

HORLEY TOWN COUNCIL
Joan Walsh
Chief Executive Officer
Council Offices, 92 Albert Road
Horley, Surrey RH6 7HZ
Tel: 01293 784765
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AGENDA

ANNUAL MEETING OF FULL COUNCIL

Date / Time: Tuesday 5 May 2026 at 7.30pm

Venue: Horley Baptist Church, Ground Floor, Ramsey Room, 289 Court Lodge Road, Horley RH6 8RG

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 5 May 2026, 7.30pm, at the Horley Baptist Church (Ramsey Room), 289 Court Lodge Road, Horley, Surrey RH6 8RG. 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: info@horleysurrey-tc.gov.uk 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 Chair. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chair 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 Horley Baptist Church, Ground Floor, Ramsey Room, 289 Court Lodge Road, Horley RH6 8RG on Tuesday 5 May 2026 at 7.30pm.

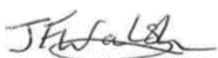
All correspondence and papers referred to in the public part of the agenda are available to view in the Town Council Offices during normal office hours or on the website.

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 Chair'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 **Office of Town Councillor (Horley West Ward) – Vacancy to be filled by Co-option**
 - (i) **Eligibility for Co-Option:** To consider three candidates and to receive their oral presentations.
 - (ii) **Voting Process:** To receive an explanation from the CEO, prior to voting taking place.
 - (iii) **Vacancy (Horley West Ward):** To receive the result of the vote from the Council Chair (one Member duly elected).
 - (iv) **Declaration:** To receive the new Councillor's Declaration of Acceptance of Office.
- 7 **Minutes**
To approve the Minutes of the Ordinary Council Meeting held on [17 March 2026](#).
- 8 **Receipt of any amendments to Members' Notification of Disclosable Pecuniary Interests**
- 9 **Public Forum**
- 10 **Confirmation of Inspection of Town Council Deeds and Trust Instruments**
- 11 **Council Appointments**
 - (i) To approve appointments to:
 - **Leisure and Amenities Committee**
 - **Planning and Development Committee**
 - **Staff Committee (Council Leaders)**
 - (ii) To elect a Finance Lead Member
- 12 **Council Appointments**
To agree the appointments to Committees, Outside Bodies and Working Groups.
- 13 **Council Meetings**
To approve the Meetings Calendar for 2026/27.

- 14 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:**
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).
 - (iii) **Scheme of Delegation:** To adopt the Scheme of Delegation as amended and following the Town Council’s annual review (appended).
- 15 Review of Council spending under the General Power of Competence (GPC)**
To note the following payments approved by Council for 2025/26:
May 2025: Donation to KSS Air Ambulance Service £500
January 2026: Donation towards the Horley Arts Festival £350
- 16 Members’ Allowance Scheme**
- (i) To note arrangements for payment of allowances for 2026/27
 - (ii) To note procedural arrangements by Members for opting out of the scheme for 2026/27
- 17 HTC Grants Scheme – Funding Applications**
To ratify a grant application from the Upfield & Cheyne Walk Resident Group for £100 for further plants and bulbs for the roundabout.
- 18 Community Foundation for Surrey (CFS) - Horley Edmonds Community Fund (HECF)**
To receive any updates.
- 19 HTC Neighbourhood CIL**
To receive the latest quarterly CIL report from Reigate and Banstead Borough Council for 16/12/25-15/03/26.
- 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 17 March 2026.
- 26 Website Design, Development and Hosting** **CONFIDENTIAL**
To consider for approval officer recommendations to appoint a specialist provider for a new, compliant Council website and hosting service for a two-year contract at £3,248 (Year 1) and £748 (Year 2) excluding VAT, as summarised in the Committee Decision report (appended).

Date of Next Meeting – 16 June 2026 (provisional)



Signed: Chief Executive Officer

Dated: 29 April 2026



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 17 March 2026 at 7.30pm

Present	Cllrs	Jante Baird	Emma Fagan (Vice Chair)	Samantha Marshall
		Jordan Beech	Mike George	Sam Mearing
		Michael Blacker	Jerry Hudson	Martin Saunders
		Lynne Burnham	Cecilia Hughes	Tom Turner
		Victoria Chester	Robert Marr	Steve Wotton
		Lynnette Easterbrook (Chair)		

In Attendance	Joan Walsh (Chief Executive Officer) (CEO)
	Sam Adeniji (Assistant Chief Executive Officer and RFO)
	Joanna Stay (Planning and Support Officer)

The meeting was preceded by a private briefing by YMCA East Surrey on its valuable work and services in the local community.

