



HORLEY TOWN COUNCIL

Minutes of the Annual Meeting of Horley Town Council held on Tuesday 16 May 2023 at 7.30 pm

Present

Cllrs	Hannah Avery	Lynne Burnham	Cecilia Hughes
	Jante Baird	Victoria Chester	Robert Marr
	James Baker	Lynnette Easterbrook	Samantha Marshall
	Keith Barlow	Emma Fagan	Martin Saunders (Chairman)
	Jordan Beech	Mike George	Tom Turner (Vice Chairman)
	Michael Blacker	Jerry Hudson	Steve Wotton

* Absent

In Attendance

J Walsh (Town Clerk)
J Morgan (Responsible Financial Officer (RFO))

Two members of the public were present

C 5536

Election of Chairman of the Council (Cllr Samantha Marshall in the Chair)

Cllr Chester proposed, and Cllr Burnham seconded that Cllr Martin Saunders be nominated as Chairman of the Council and Town Mayor. The Members were asked by the Town Clerk if there were any further nominations to which Cllr Beech proposed, and Cllr Avery seconded that Cllr Samantha Marshall be nominated as Chairman of the Council and Town Mayor. Cllr Saunders was declared elected by a simple majority with ten votes. Cllr Saunders thanked Cllr Marshall for all her hard work as Chairman over the past two years.

RESOLVED: that Cllr Martin Saunders be elected Chairman of Horley Town Council and Town Mayor for the Municipal Year 2023/2024.

C 5537

Receipt of the Incoming Chairman's Declaration of Acceptance of Office

RESOLVED: that receipt by the Town Clerk of the signed Declaration of Acceptance of Office as Council Chairman from Cllr Martin Saunders, for the Municipal Year 2023/24, be noted.

C 5538

Election of the Vice-Chairman of the Council

Cllr Beech proposed, and Cllr Marshall seconded that Cllr Avery be nominated as Vice-Chairman of the Council and Deputy Town Mayor. The Members were asked by the Council Chairman if there were any further nominations to which Cllr Hughes proposed, and Cllr Easterbrook seconded that Cllr Turner be nominated as Vice-Chairman of the Council and Deputy Town Mayor. Cllr Turner received 9 votes and Cllr Avery 8 votes. Cllr Turner was declared elected by a simple majority.

RESOLVED: that Cllr Tom Turner be elected Vice-Chairman Horley Town Council and Deputy Town Mayor for the Municipal Year 2023/2024.

- C 5539** **Receipt of Members' Declaration of Acceptance of Office**
- The Town Clerk confirmed that the Declarations of Acceptance of Office for all 18 Members, had been received and recorded on the Council Register.
- RESOLVED: that the Members' Declarations of Acceptance of Office, be received.**
- C 5540** **Amendments to Members' Notification of Disclosable Pecuniary Interests**
- The Town Clerk confirmed that all amendments to Members' Notification of Disclosable Pecuniary Interests had been updated on the Council Register and published on the Town Council website.
- RESOLVED: noted.**
- C 5541** **Receipt of Members' Declarations of Disclosable Pecuniary and Non-Pecuniary Interests**
- The Town Clerk confirmed that Declarations of Disclosable Pecuniary and Non-Pecuniary Interests for all 18 Members had been received, recorded on the Council Register and published on the Town Council website.
- RESOLVED: noted.**
- Disclosable Pecuniary Interests and Non-Pecuniary Interests**
- C 5542** There were no Declarations of Interest received in relation to any items included on the agenda.
- RESOLVED: noted.**
- C 5543** **Confirmation of Inspection of Town Council Deeds and Trust Instruments**
- The Town Clerk confirmed that all Town Council Deeds and Trust Instruments had been inspected and were in order. She added that they were stored in a secure, locked cabinet in addition to a digital legal document archive and index with links to the digital documents for extra resilience.
- RESOLVED: that the annual inspection of Town Council Deeds and Trust Instruments with no issues arising, be noted.**
- C 5544** **Council Committees, Sub-Committees, Working Groups and Outside Bodies 2023/24**
- RESOLVED: that the list of Town Council Committees, Sub-Committees, Working Groups and Outside Bodies, for the Municipal year 2023/24 be approved.**
- C 5545** **RESOLVED: that the revised Terms of Reference for the following Committees and Sub-Committees:**
- i. Full Council Committee**
 - ii. Leisure & Amenities Committee**
 - iii. Planning & Development Committee**
 - iv. Environmental Sub-Committee**

