

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 15 October 2019 at 7.30 pm.

- 1 Apologies and Reasons for Absence**
To receive apologies and reasons for absence.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**
- 4 Minutes**
To approve the minutes of the Ordinary Meeting of the Council held on 3 September 2019.
- 5 Full Council Updates**
- 6 Committee Reports**
To receive the minutes of the meetings of the following Committees:
 - i) Unapproved minutes of the Leisure & Amenities Committee held on 17 September 2019
 - ii) Unapproved minutes of the Finance & General Purposes Committee held on 1 October 2019
 - iii) Approved minutes of the Planning & Development Committee held on 27 August 2019
- 7 Chairman's Report**
To receive a report of events recently attended by the Chairman or his representative.
- 8 Borough, County Councillor and Other Related Updates**
 - i) To receive an update on the recent meeting with County Councillors Kay Hammond and Graham Knight.
 - ii) To receive an update on the recent Residents Forum Meeting, held on 9 October 2019.
 - iii) To receive an update on the recent joint meeting with the Borough Council's Democratic Services Officer and the Salfords & Sidlow Parish Council Clerk.
 - iv) To note that the next meeting of the HTC/RBBC Liaison Committee is to be held at Reigate Town Hall on 2 December 2019.
 - v) To receive an update on any other matters.
- 9 Notice of Vacancy – Office of Town Councillor**
To note that a vacancy has been declared and to receive an update on the process to be followed.
- 10 Annual Audit for the Year Ended 31 March 2019**
 - i) To note that the audit has been completed and is unqualified.
 - ii) To note that there are no Issues Arising requiring action by this Council.
 - iii) To receive the Final External Auditor Report and Certificate for 2018/2019
 - iv) To approve the Annual Governance and Accountability Return (AGAR) for year ended 31 March 2019
- 11 Police Matters**
To receive an update on the recent meeting held with representatives of Surrey Police.

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12 Town Council Policies

- i) To approve the Freedom of Information and Model Publication Scheme Policy
- ii) To approve the new draft Data Breach Policy

13 Standing Orders and Financial Regulations

- i) To approve the updated Standing Orders, including recommendations made at a recent meeting of the Standing Orders Sub-Committee.
- ii) To approve the updated Financial Regulations, including recommendations made at a recent meeting of the Standing Orders Sub-Committee.

14 Horley Town Plan 2020-25

- i) To approve the draft Horley Town Plan 2020-25, incorporating the amendments agreed at the last meeting and approved new HTC projects for inclusion in the Town Council's Action Plan.
- ii) To approve the appointment of MAD Ideas to provide the necessary artwork and produce the Town Plan as an electronic interactive document and A5 Booklet.

15 Community Infrastructure Levy

- i) To consider the creation of a CIL Earmarked Fund to identify current CIL balances and future CIL income.
- ii) To consider the recommendation of the Leisure & Amenities Committee that CIL Funding be used for the refurbishment of the Tennis Courts in Horley Recreation Ground.

16 Environmental Projects

To receive an update from the Chairman on proposals to form an Environmental Working Group and to put forward environmental projects for future consideration.

17 Faulty Lamp Posts in Horley Recreation Ground

To receive a report from L & C Installations Ltd and to agree the way forward.

18 Precept 2020/2021

To consider requirements for Full Council projects.

19 Winter Planting in Memorial Gardens

To consider the quotation received from G Burley & Sons.

20 Request from Horley Bowling Club for Additional Parking

To consider correspondence received.

21 Letters Received

22 Diary Dates

23 Items for Future Consideration

To note items for inclusion on future agenda.

24 Press Release

To agree items for inclusion.

25 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."

- 26 Confidential Minutes** **CONFIDENTIAL**
To approve the confidential minutes of the Ordinary Meeting of the Council held on 3 September 2019
- 27 Committee Reports – Confidential Minutes** **CONFIDENTIAL**
To receive the confidential minutes of Committee meetings.
- 28 Staffing Matters** **CONFIDENTIAL**
i) To receive an update on recent meetings and actions taken.
ii) To approve the appointment of the Town Council’s Responsible Financial Officer.



Town Clerk, 10 October 2019

Date of Next Meeting – 10 December 2019: PRECEPT