

HORLEY TOWN COUNCIL

Alan Jones FCSI ACIB

Town Clerk

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**The Annual Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday 17 May 2016 at 7.30 pm.**

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

Elected Chairman to take the Chair
- 2 Receipt of the Incoming Chairman's Declaration of Acceptance of Office**
- 3 Election of the Vice-Chairman of the Council**
- 4 Apologies and Reasons for Absence**
To receive apologies and reasons for absence.
- 5 Receipt of any amendments to Members' Notification of Disclosable Pecuniary Interests**
- 6 Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive any declarations of interest in relation to any items included on this agenda.
- 7 Public Forum**
- 8 Confirmation of Inspection of Town Council Deeds and Trust Instruments**
- 9 Appointments to Committees**
To agree appointments to:
 - i) Leisure & Amenities Committee.**
 - ii) Planning & Development Committee.**
 - iii) Finance & General Purposes Committee.**
- 10 Review of Town Council and Committee Sub-Committees & Working Groups**
To review the list of existing sub-committees and amend as necessary.
- 11 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.
- 12 Appointments to Sub-Committees & Working Groups reporting to Full Council**
To agree the appointments. (Appointments to sub-committees & working groups reporting to Committees to be made at the first of each Committee meeting.)
- 13 Town Council Representation on the Surrey Association of Local Councils (Surrey ALC)**
To approve the continued appointment of Cllr Olliver.
- 14 Minutes**
To approve the minutes of the Ordinary Meeting of the Council held on 5 April 2016

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- 15 Matters Arising**
Ordinary Meeting of the Council held on 5 April 2016.
- 16 Committee Reports**
To receive the minutes of the meetings of the following Committees:
i) Unapproved minutes of the Leisure & Amenities Committee held on 19 April 2016
ii) Unapproved minutes of the Finance & General Purposes Committee held on 3 May 2016
iii) Approved minutes of the Planning & Development Committee held on 29 March 2016
- 17 Chairman's Report**
To receive a report of events recently attended by the Chairman or his representative.
- 18 Reports from Surrey County Councillors**
To consider any reports received.
- 19 Surrey Police**
To receive any updates.
- 20 Annual Audit for the Year Ending 31 March 2016**
i) To approve the Unaudited Balance Sheet as at 31 March 2016, the Income & Expenditure Account for 1 April 2015 to 31 March 2016, Reserve Analysis as at 31 March 2016 (including recommendations for Earmarked Funds) and other associated documents. (As recommended by the Finance & General Purposes Committee on 3 May 2015.)
ii) To approve the, Annual Governance Statement, Accounting Statements and the Annual Internal Audit Report. (Sections 1,2 & 4 of the Annual Return)
- 21 Local Council Award Scheme**
To approve the Town Council's application for the Quality Level Award.
- 22 Equipment for Edmonds Hall**
Replacement of projector and associated items – to ratify recent urgent expenditure of £847 plus VAT for work carried out by Micromaintenance.
- 23 Gatwick Greenspace Partnership (GGP) - Partnership Contribution by Horley Town Council, 2016/17**
To approve payment of £1,900.
- 24 Horley Edmonds Fund, Annual Fund Statement, 1 April 2015 – 31 March 2016**
To note receipt of the Fund Statement and other updates from the Community Foundation for Surrey.
- 25 Charges for Hire of Football Pitches at Court Lodge Fields**
To agree charges, with effect from August 2016.
- 26 Letters Received**
- 27 Diary Dates**
- 28 Urgent Business**
To note urgent business for inclusion on future agenda.
- 29 Press Release**
To agree items for inclusion.

30 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."

31 Confidential Minutes

CONFIDENTIAL

To approve the confidential minutes of the Ordinary Meeting of the Council held on 5 April 2016.

32 Matters Arising

CONFIDENTIAL

Ordinary Meeting of the Council held on 5 April 2016.

33 Committee Reports – Confidential Minutes

CONFIDENTIAL

To receive the confidential minutes of Committee meetings.

34 Press Release

To agree items for inclusion.



Signed, Town Clerk, 11 May 2016

Date of Next Meeting – 28 June 2016