for the Municipal Year 2023/24 and appended to the signed copy of these minutes, be approved.

C 5546 Council Appointments 2023/24

RESOLVED: that the appointment of Members to the following Committees:

- i. Leisure & Amenities Committee**
- ii. Planning & Development Committee**
- C 5546) iii. Staff Committee**
- iv. Environment Sub Committee**

for the Municipal Year 2023/24 and appended to the signed copy of these minutes, be approved.

Appointment of a Finance Lead Member

Cllr Avery proposed, and Cllr Marshall seconded that Cllr Beech be nominated as Finance Lead which was agreed. There were no other nominations for the post.

C 5547

RESOLVED: that the appointment of Cllr Beech to serve as Finance Lead for the Municipal year 2023/24, be noted.

C 5548 Members' Appointments to Committees, Sub-Committees, Outside Bodies and Working Groups 2023/24 (reporting to Full Council)

Members' Appointments for the Municipal Year 2023/24 were considered and agreed. It was noted that the election of Chair and Vice-Chair to Standing Committees would be made at the first of each of these meetings (Planning & Development Committee to be held on 23 May 2023; Environmental Sub-Committee to be held on 20 June 2023; and Leisure & Amenities Committee to be held on 4 July 2023).

RESOLVED: that the appointment of Members to serve on Committees, Sub-Committees, Outside Bodies and Working Groups for the Municipal Year 2023/24 and appended to the signed copy of these minutes, be approved.

Cycle of Council Meetings 2023/24

C 5549 RESOLVED: that the amended Calendar of Meetings for the Municipal Year 2023/24 and appended to the signed copy of these Minutes, be approved.

C 5550 General Power of Competence (GPC)

The Town Clerk explained the background of the GPC, introduced under the Localism Act 2011, and certain conditions required by the Town Council to reaffirm its eligibility, all of which have been satisfied (her full report to appended to the signed copy of these minutes).

RESOLVED: that Horley Town Council, being eligible to do so, has reaffirmed adoption of the General Power of Competence, be noted.

C 5551 Ordinary Meeting of the Council, 7 March 2023

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 7 March 2023, including all confidential items, be approved.

C 5551 Model Standing Orders 2018 (Updated April 2022) and Financial Regulations

RESOLVED: that

- i) the Town Council's Standing Orders (former version adopted on 14 December 2021) as amended with an update to Model Standing Order 18 (Financial Controls and Procurement) be approved, adopted, and published on the Town Council website.**
- ii) the Town Council's Financial Regulations (former version adopted on 14 December 2021) be adopted with no changes and published on the Town Council website.**
- iii) that the Town Council's Scheme of Delegation (former version adopted on 14 December 2021), as amended be adopted and published on the Town Council website.**

C 5552 Letters Received

From	Subject	Action/Comments
CEO Surrey ALC	Welcome to Councillors Update	Circulated to all Members

RESOLVED: Noted.

C 5553 Diary Dates

Annual Town Public Forum: 19 May 2023, 6:30 pm Edmonds Hall
Full Planning Meeting: 23 May 2023, 7.30 pm Edmonds Hall (preceded by a presentation from GACC).
Environment Sub Committee: 20 June 2023, 6:00 pm Edmonds Hall
Full Council: 20 June 2023, 7:30 pm Edmonds Hall

RESOLVED: noted.

