
- 1.2 For the purposes of this policy, social media refers to all forms of reporting via social media e.g. Facebook, YouTube, X, Microsoft Teams. If a member of the public wishes to live stream a meeting on social media, this will be classed as filming.
- 1.3 The Council is committed to openness and transparency in its decision-making and welcomes all those wishing to film, photograph, record and report on any aspect of a meeting open to the public and media. The Council shall provide all reasonable facilities to accommodate these activities.
- 1.4 Filming meetings does not replace the formal record of Council meetings and the decisions made. **The only formal record of any meeting of the Council is its minutes and agendas.**
- 1.5 **To ensure that filming, photography, recording and reporting of meetings does not cause disruption to the running of meetings, the following shall apply:**

2. Procedures:

- 2.1 The Council may film/ live stream, photograph, record or report on certain meetings, eg. items with a high degree of public interest.
- 2.2 The Council shall itself film and stream the proceedings of the Full Council and Committee Meetings as a procedural activity and, where it is feasible and practical to do so, may consider filming other meetings of the Council which are open to the public, depending on the nature of the topic(s) for presented discussion or business to be transacted.
- 2.3 Recordings of live broadcasts shall be published to the public on the Council's website and will be available for a period of up to 12 months.
- 2.4 The footage shall be available for public viewing via the Council's communication and social media channels, eg. Facebook for access after the meeting has taken place.
- 2.5 The Chair of the meeting shall at the outset remind all attendees if the meeting is to be filmed and/or streamed, either in full or in part, depending on the content and any confidential matters. Any member of the public or third party viewing the meeting live, shall therefore be placed on

mute throughout the meeting and shall be unable to contribute unless invited to do so at the public forum part of the meeting.

- 2.6 The Chair shall reserve the right to terminate or suspend the webcasting of any meeting, if deemed appropriate to do so, at their discretion; or to terminate or suspend the webcast if in their opinion would disrupt or prejudice the proceedings if continued; or may infringe upon any individual's rights; or may lead to the breach of a legal obligation by the Council.

3. Confidential Session (Part 2 of Council Meetings)

- 3.1 If a Council meeting enters into a Confidential Session (Part 2); or where, for example, exempt or classified information is to be discussed, then the press and public shall be excluded from the meeting immediately before those proceedings commence. Any filming and/or recording equipment in the council chamber (or meeting venue) belonging to a meeting visitor or observer **must** be turned off before the individual(s) leaves the room.

4. Filming and Live Streaming Processes

- 4.1 Any filming or live streaming may begin no sooner than two minutes before the start of the meeting and sound shall not be broadcast until a microphone is in operation.
- 4.2 Sound shall be transmitted from the audio system microphone and managed by council officers present.
- 4.3 In the event of obscenities or offensive language being used, sound shall be muted, either in live session or post-production of webcasts, at the discretion of the Council.
- 4.4 Information signs shall be displayed inside and outside the Council chamber or meeting room (as appropriate), including the following notice.

Please Note: The Council is permitted to enable the use of modern communication methods such as filming, tweeting, blogging and taking of photographs of Council meetings as per the Openness of Local Government Bodies Regulations 2014.

This meeting may be filmed for live or subsequent broadcast via the internet/social media. At the start of the meeting, the Chair will confirm if all or part of the meeting is being filmed, depending on if there is any confidential business to be transacted.

- 4.5 It is the intent that the camera position will only provide vision of the Chairman and Councillors; designated staff; and presenters/speakers who are present at the meeting. It is not intended that there be either live or recorded footage of the public, however, there may be incidental capture. Members of the public should inform the Chairman if they do not wish to be filmed so that they can be directed where to sit out of camera view.
- 4.6 Members of the public who have requested to speak at the meeting should be aware that they could be considered to be part of the public meeting and therefore may be filmed, photographed or recorded. If a member of the public who wishes to speak at a meeting, does not want to be filmed/ photographed/ recorded, then they should make this known when they register their interest to speak and the Council will aim to facilitate their request.

5. Unacceptable Public Posts on Social Media

- 5.1** Prior to the meeting and Council posts made to provide meeting links, any commentary from the public **must** abide by the Facebook Community Standards and shall be kept monitored. Inappropriate comments shall be removed at the Council's discretion.
- 5.2** Meeting participants shall be asked to keep their points concise and relative to the discussions taking place. Any posts that are offensive or which contain personal comments which are deemed inappropriate shall be removed and authors advised that their access may be restricted or blocked, in accordance with the Council's procedures.