C 6298 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllr Avery, be accepted. Cllr Burnham joined the meeting at agenda item 11ii. Cllr Fagan left the meeting after agenda item 17 i).

C 6299 Disclosable Pecuniary Interests and Non-Pecuniary Interests

None were received.

RESOLVED: noted.

C 6300 Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on [27 January 2026](#), be approved.

C 6301 Full Council Updates

C 6282 Annual Town Public Forum – The CEO confirmed that the guest speaker this year will be Peter Moxley from the Horley Lions Club. An advertisement has been published in the April 2026 edition of the RH6 magazine and the Council's 2025/26 Annual Report currently being prepared for issue at the meeting.

C 6284 White Ribbon Campaign – The CEO advised that HTC is looking to offer non-subscriber support to the White Ribbon Campaign and is liaising with Community Police Officers to request a briefing on the current crime figures on Horley.

C 6288 Horley Community Arts Festival – The CEO reported that an advertisement for the [Horley Community Arts Festival](#) is in the current edition of the RH6 magazine. Cllr Easterbrook thanked the Leisure and Facilities Officer for her assistance in designing the advertisement.

C 6297 HTC Project – Innes Pavilion Roof Windows – The CEO reported that the community projects are being rolled out and the replacement of the Innes Pavilion roof windows is in progress and should be completed within the coming weeks.

RESOLVED: noted.

C 6302 **Committee Reports**
RESOLVED: that the approved Minutes of the Planning and Development Committee held on 10 February 2026 and the unapproved Minutes of 10 March 2026, be received.

C 6303 **Council Chair's Report**
The Chair's Report, which was previously circulated to the Members for information, was received.

RESOLVED: noted.

C 6304 **Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**
Cllr George gave the following updates from SALC:

- SALC are monitoring progress with new town and parish councils across the county.
- Some boroughs/districts are reporting that the Structural Change Order (SCO) prevents them from forming new councils, although the SALC legal advisor is requesting clarification. As the 1972 Act is still in force, this permits the formation of new councils.
- Members are continuing to receive meetings notes and copies of presentations from the webinars.

RESOLVED: noted.

C 6305 The CEO gave the following updates from NALC and SALC:

- The Local Government Reorganisation (LGR) summary papers from the Special Meeting of the National Assembly held on 19 February 2026 and attended by Cllr Mike George, had been circulated. This included an informative presentation from the SALC Chair, Cllr Deborah Sherry, supporting Surrey Member Councils through its many services.
- The next SALC Councillor Forum will be held on Wednesday 25 March 2026. This will include the latest LGR and Devolution updates and changes in the Practitioners' Guide 2026/27, issued by the Smaller Authorities Proper Practices Panel (SAPPP), to support the preparation of statutory annual accounting and governance statements contained in the Annual Governance and Accountability Return (AGAR).

RESOLVED: noted.

Borough, County Council and Other Updates

C 6306 **SCC/RBBC/HTC Joint Council Meeting**
The CEO advised that the next joint meeting will take place on 23 March 2026. The newly elected unitary members for Horley will be invited to attend future meetings going forward.

RESOLVED: noted.

C 6307 **RBBC/HTC Liaison Meetings**
The CEO gave an update on the recent meeting, held on 5 February 2026. It is expected that the Shadow Council's governance and administrative arrangements will be confirmed after the new unitary members are elected in May. Further talks will also be held on existing legal agreements between both councils, including the 10-year Double Taxation agreement. The outcomes of asset transfer negotiations, now underway, will also form part of freehold transfers, depending on the outcomes. The next meeting will be held on 8 June 2026 and the CEO requested any items for the agenda to be emailed as soon as possible.

RESOLVED: noted.

C 6308 **Internal Control and Risk Assessment Review 2025/26**
The Assistant CEO/RFO presented the Internal Control, Risk Assessment and Management Paper 2025/26 for approval. On advice from the internal auditor, the two reports have been merged this year into one document. Minor changes have been made to include insurance

C 6308) policies, emergency and resilience plans and a full risk assessment once the Council Offices are re-occupied following refurbishment. The Internal Control, Risk Assessment and Management Paper 2025/26 was agreed and proposed by Cllr Saunders and seconded by Cllr George.