Press Release

C 5554 Appointment of Chairman and Vice-Chairman.

RESOLVED: noted.

Meeting closed at 8.43 pm. Date of next meeting - 20 June 2023



HORLEY TOWN COUNCIL

TERMS OF REFERENCE FOR FULL COUNCIL AND COMMITTEES 2023_24

1. Purpose

The Town Council has a main Full Council committee which consists of all 18 Town Councillors. Full Council is constituted as a standing committee of Horley Town Council and, as such, shall comply with the Council's adopted Standing Orders. Full Council may delegate some of its statutory functions and responsibilities (assigned to a Town Council in legislation to one or more committees), those being the:

- [Leisure & Amenities Committee](#)
- [Planning & Development Committee](#)
- Staff Committee

2. Frequency of Meetings

Meetings of Full Council shall be held in accordance with Standing Orders and as set out on the Council's Calendar of Meetings as published on the [Town Council website](#) to meet the responsibilities as outlined below.

3. Delegated Responsibilities

Full Council shall exercise the powers and duties of the Council relative to:

- a. Council Policy
- b. Receipt of Declarations of Acceptance of Office
- c. Casual Vacancies
- d. Committee appointments
- e. Committee recommendations
- f. Matters relating to Staff (including salaries)
- g. The location of Town Council Offices
- h. The power of raising loans
- i. The purchase, sale, transfer, construction, alteration, acquisition and maintenance of buildings and other structures.
- j. Purchase, disposal, or sale of land
- k. Leasing, licensing, and letting of land and buildings in the Council's ownership and obtaining planning permission where necessary
- l. Partnership Agreements (Devolved Powers)
- m. Review and variation of Standing Orders, Financial Regulations, and associated policies
- n. Health & Safety Policy

- o. Member Code of Conduct
- p. Town Council Precept
- q. Town Awards
- r. Emergency & Resilience Plan
- s. Corporate Plan
- t. Incurring capital expenditure not specifically included in the Council's approved estimates.
- u. Community Fund Grant Applications (including Horley Edmonds)
- v. Taking Legal Action
- w. Any matter normally dealt with by a Town Council Committee, but where prompt action is required.
- x. Risk Assessment and Management
- y. Financial Planning and Allocation of Resources
- z. Ensure adequate insurance
- aa. Consider and approve the Annual Governance and Accountability Return of the Council, including the Annual Governance Statement

As Section 151 Officer, the Responsible Financial Officer (RFO) shall have overall responsibility for the management of the council's affairs in accordance with legislative requirements, regulations and guidelines and will ensure that the Town Clerk is kept informed on day-to-day matters along with full reporting to Council.

4. Leaders' Group

The Leaders' Group (comprising all Chairmen and Vice-Chairmen) shall authorise expenditure and take decisions of an essential / emergency nature, for later ratification by the appropriate meeting.

5. Committees reporting to Full Council

Staff Committee

The Staff Committee shall comprise the Leaders' Group. Attendance at Staff Committee meetings shall be by appointed members only. The Committee shall make recommendations to Full Council concerning:

- i. Employment of Staff
- ii. Terms and Conditions of Employment
- iii. Review of Staff Salaries
- iv. Disciplinary and Grievance Procedures

5.1 Working Groups reporting to Full Council

- i. Town Plan Action Delivery Working Group
- ii. Communications Working Group
- iii. Resilience Working Group

5.2 Outside Bodies reporting to Full Council

- i. Surrey Association of Local Councils (SALC)
- ii. Horley Community Partnership
- iii. Borough Standards Committee
- iv. Royal British Legion (Horley)

- v. HTC and RBBC Liaison Committee

5.3 Sub-Committee reporting to Full Council

Environment Sub-Committee

6 Working Groups reporting to the Leisure & Amenities Committee

Horley in Bloom

6.1 Outside Bodies reporting to the Leisure & Amenities Committee

- i. Churchyards Committee
- ii. Horley Carnival Committee
- iii. Gatwick Greenspace Partnership (GGP)
- iv. Horley Conservation Group (HCG)

7 Working Groups to the Planning & Development Committee

Planning Applications Working Group

7.1 Outside Bodies reporting to the Planning & Development Committee

- i. Horley Town Management Group (HTMG)
- ii. Gatwick Airport Consultative Committee (GATCOM)

Adopted: 16.05.2023

Review Date: May 2024



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 Chairman and Vice-Chairman, 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.
- 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 and community buildings, subject to full compliance and regulations being met.

