

HORLEY TOWN COUNCIL

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**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday 9 December 2008 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 Apologies and Reasons for absence**
- 2 Declarations of Interest**
- 3 Public Forum**
- 4 Minutes**
 - i) To approve the minutes of the Ordinary Meeting of the Council held on 28 October 2008.
 - ii) To approve the minutes of the Staff Sub-Committee held on 18 November 2008.
- 5 Matters Arising**
 - i) Ordinary Meeting of the Council held on 28 October 2008.
 - ii) Staff Sub-Committee held on 18 November 2008.
- 6 Committee Reports**

To receive the minutes of the meetings of the following Committees:

 - i) Leisure & Amenities Committee held on 23 September 2008
 - ii) Finance & General Purposes Committee held on 14 October 2008
 - iii) Planning & Development Committee held on 30 September 2008
 - iv) Planning & Development Committee held on 4 November 2008
- 7 Chairman's Report**

To receive a report of meetings recently attended by the Chairman.
- 8 Meetings with Surrey Police**

To receive an update.
- 9 National Association of Local Councils (NALC)**
 - i) Quality Status – to receive an update on the re-accreditation process.
 - ii) To consider any other information received.
- 10 Surrey County Association of Parish & Town Councils (SCAPTC)**

To consider information received.
- 11 Freedom of Information Act – Model Publication Scheme**

To adopt the revised Publication Scheme. (Required by 1 January 2009)

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- 12 **Health and Safety Policy**
To review and adopt the Policy.
- 13 **Draft Partnership Agreement between Reigate & Banstead Borough Council and Horley Town Council (Reigate & Banstead Liaison Committee)**
To receive a report of the recent meeting of the Liaison Committee.
- 14 **New Town Council Offices**
 - i) To consider a quotation received from Firetronics Ltd for modifications to the Automatic Fire Detection and Alarm System.
 - ii) To receive an update on any other matters.
- 15 **Horley Edmonds Community Fund**
To receive an update.
- 16 **Michael Crescent Scout Hut**
 - i) To receive an update on arrangements made for the handover of the building.
 - ii) To consider the way forward.
- 17 **Councillors' Hospitality, 20 December 2008**
To agree arrangements.
- 18 **Circus**
To consider a request from John Lawson's Circus to hold an all human circus at the Horley Recreation Ground next April. (Referred from the Finance & General Purposes Committee.)
- 19 **Letters Received**
- 20 **Urgent Business**
To note urgent business for inclusion on future agenda.
- 21 **Press Release**
To agree items for inclusion.
- 22 **Exclusion of Public and Press**
In view of the 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
- 23 **Approval of Confidential Minutes** **CONFIDENTIAL**
 - i) To approve the confidential minutes of the Ordinary Meeting of the Council held on 28 October 2008.
 - ii) To approve the confidential minutes of the Staff Sub-Committee held on 18 November 2008.
- 24 **Matters Arising** **CONFIDENTIAL**
 - i) Ordinary Meeting of the Council held on 28 October 2008.
 - ii) Staff Sub-Committee held on 18 November 2008.

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- 25 Committee Reports – Confidential Minutes** **CONFIDENTIAL**
To receive the confidential minutes of Committee meetings.
- 26 Staff Salaries** **CONFIDENTIAL**
To consider the recommendations of the Staff Sub-Committee and to agree the way forward.
- 27 Albert Rooms – Terms of Reference for Hirers** **CONFIDENTIAL**
To agree the way forward.
- 28 Town Council Estimates and Precept -
Financial Year 2009/10** **CONFIDENTIAL**
To finalise requirements and set the Town Council Precept for 2009/10
- 29 Press Release**
To agree items for inclusion.

Date of next meeting – 17 February 2009



Signed Alan Jones

4 December 2008