6. Public Filming

- 6.1** Whilst no prior permission is required for filming by the public, anyone proposing to do so, is respectfully asked to notify Council Officers in advance of the meeting.
- 6.2** The filming, photography or recording actions should be clearly visible to anyone at the meeting and must not disrupt proceedings. Live commentary, flash photography and the use of equipment which causes significant noise is not permitted.
- 6.3** The Chair of the meeting has absolute discretion to stop or suspend filming, photography, recording and reporting if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person doing the filming/photography/recording/reporting is in breach of these rules. The circumstances in which termination or suspension might occur may include:
- public disturbance or suspension of the meeting;
 - requiring to formally exclude the public from the meeting due to the confidential nature of the business being discussed where it is considered that continued filming, photography, recording or reporting might infringe the rights of any individual;
 - where a defamatory statement has been made.
- 6.4** The Council requires those recording the meeting, not to edit or adjust the recording in a way that could lead to misinterpretation of the proceedings. This includes editing an image or views expressed in a way that may ridicule, or shows a lack of respect towards those being recorded which are strictly prohibited and further to:
- avoid recording members of the public present unless they are addressing the committee or panel in camera view.
 - respect that some members of the public may prefer not to be filmed (who shall sit or stand in the public area, out of camera view
 - ensure no filming of young people under the age of 16 and / or vulnerable individuals without express permission from those responsible for them.
- 6.5** If anyone acts in a disruptive manner, then the Chair may ask the person to leave the meeting. If the person refuses to leave, then the Chair will adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

7. Tweeting or blogging by councillors, members of the media and public

- 7.1** The Council permits social media reporting at all its public meetings. However, consideration shall be given to all aspects of this protocol in relation to respect, right to privacy and ensuring meeting conduct is not disturbed.

8. Data Protection Regulations

- 8.1 In the UK, data protection is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The Council is the Data Controller in regard to personal data it processes for its own purposes and shall determine how and why personal data shall be used, as outlined in its Data Protection Policy. Councillors are also Data Controllers in their own right and therefore should ensure they comply with General Data Protection Regulations together with rules and procedures in accordance with its Communications and Social Media Policy. Personal data collected during this time, including filming and/or recording shall be retained in accordance with the Council's Retention of Documents and Procedures Policy. Further information is contained in the Council's Privacy Notice.
- 8.2 Horley Town Council shall not accept any responsibility for any verbal statements made by the public during meetings which may be inaccurate, incorrect, or defamatory, in any circumstances.

9. Legal Matters

- 8.1 The recording and filming of Council meetings is regulated under the *Openness of Local Government Bodies Regulations 2014*.
- 8.2 Council Officers and Councillors shall be expected to be filmed and images to be webcast, unless a specific request to Chief Executive Officer for an exemption, is made in advance of the meeting. The Chief Executive Officer will take a view on a case-by-case basis as to whether there is sufficient justification for making an exemption.
- 8.3 The recording and reporting of Council's meetings must comply with all legal requirements and it is also the responsibility of those involved in the recording and reporting to ensure compliance. This will include the Human Rights Act 1998 and the laws of libel and defamation. Freedom of speech within the law should be exercised with personal and social responsibility, showing respect and tolerance towards the views of others.
- 8.4 Any person or organisation choosing to record, film or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them doing so.
- 8.5 The live streams and recordings of Council Meetings shall be the property of the Council and cannot be reused or reproduced without the prior approval of the Council. No person may use the recordings for political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorised herein, no part of the recorded materials posted on the Town Council website may be reproduced without the written permission of the Town Council. Copyright remains with the Council.

**THESE POLICY GUIDELINES ON FILMING, RECORDING, BROADCASTING AND LIVESTREAMING AT COUNCIL MEETINGS WERE APPROVED FOR ADOPTION AT THE FULL COUNCIL MEETING HELD ON
06 MAY 2025**

NEXT REVIEW DATE: 2028



HORLEY TOWN COUNCIL

Members' Remuneration Scheme 2023-2027

The Members Allowances Scheme provides for the following:

1. Basic Allowance

1. Payment of a Basic Allowance of £100 to every Councillor for the year.

A Member may forgo all or part of any allowances to which they are entitled. To do this they must give notice in writing to the proper officer of the authority.

2. Approved Duties for Travelling Allowances

- i) Council meetings.
- ii) Committee, sub-committee and working group meetings (members of these only)
- iii) Site meetings approved in advance by the Council.
- iv) Staff arbitration and disciplinary proceedings referred to an appropriate authority.
- v) Internal and external training seminars and workshops, as approved in advance by the Council.
- vi) Conferences and seminars organised by other bodies, as approved in advance by the Council
- vii) Meetings of other councils and their committees, as approved in advance by the Council.
- viii) Attendance at courts of law, inquiries, commissions, consultations and at the proceedings of other bodies to represent the interests of the Parish or Parish Council, as approved in advance by the Council.
- ix) Meetings of those Outside Bodies to which the Council appoints representatives.