RESOLVED: that the Internal Control, Risk Assessment and Management Paper 2025/26, be approved.

C 6309 Meetings Calendar 2026/27

Members reviewed the finalised schedule of Council Meetings for the ensuing year, the details of which had been previously circulated to Members. This was agreed and proposed by Cllr Mearing and seconded by Cllr Fagan.

RESOLVED: that the Meetings Calendar 2026/27 be presented for final approval at the Annual Council Meeting, on 5 May 2026.

C 6310 Sub-Committees, Outside Bodies and Working Groups

The finalised lists of Sub-Committees, Outside Bodies and Working Groups were reviewed and current list of working groups updated with minor changes proposed.

RESOLVED: that the lists of Sub-Committees, Outside Bodies and Working Groups be presented for final approval at the Annual Council meeting, on 5 May 2026.

C 6311 Town Councillor Vacancy: Horley West Ward

The CEO confirmed that the vacancy may be filled by co-option and proposed to advertise it on 18 March 2026 until 17 April 2026. The application form will be published on the Council's website, newsletter and social media platforms and Members were asked to encourage any individuals interested to apply if eligible. The co-option would take place at the Annual Meeting on 5 May 2026. This was agreed and proposed by Cllr Fagan and seconded by Cllr Mearing.

RESOLVED: that the vacancy for Town Councillor in the Horley West Ward be filled by co-option, to be agreed at the Annual Meeting on 5 May 2026.

C 6312 Local Government Elections: East Surrey Unitary Council, 7 May 2026

The CEO gave a detailed update on the Local Government Elections for East Surrey Unitary Council to be held on 7 May 2026, in line with the published timetable. The two-tier councils will move to a single tier, effective from 1 April 2027. East Surrey Council and West Surrey Council will replace Surrey County Council, to deliver key public services for their respective areas, including education, waste collection, highways, housing, childrens' services and adult social care. East Surrey Council will have 72 councillors elected for a five-year term to oversee the initial Shadow Council transition. There will be 2 members for each of the 36 wards; 4 in Horley split into Horley East and Horley West. The polling venues for each district were also available, noting that voters in HRCI can use Horley Community Centre as a combined venue as the HTC offices are not available this year. Additionally, Westvale Park Community Hall will not be available, but voters can use St Wilfred's Church as an alternative. Further information is available on the borough council website [Surrey LGR hub](#).

RESOLVED: noted.

C 6313 Horley Remembrance Proposals from the Horley Women's Institute (WI)

Members discussed the Horley WI proposal to decorate the Memorial Garden railings with knitted poppies (War Memorial prohibited). This was approved and proposed by Cllr Baird and seconded by Cllr Marshall.

RESOLVED: that the Horley WI proposal to decorate the Memorial Garden's railings (War Memorial prohibited) with knitted poppies, be approved.

Council Policies – Annual Review

- C 6314** **RESOLVED:** *that the Complaints Policy and Procedures incorporating Habitual Correspondence and Vexatious Complaints, be approved for adoption and published on the Town Council website.*
- C 6315** **RESOLVED:** *that the amended Football Bookings, Court Lodge Fields Policy, be approved for adoption with a minor change and published on the Town Council website.*
- C 6316** **RESOLVED:** *that the Co-Option Policy, be approved for adoption and published on the Town Council website.*
- C 6317** **RESOLVED:** *that the Prevention of Sexual Harassment and General Harassment Policy and Procedures, be approved for adoption, published on the Town Council website and issued to all members and staff to be aware of their obligations to create a safe, legal and respectful workplace.*

Outside Bodies

C 6318 **Borough Standards Committee**

Cllr Hughes gave an update on the meeting held on 3 March 2026. The annual members complaints report was received with all five reports having been resolved. The 'Debate Not Hate Campaign, Bullying and Abusive Behaviour was discussed. It was suggested that the survey should be extended to town and parish councils in the future.

RESOLVED: noted.

C 6319 **Royal British Legion**

Cllr Marshall gave an update on the meeting held on 24 February 2026. The minutes have been circulated.

RESOLVED: noted.