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

Adopted: 16 May 2023

Renewal Date: May 2024



HORLEY TOWN COUNCIL

Planning & Development Committee

Terms of Reference

1. Purpose

The Planning & 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 Officer, in consultation with the P&D Committee Chairman & Vice Chairman, 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 & Development Committee shall make **recommendations to** Full Council relative to:

- Major redevelopment/expansion affecting the parish.
- Devolved Powers

The Planning & 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.

Adopted: 16 May 2023

Review Date: May 2024



HORLEY TOWN COUNCIL

Environment Sub-Committee Terms of Reference

1. Purpose

The purpose of the Environment Sub-Committee (ESC) is to consider matters in relation to environmental activities undertaken by the Town Council and to make recommendations to the Full Council new potential projects and policy related matters. The ESC further aims to take forward the Council's pledge to make improvements to the environment and to respond to its motion '**Declaring a Climate Emergency that requires Urgent Action ...**'.

2. Membership and Appointment

The ESC shall consist of 11 participants, nine Members to be drawn from the membership of the Town Council together with two co-opted non-Councillors. The ESC may further make recommendations to Full Council for the co-option of additional non-Councillors to the Sub-Committee with a particular level of expertise they may have to offer, in accordance with the above principles.

3. ESC Chairman and Vice-Chairman

The Chairman and Vice-Chairman shall be appointed at the first meeting of the ESC following Annual Council and to serve for a period of one year.

If neither the Chairman nor the Vice-Chairman are able to preside at a meeting of the ESC, then the Members present shall elect a temporary Chairman for the duration of the meeting.

4. Quorum

At least three Members of the ESC must be present at any Sub-Committee meeting for the meeting to be quorate. If there is no quorum, all items for which the Sub-Committee would be inquorate shall be deferred until the next meeting of the Sub-Committee.

5. Attendance by Councillors Who Are Not Members of the Sub-Committee

Any Member of the Council who is not a Member of the Sub-Committee may attend the meeting and may speak on any item, with the permission of the Chairman. Such a Member may not, however, make or second any proposals or amendments and may not vote.

6. Attendance by Non-Councillors

The same principles in 5 above shall apply to co-opted non-Councillors in attendance at a meeting of the Sub-Committee who may speak on any item, with the permission of the Chairman but may not, however, make or second any proposals or amendments and may not vote.

7. Member Code of Conduct

The Council's Code of Conduct shall apply to all Councillors present at the meeting, whether members of the Sub-Committee or not.

8. Attendance by the General Public

Meetings will normally be open to the public unless there is a specific resolution of the Sub-Committee to consider an item of business in private.

9. Frequency of Meetings

Meetings shall be held quarterly, immediately prior to meetings of Full Council. The venue is the Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ.

10. Agenda and Proceedings

The agenda shall be drawn up and circulated by the Town Clerk or delegated officer. The provisions of the Council's Standing Orders for business shall apply to meetings of the Sub-Committee. Democratic Services support will be provided to the ESC by a HTC Officer for meeting preparation, taking minutes, and carrying out specific actions through the Council's Scheme of Delegation. Any additional research and preparation required for meetings shall be undertaken by the ESC Members to provide with direction from the Chairman. The Chairman shall provide a verbal summary of the ESC meeting for onward reporting to Full Council, along with any recommendations and/or budgetary requirements to be proposed for consideration.