3. Scale of Allowances for these Duties

a) Travel

Where the requirements of paragraph 2 are met a travelling allowance for use of a private vehicle will be paid at the rates stated by HMRC in respect of Business Travel, which at the time of writing are:

- Car - 45 pence per mile
- Motorcycle - 24 pence per mile
- Bicycle - 20 pence per mile

The above rates are subject to the equivalent standard rail fare for the journey being payable where this is lower. An enhanced travel allowance for shared vehicle use of 10 pence per mile for the first passenger and 6 pence per mile for the second and subsequent passengers is also payable. Car mileage in excess of 10,000 miles attracts a reduced rate of 25 pence per mile, as per the Inland Revenue Approved Mileage Allowance Payments rates.

b) Subsistence

Claims for subsistence will be paid for reasonable expenses only, based on those payable to Members of Reigate & Banstead Borough Council, scales are available on request.

Adopted by Full Council June 2023

Funding for an organisation to provide support to young people in a school in Horley.

Funding applied for:	£7,000	Primary beneficiaries:	Children and Young People
Amount recommended:	£7,000	Number of beneficiaries:	100
		Geography:	Oakwood School, Horley

Reviewer's comments

SparkFish have been supporting the youth worker post in Oakwood school for 5 years which had been financially supported via other grants. Sadly, this funding has ceased and the youth worker support for young people has had to be temporarily withdrawn. Funding from CFSurrey is needed to enable this work to resume. As SparkFish have been supporting the youth worker post through training and peer supervision, the organisation is able to demonstrate the necessity of this post and the benefit to the students of it. Sadly, the need for youth support for young people is increasing. This post provides vital support for young people at Oakwood school and the organisation work closely with other agencies to ensure the best outcome for the young people it works with. Sparkfish have provided a compelling and moving case study demonstrating why this funding is so desperately needed and why this youth work should continue. The reviewer highly recommends this application for full funding.

Income in last FY: £134,434

Financial position: According to the Annual Accounts dated December 2023, Sparkfish had £43,094 in unrestricted funds, equating to just over 4 months running costs which is in line with their policy.

Previous grant awards: Sparkfish has had 9 grants from CFSurrey since 2013 totalling £68,500. The most recent grant of £6,000 was awarded towards the drawing and talking therapy project. Previous reporting has been to a good standard.

The application – in the words of the applicant

About the organisation

SparkFish was launched in 2010 and the charity has three strands of work:

1. Learn - RE events and lessons which bring the Bible to life, and assemblies which explore values for life.
2. Think! - Space and time in a busy school day for reflection. This strand addresses spiritual and moral development within the school curriculum. Our Think! spaces are sensory experiences provided in the school to allow students to slow down, think about important life issues and explore well-being.
3. Hope - Support for students at times of change and challenge - through mentoring, Drawing and Talking therapy, lunchtime clubs, courses and workshops. The organisation is local to Reigate, Redhill and Merstham, Surrey. We have recently developed a Horley partnership as well and we are supporting schools in Caterham, and Limpsfield. SparkFish operates collaboratively, particularly by uniting the efforts of local churches to support local schools.

Through a team of 5 youth workers, a part time administrator, 6 trustees and 50+ volunteers, SparkFish is active in supporting over 30 Primary and Secondary Schools in a variety of ways, according to the needs and requests of the schools. These include: Supportive workshops for student in years 6 and 7 to manage the transition to secondary school, and groupwork sessions to support young people with their well-being and self esteem. We have strong relationships with many of the local Primary and Secondary Schools and our work is greatly appreciated.

Our most recent additions to our work include a new programme of year 7 workshops to support young people settling into the their secondary school and the development of three new courses to support young people at secondary school:

Inspire: A course for KS3 to support them in managing their school life and wellbeing.

Strong: support for KS4 students to support the development of healthy self -esteem.

Equip: a course to support secondary school aged students in managing their friendships.

3 full time staff, 3 part time staff, 50 volunteers, 6 Trustees

What problems do the people you work with face?

From our work in local schools we have seen a huge increase in the mental health and wellbeing needs of young people. Regularly we are dealing with suicidal and self-harming young people, young people struggling with high levels of anxiety and low mood and relationship breakdown in peer relationships and family relationships.

We are working in a post pandemic school context of increased challenge to attendance, learning behaviour, social media intrusion, the cost-of-living crisis and the doom and gloom of the modern world - with young people anxious about climate change and world war.

YoungMinds, a children's mental health charity reports that 1 in 6 children aged 5 to 16 were identified as having a mental health problem in July 2021, a huge increase from 1 in 9 in 2017. That's 5 children in every classroom.

Additionally, YoungMinds reports that the number of A&E attendances by young people aged 18 or under with a recorded diagnosis of a psychiatric condition more than tripled between 2010 and 2018-19. In 2018-19, 24% of 17 year olds reported having self-harmed in the previous year, and seven per cent reported having self-harmed with suicidal intent at some point in their lives. 16% reported high levels of psychological distress.