C 6320 **LGR and Devolution Working Group**

The Chair, Cllr George, gave an update on the recent meeting held with officers, the notes from which had been previously circulated to Members. He expressed his deep gratitude to the whole Asset Transfer Project team, led by the CEO, for completing the extensive work on time and to tight deadlines. It was further noted that the Community Governance Review (CGR) process is progressing and that the Final Recommendations, including [Horley Town Council](#), will be considered by the borough council and its Full Council meeting on 26 March 2026.

RESOLVED: noted.

C 6321 **Community Asset and Support Programme (CATSP)**

The CEO gave a detailed update on the submissions made by the Town Council on asset transfers for grounds maintenance of parks and green spaces together with an application to upgrade the Innes Pavilion, Court Lodge Fields, at Stage 2 of the process which were all completed within tight deadlines and with limited information. The outcomes of these are expected shortly and, if agreed in principle along with commuted sums for ongoing maintenance, the legal agreements may then be drawn up. An appropriate handover period of approximately 12 months will be further negotiated at the next stage.

RESOLVED: noted.

C 6322 Public Surveys

The CEO shared the public survey results on community projects through the Neighbourhood Community Infrastructure (CIL) funding and other potential grants to upgrade a much-valued community assets. The survey was run in January and there were 90 respondents.

RESOLVED: noted.

C 6323 Community Foundation for Surrey (CFS) - Horley Edmonds Community Fund (HECF)

The Assistant CEO/RFO presented the quarterly HECF Statement for the period 1 October 2025 to 31 December 2025. Applications were made by Sparkfish for £1,500, the Horley Lions Warm Over Winter Campaign for £4,800 and YMCA East Surrey for £835. Clarification was requested on the wording of the Contribution to Community Foundation and this would be followed up.

RESOLVED: that the quarterly HECF Statement for the period 1 October 2025 to 31 December 2025, be received.

C 6324 CIL SIP (2) 18 - HTC Office Expansion and Sustainability Project

Members received a progress report on the HTC office expansion and sustainability project from the Assistant CEO/RFO, on which the working group had been kept regularly updated. The project is continuing as planned, remains on budget and is due to be completed in the spring. To date, the extension has been built with the inclusion of electricity works, plumbing, carpentry and the ventilation system. The paintwork and new flooring will follow along with an added refresh to other areas, including the hall and external fascias of the building. Once Practical Completion is confirmed, HTC will issue a press release. The CEO recommended holding an informal open day of hospitality for all tier councillors, hirers and residents with a date to be confirmed and this was widely supported by Members.

RESOLVED: noted.

C 6325 Communications Received

RBBC CIL report for the period 16/12/25 to 15/03/26.

RESOLVED: noted.

C 6326 Diary Dates

Monday 23 March 2026, 5.00pm:	SCC/RBBC/HTC Joint Council Meeting (remote)
Tuesday 24 March 2026, 6.00pm:	Environment Working Group (remote)
Wednesday 25 March 2026, 7.30pm:	SALC Councillor Forum (remote)
Tuesday 31 March 2026, 6.30pm:	Communications Working Group (remote)
Tuesday 7 April 2026, 7.30pm:	Interim Planning Meeting
17-26 April 2026	Horley Community Arts Festival

RESOLVED: noted.

C 6327 Items for Future Consideration

Decisions on asset transfers and negotiations. Combined insurance review for 2026/27.

RESOLVED: noted.

C 6328 Press Release

RESOLVED: that the HTC Office Open Day, once confirmed, will be published on the website.

C 6329 Exclusion of Public and Press

"In view of the special or confidential nature of the business about to be transacted, it is

- C 6329) **advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.”**
- Confidential Minutes** **CONFIDENTIAL**
- C 6330 **RESOLVED: that the Confidential Minutes of the Council Meeting held on 27 January 2026, be approved.**
- C 6331 **Langshott Allotments** **CONFIDENTIAL**
Members discussed correspondence received from Reigate and Banstead Borough Council and an outline proposal.
- RESOLVED: noted.**
- C 6332 **Town Award Nomination** **CONFIDENTIAL**
Members considered an application received.
- RESOLVED: noted.**
- C 6333 **Staffing Committee held on 5 March 2026** **CONFIDENTIAL**
Members received a detailed report from the CEO.
- RESOLVED: noted.**
- C 6334 **Salary Review 2026/27** **CONFIDENTIAL**
Members considered the recommendations of the Staff Committee.
- RESOLVED: noted.**

Meeting closed at 9.17pm

Date of next meeting: 5 May 2026 (Annual Meeting)

Please Note: Until further notice, future meetings of Horley Town Council will be held at Horley Baptist Church (Ramsey Room, Ground Floor), 289 Court Lodge Road, Horley RH6 8RG until completion of the building works at the Town Council offices which are now underway. Further information is available on our [website](#).