11. Partnership Working

The ESC will seek to work collaboratively with principal authorities and other organisations on environmental matters and seek to influence change to benefit the environment. It will further aim to pursue grant funding opportunities and, where possible, raise awareness and help make improvements to tackle climate change and create a more sustainable future.

Adopted: 16 May 2023

Review Date: 2024

HORLEY TOWN COUNCIL 2023/24
CHAIRMAN & TOWN MAYOR: Martin Saunders
VICE-CHAIRMAN OF THE COUNCIL: Tom Turner

Committee Membership – 2023/24

<p>Staff Committee</p> <p>Council Chairman – Martin Saunders Council Vice-Chairman – Tom Turner Finance Lead Member – Jordan Beech Leisure & Amenities Chairman - TBA Planning & Development Chairman - TBA</p>	<p>Leisure & Amenities Committee <i>(Council C)- Martin Saunders</i> (Council VC) – Tom Turner Hannah Avery Jante Baird James Baker Jordan Beech Lynne Burnham Emma Fagan Cec Hughes Robert Marr Samantha Marshall Steve Wotton Chair and Vice Chair of Committee to be elected at the first meeting of the Committee</p>	<p>Planning & Development Committee <i>(Council C)- Martin Saunders</i> (Council VC) – Tom Turner Hannah Avery Keith Barlow Michael Blacker Victoria Chester Lynnette Easterbrook Mike George (Chairman P&D) Cec Hughes Jerry Hudson (Vice – Chairman P&D) Steve Wotton</p>
<p>Environment Sub Committee <i>Reporting to Full Council</i> Hannah Avery Jordan Beech Jante Baird Michael Blacker Victoria Chester Lynnette Easterbrook Mike George Martin Saunders Steve Wotton Non-Councillor Richard Bethell - TBA Non-Councillor Mike Humphrey - TBA Chair and Vice Chair of Committee to be elected at the first meeting of the Committee</p>		

**Horley Town Council, Sub-Committees, Outside Bodies and Working Groups
2023 - 2024**

Committee	Councillor(s)	Reporting to:
Staff Committee	Chairman & Vice Chairman of Council, Committee Chairmen	FC
Sub-Committee	Councillor(s)	Reporting to:
Environment Sub Committee	Avery, Beech, Baird, Blacker, Chester, Easterbrook, George, Saunders, Wotton and non-Councillors Richard Bethell and Mike Humphrey	FC
Outside Body	Councillor(s)	Reporting to:
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, Tom Turner	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 and Victoria Chester (substitutes)	L&A
Gatwick Greenspace Partnership	Mike George - Michael Blacker (substitute)	L&A
Horley Carnival Committee	Mike George – Hannah Avery (substitute)	L&A
Horley Conservation Group	L&A Chairman/Vice-Chairman	L&A
Royal British Legion (Horley)	Samantha Marshall – James Baker (substitute)	FC
HTC and RBBC Liaison Committee	Council Leaders, Clerk and RFO	FC
Horley Open Spaces Working Committee	L&A Chairman & Vice-Chairman,	L&A
Working Groups	Councillor(s)	Reporting to:
Town Plan Working Group	Robert Marr, Mike George, Hannah Avery, Jante Baird, Victoria Chester, Lynnette Easterbrook	FC
Resilience Working Group	Jante Baird, Mike George, Robert Marr, Tom Turner, Keith Barlow	FC
Communications Working Group	Mike George, Samantha Marshall, Martin Saunders, Lynne Burnham, Lynnette Easterbrook, Jordan Beech, Jante Baird	FC
Horley in Bloom Working Group	L&A Chairman & Vice-Chairman, Jante Baird, Mike George (plus representatives of other interested local groups and local residents)	L&A