Furthermore, they report that one third of mental health problems in adulthood are directly connected to an adverse childhood experience. Yet just over 1 in 3 children and young people with a diagnosable mental health condition get access to NHS care and treatment. In a YoungMinds survey, three-quarters of parents said that their child's mental health had deteriorated while waiting for support from Child and Adolescent Mental Health Services.

Most mental health issues begin in childhood or adolescence, making early interventions crucial. The World Health Organisation estimates that poor mental health contributes to 20% of all lost years of healthy life in the UK.

Project and activity details

For the past five years, SparkFish has been working alongside and supporting a local partner in Horley who has been delivering weekly youth work support to Oakwood School. Sadly, this funded post will end in February 2025 so the weekly support will cease at that time.

SparkFish would like to continue to with youth work support for a day a week at Oakwood School in Horley. This would include the offer of one-to-one mentoring with a professional youth worker, small group delivery on topics such as self-esteem, friendships, healthy relationships, emotional wellbeing and bereavement. We would also like to offer a weekly lunch time club providing a safe space for young people to attend in school.

SparkFish also offer Think Spaces which are sensory spaces created in schools to give young people a chance to take time out, reflect, think about identity, the world, their communities and their future plans.

Our youth work support is preventative in nature and helps decrease the number of students needing the 'higher tiers' of support through developing their resilience, emotional wellbeing and support networks at a much earlier stage, therefore reducing the chance that their concerns will become more complex and their needs more acute. Surrey County Council writes about early help, 'We know that providing early help is more effective in promoting family resilience than reacting later. Effective early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years.'

SparkFish are unique in that we see a child right through from early years through to sixth form college, so we can support them all the way on their journey to adulthood.

What difference will your project make and how will this be measured?

Our one-to-one mentoring, small group support and lunch time clubs:

- Improves self-esteem in the young people we work with
- Increases resilience levels and creates healthier young people at Secondary School age and beyond
- Creates a greater awareness of positive emotional well-being and self-care
- Creates a greater knowledge of positive support available - both through their own family and friends, teachers and outside agencies
- Increases engagement in constructive activity
- Improves confidence, attendance and engagement with the educational process and social activities
- Provides a positive experience of 'seeking help', resulting in positive engagement with outside agencies later (if needed)
- Helps create a smooth transition to higher education and adulthood
- Helps build positive relationships and respect for self and others

Our work in schools supports the wider school community as it frees up school resources and staff to focus on academic attainment, attendance and the needs of more of their students. It helps families have healthier, happier young people, learning how to build lasting healthy relationships with those around them. Lastly, it provides support to the wider community through helping young people to positively engage with school, avoid anti-social behaviour, make positive choices for their lives and reduce the chance of criminal activity.

It is our regular practice to seek feedback from students and schools, and to evaluate the impact of our work in collaboration with the teaching and pastoral staff in the schools where we work.

In order to measure the positive changes made:

- We complete a My Star Assessment form with each young person to assess the young people when we first meet them. This establishes where they currently are in terms of need and support. We then measure this at the end to evaluate progress and changes made.
- Students complete an anonymous feedback form after their sessions or groups. This helps us understand what they have found helpful, what they have learnt and anything that they would change.
- Within both mentoring and group work sessions young people are verbally encouraged to explore how they are feeling at the beginning of a session and then feedback how they feel at the end.
- Schools track changes to attendance, behaviour and attainment and share this with us to assess the impact of our work.
- Staff are asked for verbal feedback about the impact our work has on their school and any changes required.

Case study

This term I have been working with a year 7 young man who has shared that he has tried to commit suicide several times and been discovered just in time. He also regularly self-harms and has shared that he hates everything about himself. Whilst we wait for a referral for school counselling and mental health services to see him we have been working through a workbook on self-harm and positive wellbeing. We have been looking at positive coping strategies for the challenges in life and discussing how we can build a self-care toolbox that can help during times of distress. We have also been discussing support networks in this young man's life and people he can talk to when he is in crisis. We also play Uno flip every week which always brings a huge smile to his face as he just loves beating me every week! As part of his continuity of care we have planned with the school that even whilst he accesses crisis mental health services, he will continue to meet me weekly to play Uno and hopefully this will continue to bring a smile to his face during a very dark time.

Recently young people wrote in their feedback forms: "I like how I can be here and unjudged", "I learnt how to view stuff more positively", "the sessions helped me to learn how to distract myself from worry", "I like that you always found a way to help me".

In Merstham Park School where we have worked since its foundation in 2018, Senior Leadership reported on our work, "The dedicated support that Sparkfish have provided Merstham Park School from 2018 to current is evident in our analysis of how effective the interventions are, as all students complete an entrance and exit survey. This Autumn term, 33% of students have significantly improved or improved as a result of spending time with a Sparkfish mentor."