HORLEY TOWN COUNCIL

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AGENDA

LEISURE AND AMENITIES COMMITTEE

Date / Time: Tuesday 5 May 2026 at 7.30pm

Venue: Horley Baptist Church, Ground Floor, Ramsey Room, 289 Court Lodge Road, Horley RH6 8RG

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend the **MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday 5 May 2026, 7.30pm, at the Horley Baptist Church (Ramsey Room), 289 Court Lodge Road, Horley, Surrey RH6 8RG. 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: info@horleysurrey-tc.gov.uk or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.
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Public Forum:	<p><i><u>Members of the Public and Press are welcome to attend this meeting in person</u></i></p> <p>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 Chair. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chair may direct that a question or comment is submitted in writing which shall be answered in due course.</p>
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To: *Members of the Leisure & Amenities Committee:*
Cllrs Hannah Avery, Jante Baird, Jordan Beech, Lynne Burnham, Emma Fagan, Cec Hughes, Robert Marr, Samantha Marshall, Martin Saunders, Tom Turner, Steve Wotton



HORLEY TOWN COUNCIL **Leisure & Amenities Committee**

A meeting of the above-named Committee will be held at the Horley Baptist Church, Ground Floor, Ramsey Room, 289 Court Lodge Road, Horley RH6 8RG on Tuesday 5 May 2026, 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

A G E N D A

- 1 Election of the Chair of the Leisure and Amenities Committee (Council Chair to be seated).
- 2 Elected Chair to be seated.
- 3 Election of the Vice-Chair of the Leisure and Amenities Committee.
- 4 To re-adopt the Terms of Reference of the Leisure and Amenities Committee
- 5 Appointments to Sub-Committees, Outside Bodies and Working Groups reporting to the Leisure and Amenities Committee.
To agree the appointments.

Date of next meeting: 30 June 2026

Signed: Chief Executive Officer

Dated: 29 April 2026

To: Members of the Leisure & Amenities Committee:

Clrs Hannah Avery, Jante Baird, Jordan Beech, Lynne Burnham, Emma Fagan, Cec Hughes, Robert Marr, Samantha Marshall, Martin Saunders, Tom Turner, Steve Wotton



HORLEY TOWN COUNCIL

Leisure & Amenities Committee

Terms of Reference

1. Purpose

The Leisure & Amenities (L&A) Committee is constituted as a standing committee of Horley Town Council and, as such, shall comply with the Council's adopted Standing Orders.

2. Frequency of Meetings

Meetings of the L&A Committee shall be held as stated in the Council's Calendar of Meetings to meet the responsibilities as outlined below.

3. Delegated Responsibilities

3.1 The Leisure Officer, in consultation with the L&A Chair and Vice-Chair, shall have delegated responsibility for carrying out required actions of the Committee, as approved by Council Resolution, including all compliance and regulatory matters in relation to the Council's community buildings, parks, and open spaces.

3.2 The L&A Committee shall exercise the powers and duties of the Council relative to:

- The operation of the Grounds Maintenance Contract.
- The maintenance and improvement of Horley Recreation Ground, including the Memorial Gardens and all other greenspaces owned or managed by the Town Council.
- The maintenance and improvement of the Town Council's recreational and play areas.
- Floral baskets, planters and flower beds.
- Allotment sites (including maintenance of car park, toilets, shared access areas, and charges for rental of plots)
- Hire of sports pitches and football matters.
- Security at all sites.
- Horley in Bloom (HIB) and Photographic Competitions.
- Provision of Christmas tree.
- Applications for the use of the Council's Leisure and Amenities facilities.
- Making appointments to and receiving reports in respect of its Outside Bodies.
- Considering play and recreational equipment upgrades along with potential future projects at all Council sites.
- Event management, including requests by operators to use Council land, subject to full compliance and regulations being met.
- Matters relative to the Local Government Reorganisation of Surrey (LGR) and Devolution, subject to confirmation.

- 3.3 The Leisure & Amenities Committee shall make recommendations to Full Council relative to:
- i) The appointment of the Grounds Maintenance Contractor.
 - ii) Considering New Leisure Facilities in Horley.

