

HORLEY TOWN COUNCIL

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Town Clerk

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The Annual Meeting of Horley Town Council will be held at the Town Council Offices, Albert Road, Horley on Tuesday 15 May 2007 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.

- 1 Receipt of Members' Declarations of Acceptance of Office and Acceptance of the Parish Councils Model Code of Conduct (Outgoing Chairman in the Chair)**
- 2 Election of the Chairman of the Council (Outgoing Chairman in the Chair.)**

Elected Chairman to take the Chair
- 3 Receipt of the Incoming Chairman's Declaration of Acceptance of Office**
- 4 Apologies and Reasons for absence**
- 5 Receipt of Members' Notification of Interests (Form LGA 1) ***new members only*****
- 6 Receipt of Members' Notification of Change to Registered Financial and Other Interests (Form LGA 3) ***re-elected members only*****
- 7 Receipt of Members' Signatures for Mandate to HSBC Bank plc**
- 8 Election of the Vice-Chairman of the Council**
- 9 Declarations of Interest**
- 10 Public Forum**
- 11 Local Authorities (Model Code of Conduct) Order 2007**
To consider information received and to agree the way forward.
- 12 Confirmation of Inspection of Town Council Deeds and Trust Instruments**

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- 13 Appointments to Committees**
To agree appointments to:
i) Leisure & Amenities Committee.
ii) Planning & Development Committee.
iii) Finance & General Purposes Committee.
- 14 Review of Town Council and Committee Sub-Committees**
To review the list of existing sub-committees and amend as necessary.
(Current list attached.)
- 15 Appointments to Sub-Committees**
To agree appointments to the Sub-Committees which report to Full Council.
- 16 Review of Committees' Outside Bodies**
To review the list of Outside Bodies, to which Committees will be making appointments at their first meetings, and amend as necessary (Current list attached.)
- 17 Minutes**
To adopt the minutes of the Ordinary Meeting of the Council held on 3 April 2007.
- 18 Matters Arising**
Ordinary Meeting of the Council held on 3 April 2007.
- 19 Committee Reports**
To note the minutes of the meetings of the following Committees:
i) Planning & Development Committee held on 10 April 2007
ii) Leisure & Amenities Committee held on 17 April 2007
iii) Finance & General Purposes Committee held on 24 April 2007
iv) Planning & Development Committee held on 1 May 2007
- 20 Town Council Cycle of Meetings**
To review the Cycle of Meetings for the Municipal Year 2007/2008, as recommended by the Finance & General Purposes Committee, and amend as necessary.
- 21 Meetings Report**
To receive a report of meetings recently attended by Cllr Miller.
- 22 National Association of Local Councils (NALC)**
To consider information received.
- 23 Surrey County Association of Parish & Town Councils (SCAPTC)**
i) To approve two Town Council representative to serve on SCAPTC.
ii) To consider nominating the Town Council representatives to serve on the SCAPTC Management Committee.
iii) To approve the first redraft of the SCAPTC Constitution.
iv) To consider information received about training courses.
- 24 Highways Consultant**
To approve the costs incurred, following work recently carried out by the Consultant. (£590.40 in total.)**Continued**

- 25 Estate of Cyril Edmunds deceased**
To consider the way forward, following the recent acceptance of the bequest.
- 26 Horley Sports Social Club (HSSC)**
To receive a report of recent meetings.
- 27 Chain of Office**
To consider the purchase of a chain of office.
- 28 Letters Received**
- 29 Urgent Business**
To note urgent business for inclusion on future agenda.
- 30 Press Release**
To agree items for inclusion.
- 31 Exclusion of Public and Press**
In view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be excluded from the remainder of the meeting under the provisions of The Public Bodies (Admission to Meetings) Act 1960.
- 32 Minutes** **CONFIDENTIAL**
To adopt the Confidential Minutes of the Council.
- 33 Matters Arising** **CONFIDENTIAL**
Confidential Minutes of the Council.
- 34 Relocation of Town Council Offices** **CONFIDENTIAL**
To receive an update.
- 34 Press Release**
To agree items for inclusion.

Date of next meeting –10 July 2007

Signed

Alan Jones
10 May 2007