Final 23-24 Calendar of Meetings

WK #

Date	Meeting	WK #
2023 16-May	Annual Council	20
2023 19-May	Annual Town Public Forum	20
2023 23-May	Planning Full	21
2023 20-Jun	Environment Sub Committee 6 pm	25
2023 20-Jun	Full Council (AGAR) including Finance	25
2023 27-Jun	Planning (Interim)	26
2023 04-Jul	Leisure	27
2023 18-Jul	Councillor Training - Governance	
2023 25-Jul	Full Council including Finance	30
2023 01-Aug	Planning (Full)	31
2023 29-Aug	Planning (Interim)	35
2023 05-Sep	Environment Sub Committee 6 pm	36
2023 05-Sep	Full Council including Finance	36
2023 12-Sep	Councillor Training - Finance	
2023 26-Sep	Planning (Full)	39
2023 17-Oct	Leisure	42
2023 24-Oct	Planning (Interim)	43
2023 31-Oct	Environment Sub Committee 6 pm	44
2023 31-Oct	Full Council including Finance (first precept consideration)	44
2023 21-Nov	Planning (Full)	47
2023 12-Dec	Full Council (Precept) including Finance	50
2023 19-Dec	Planning (Interim)	51
2024 16-Jan	Planning (Full)	3
2024 23-Jan	Leisure	4
2024 30-Jan	Environment Sub Committee 6 pm	5
2024 30-Jan	Full Council including Finance	5
2024 13-Feb	Planning (Interim)	7
2024 12-Mar	Planning (Full)	11
2024 19-Mar	Full Council including Finance	12
2024 09-Apr	Planning (Interim)	15
2024 23-Apr	Leisure	17
2024 07-May	Annual Council	19
2024 17-May	Annual Town Public Forum	20



The General Power of Competence (GPC)

Report of the Town Clerk for Full Council: 16 May 2023

1. Parish/Town Councils, as a tier of local government, have discretionary powers and rights laid down in statute to represent their communities and provide services for them. The General Power of Competence (GPC), established under the Localism Act 2011 (Consequential Amendments) Order 2012, replaces the Power of Wellbeing.
2. The GPC is the 'power to do anything that individuals may generally do' and may be used by the authority inside or outside the parish boundary without demonstrating that the action benefits the authority or its area or its residents. There is no limit on expenditure under the GPC. The intention of all this is to reduce the risk of actions taken under the general power being challenged.
3. The only real limitation is that the GPC cannot be used to get round a restriction or limitation within an existing specific power. The GPC cannot be used where the primary purpose of an activity is to raise money but it could be used to invest (subject to government guidance) in a company or a co-operative society where there may be an investment return.
4. The GPC permits various cost-effective activities and services, such as:
 - Running a community shop or post office
 - Investing in a local co-operative society
 - Setting up a company to provide a service such as a bus service
 - Providing individual grants
5. The GPC gives radical new powers and opportunities under statute to eligible councils, subject to the following conditions:
 - **Resolution:** The Parish/Town Council must pass a Resolution stating that it is eligible to use the GPC.
 - **Electoral Mandate:** When the council passes the Resolution at least two thirds of the membership of the Council must have been elected (not co-opted).
 - **Qualified Clerk:** The Clerk must hold a qualification in Local Council Administration (CiLCA) or Higher Education in Local Council Administration and trained on implementing the power when the Resolution is passed.
6. There is no requirement for Councillors to be trained on the GPC or for the Council to have a statement of intent on community engagement.

7. Full Council must affirm eligibility at a meeting with a clear resolution in the minutes; reaffirm this at every 'relevant' Annual Meeting (after the ordinary election); and without a qualified Clerk or insufficient elected members, it must record ineligibility at the next Annual Meeting.
8. Horley Town Council satisfies all these conditions as:
 - 18 out of 18 Councillors were elected on 2 May 2019
 - The Clerk holds the Certificate in Local Council Administration (CiLCA)

Horley Town Council has satisfied its eligibility to use the General Power of Competence (GPC) and a resolution to this effect was passed at the Annual Meeting of Council held on 16 May 2023.