Approved: May 2026

Renewal Date: May 2027

HORLEY TOWN COUNCIL

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AGENDA PLANNING & DEVELOPMENT COMMITTEE

Date / Time: Tuesday 5 May 2026 at 7.30pm

Venue: Horley Baptist Church, Ground Floor, Ramsey Room, 289 Court Lodge Road, Horley RH6 8RG

Dear Councillors

You are hereby respectfully summoned to attend the **MEETING of HORLEY TOWN COUNCIL PLANNING & DEVELOPMENT COMMITTEE** to be held on Tuesday 5 May 2026, 7.30pm, at the Horley Baptist Church (Ramsey Room), 289 Court Lodge Road, Horley, Surrey RH6 8RG. 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: info@horleysurrey-tc.gov.uk 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 Chair. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chair may direct that a question or comment is submitted in writing which shall be answered in due course.

Members of the Planning and Development Committee:
Cllrs Blacker, Chester, Easterbrook, George, Hughes, Hudson, Saunders, Turner, Wotton



HORLEY TOWN COUNCIL
Planning and Development Committee

A meeting of the above-named Committee will be held at the Horley Baptist Church, Ground Floor,
Ramsey Room, 289 Court Lodge Road, Horley RH6 8RG on Tuesday 5 May 2026, 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**

A G E N D A

- 1 **Election of the Chair of the Planning and Development Committee (Council Chair to be seated).**
- 2 **Elected Chair to be seated.**
- 3 **Election of the Vice Chair of the Planning and Development Committee.**
- 4 **To re-adopt the Terms of Reference of the Planning and Development Committee**
- 5 **Appointments to Sub-Committees, Outside Bodies and Working Groups reporting to the Planning and Development Committee.**
To agree the appointments.

Date of next meeting: 12 May 2026

Signed: Chief Executive Officer

Dated: 29 April 2026



HORLEY TOWN COUNCIL

Planning and Development Committee Terms of Reference

1. Purpose

The Planning and Development (P&D) Committee is constituted as a standing committee of Horley Town Council and, as such, shall comply with the Council's adopted Standing Orders.

2. Frequency of Meetings

Meetings of the P&D Committee shall be held monthly as stated in the Council's Calendar of Meetings to meet the responsibilities as outlined below:

3. Delegated Responsibilities

The Planning and Support Officer, in consultation with the P&D Committee Chair and Vice-Chair, shall have delegated responsibility for planning consultation decisions that fall outside the scheduled P&D Committee cycle, for ratification at the next available P&D Committee Meeting.

The Planning and Development Committee shall make recommendations to Full Council relative to:

- Major redevelopment/expansion affecting the parish
- Devolved powers

The Planning and Development Committee shall exercise the powers and duties of the Council relative to:

- Planning applications and decisions notified by Reigate & Banstead Borough Council.
- Matters relating to Gatwick Airport.
- Matters relating to Local Plans, Transport Plans etc.
- Town Centre Revitalisation.
- Railway Matters.
- Highways Matters.
- Recycling and Environment Issues.
- Making appointments to, and receiving reports in respect of, its Outside Bodies.
- Matters relative to the Local Government Reorganisation of Surrey (LGR) and Devolution, subject to confirmation.

Approved: May 2026

Review Date: May 2027

HORLEY TOWN COUNCIL 2026/27
CHAIR AND TOWN MAYOR: ()
VICE-CHAIR OF THE COUNCIL: ()
Committee Membership – 2026/27

Staff Committee	Leisure & Amenities Committee	Planning & Development Committee
Council Chair –	L&A Chair –	P&D Chair –
Council Vice-Chair –	L&A Vice-Chair –	P&D Vice-Chair –
Finance Lead Member –	Finance Lead –	Michael Blacker
Leisure & Amenities Chair –	Hannah Avery	Victoria Chester
Planning & Development Chair –	Jante Baird	Lynnette Easterbrook
	Jordan Beech	Emma Fagan
	Lynne Burnham	Mike George
	Victoria Chester	Jerry Hudson
	Lynnette Easterbrook	Cec Hughes
	Emma Fagan	Sam Mearing
	Cec Hughes	Martin Saunders
	Robert Marr	Tom Turner
	Samantha Marshall	Steve Wotton
	Tom Turner	

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

Horley Town Council, Sub-Committees, Outside Bodies and Working Groups
2026-2027

Committee	Councillor(s)	Reporting to:
Staff Committee	Chair and Vice Chair of Council, Committee Chair and Finance Lead	FC
Sub-Committee		
Outside Body		
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, Steve Wotton	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	Jante Baird, Hannah Avery (substitute)	L&A
Horley Conservation Group	L&A Chair/Vice-Chair	L&A
Royal British Legion (Horley)	Samantha Marshall, James Baker	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 Chair and Vice-Chair	L&A
Working Groups		
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, Lynne Burnham, Lynnette Easterbrook, Mike George, Samantha Marshall, Martin Saunders	FC
Environment Working Group	L&A Chair, Hannah Avery, Jordan Beech, Jante Baird, Michael Blacker, Victoria Chester, Lynnette Easterbrook, Mike George, Sam Mearing, Martin Saunders, Steve Wotton and non-Councillor Mike Humphrey	FC
LGR and Devolution Working Group	Mike George, Robert Marr, Tom Turner	FC
Office Expansion Working Group	Mike George, Cec Hughes, Robert Marr	FC
Horley In Bloom	Mike George, Jante Baird	L&A

Horley Town Council
Calendar of Meetings 2026 - 2027

Tue	05-May	2026	Annual Council
Tue	15-May	2026	Annual Town Public Forum
Tue	12-May	2026	Planning (Full)
Tue	02-Jun	2026	Environment Working Group 6.30pm (Remote)
Tue	09-Jun	2026	Planning (Interim)
Tue	16-Jun	2026	Full Council (AGAR)
Tue	30-Jun	2026	Leisure
Tue	07-Jul	2026	Communications Working Group 6.30pm (Remote)
Tue	14-Jul	2026	Planning (Full)
Tue	28-Jul	2026	Full Council
Tue	18-Aug	2026	Planning (Interim)
Tue	01-Sep	2026	Environment Working Group 6.30pm (Remote)
Tue	08-Sep	2026	Full Council
Tue	22-Sep	2026	Planning (Full)
Tue	29-Sep	2026	Communications Working Group 6.30pm (Remote)
Tue	13-Oct	2026	Leisure
Tue	20-Oct	2026	Planning (Interim)
Tue	27-Oct	2026	Full Council
Tue	17-Nov	2026	Planning (Full)
Tue	01-Dec	2026	Environment Working Group 6.30pm (Remote)
Tue	08-Dec	2026	Full Council (Precept)
Tue	15-Dec	2026	Planning (Interim)
Tue	05-Jan	2027	Communications Working Group 6.30pm (Remote)
Tue	12-Jan	2027	Planning (Full)
Tue	19-Jan	2027	Leisure
Tue	26-Jan	2027	Full Council
Tue	09-Feb	2027	Planning (Interim)
Tue	09-Mar	2027	Planning (Full)
Tue	16-Mar	2027	Full Council
Tue	23-Mar	2027	Environment Working Group 6.30pm (Remote)
Tue	30-Mar	2027	Communications Working Group 6.30pm (Remote)
Tue	06-Apr	2027	Planning (Interim)
Tue	20-Apr	2027	Leisure
Tue	11-May	2027	Annual Council
Fri	14-May	2027	Annual Town Public Forum



HORLEY TOWN COUNCIL STANDING ORDERS 2026

These Standing Orders were adopted by Horley Town Council at its Annual Council Meeting held on 5 May 2026.

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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.
-

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.
-

- f The period of time designated for public participation at a meeting in accordance with Standing Order 3(f) shall not exceed five 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 **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
-

- q **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.

- r **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.

- s 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.

- t **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.**

- u 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.

- v **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.

- w **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

- x 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.
- y 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;

- d
 - 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
 - xi. 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 7.30pm.**
- 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/she 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 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 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.**
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- 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 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.**
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14. CODE OF CONDUCT COMPLAINTS

- a **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.
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- 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 their 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);
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- 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 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 **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.**
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- 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.

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 5 May 2026



HORLEY TOWN COUNCIL FINANCIAL REGULATIONS 2026

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These Financial Regulations were adopted by the council at its meeting held on 5 May 2026.

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;**
 - **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 reasonable 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

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 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: 5 May 2026
For review: May 2027***



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 £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, within the scope of the Council Grant Scheme and available funds, subject to approval by Full Council.
- 3.22 Determine Small Grants 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 Chair, Vice-Chair and Committee Chairs (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 Resilience Plan and 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 Chair and Committee Chairs (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 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 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 [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 Chair, or Committee Chairs 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 Chair 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 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 5 May 2026
Next review date: May 2027



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

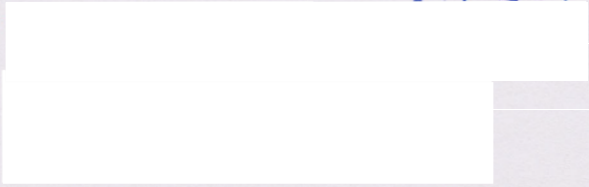
The above rates are subject to the equivalent standard rail fare for the journey being payable where this is lower. An enhanced travel allowance for shared vehicle use of 10 pence per mile for the first passenger and 6 pence per mile for the second and subsequent passengers is also payable. Car mileage 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

Grant Application

Organisation Information	
Name & Address: Telephone No: Email Address: Website:	THE UPFIELD AND CHEVNE WALK ROUNDABOUT RESIDENTS' GROUP. 
Is the organisation a non-profit making body?	YES
When was your organisation formed?	TWO YEARS AGO
If your organisation is a registered charity please give the registration number	N/A
Number of members in the organisation	6
What percentage of your membership lives in Horley?	100%
Is membership restricted in any way?	No.
Is there a membership fee or other charges for access to your activities? Please give details	No
Details of Grant Request	
Purpose for which grant is required.	FURTHER PLANTS/BULBS FOR ROUNDABOUT
How will Horley resident's benefit?	ROUNDABOUT WILL BE FAR MORE ATTRACTIVE + WILL ALSO BENEFIT WILDLIFE
Is the project open to everyone?	YES, BOTH IN TERMS OF GARDENING WORK + ALSO ACCESS TO ROUNDABOUT
If this application is to undertake a new project, how have you assessed the need for it? Please attach appropriate evidence.	PROJECT IS ONGOING + HTC ALREADY AWARE OF IT.
What is the amount of Grant you are seeking from Horley Town Council?	£ 100

What is the total cost of the project or activity?	£ N/A. COST IS ONGOING BOTH FOR NEW PLANTS + MAINTENANCE i.e. THIS GROUP MOWS THE GRASS
Please state what contribution your organisation will make towards project (either financial or in kind)	THE ORGANISATION DONATES BOTH GARDENING TIME + PLANTS/BULBS/SEEDS
Funds granted from other bodies (Please give details)	£ N/A
Please indicate how you have arrived at the total cost?	APPROX COST 100 'IN THE GREEN' NARCISSIS £82 (LANDLIFE WILD FLOWERS) 10 COWSLIP PLUGS £18 (— 4 —)
If there is a shortfall, how do you propose to fund the deficiency?	N/A

Previous Applications

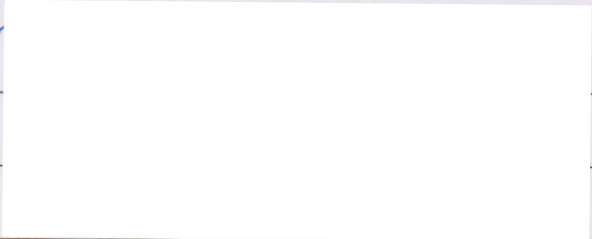
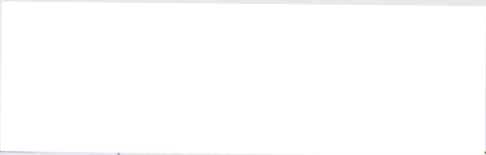
Please give details below of all grant applications made by your organisation to Horley Town Council whether successful or not, in the last five years

ONE GRANT GIVEN TO SAMANNA LEWIS-MEARING, PROBABLY ABOUT 3 YEARS AGO. I DON'T HAVE THE FULL DETAILS.

Attachments

Documents	Yes	No
Constitution	✓	
Annual Report	SEE FACEBOOK - HORLEY BLUE HEART SPACES	
Published Accounts		✓
Budget for activity		✓
Budget for organisation		✓

Declaration

Name	ROD MEARING	
Position in Organisation	MEMBER	
Bank Details	Account Name	
	Account Sort Code	
	Account Number	
Signature		
Name (Printed)	A. R. MEARING	
Date	18.1.26	