



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 18 June 2024 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))
S Adeniji (Assistant Clerk and RFO Elect)

Prior to the meeting, a minute's silence was observed in memory of former 'Café In The Park' operator, Debbie Crawley, who sadly passed away after a recent illness.

C 5811 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllr Fagan (attended remotely) and Cllr Burnham, be accepted.

C 5812 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllrs George, Marshall and Saunders declared a non-pecuniary interest on agenda item 18 (Recognition of Past Mayors).

RESOLVED: noted.

C 5813 Public Forum

There were no members of the public present.

RESOLVED: noted.

C 5814 Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on [07 May 2024](#), be approved.

Full Council Updates

C 5815 Annual Town Public Forum (held on 17 May 2024)

The Town Clerk reported that the Annual Town Public Forum was a great success with over 40 residents attending the event. In addition, the Annual Report of the Council, featuring many key updates, including reports from the Committee Chairs and delivery of many community projects by the council, were very well received. A note of thanks had been sent to guest speakers, Katherine Saunders from Alliance for Better Care and Dr Selvi Bangalore for their informative presentation on the 'Growing Health Together' programme. The Chairman remarked that the speakers welcomed the opportunity to meet with Horley residents and enjoyed the meeting.

RESOLVED: noted.

Committee Reports

C 5816 **RESOLVED: that the draft minutes of Leisure and Amenities Committee held on 23 April 2024 and 7 May 2024, be received.**

C5817 **RESOLVED: that the minutes of the Planning & Development Committee held on 9 April 2024, 7 May 2024 and 14 May 2024, be received.**

C 5818 **Council Chairman's Report**

The Chairman's Report which was previously circulated to the Members for information, was received.

RESOLVED: noted.

Surrey Association of Local Councils (SALC) & National Association of Local Councils (NALC)

C 5819 Cllr George gave the following updates from SALC:

- 1) Their upgraded contemporary website is up and running and they have moved to a new gov.uk domain: www.surreyalc.gov.uk
- 2) Their training courses and events programme are under review to encourage more uptake.
- 3) The SALC AGM will change to a different venue this year, in light of Dorking Halls being currently closed to carry out essential refurbishment and repairs.
- 4) Their recent eco-walkabout event was cancelled due to low interest.
- 5) They are in the process of recruiting news Board members.
- 6) Presentations slides from recent webinars on cyber security and GDPR had been shared for information.
- 7) The next networking forums for Clerks and Councillors would be held in July.

RESOLVED: noted.

C 5820 The Town Clerk reported that the most recent NALC newsletter have been circulated to Members which included an update from the Chair, Cllr Keith Stevens and the revised Good Councillors Guide had been circulated.

RESOLVED: noted.

Borough, County Council and Other Updates

C 5821 **SCC/RBBC/HTC Joint Council meetings 2024/25**

The Town Clerk reported that meetings were postponed temporarily due to the pre-election period in the run up to the General Election on 4 July 2024. The first meeting would therefore be held 22 July 2024. Cllr Baird put forward an item for the agenda relating to parking at 'The Meadway', Langshott and would furnish more details to the Town Clerk. Additionally, updates on Westvale Park delivery by the developer consortium and use of S.106 monies for local projects would also be included.

RESOLVED: noted.

C 5822 **RBBC/HTC Liaison Meetings 2024/25**

C 5822) The Town Clerk reported that she has been in contact with RBBC and received the response that meeting dates and arrangements are temporarily postponed due to resourcing issues. Cllr Avery added that some refurbishment of the Executive Member Room at Reigate Town Hall was also being carried out.

RESOLVED: noted.

Internal Audit Matters

C 5823 **RESOLVED: that the Final Report of the Internal Auditor, be noted.**

C 5824 **RESOLVED: that the Councillors' Audit Certificates for January, February and March 2024 and responses by the RFO, be noted.**

C 5825 **RESOLVED: that the following reports for January, February, and March 2024, be approved:**

- i) January, February, and March 2024 Bank Reconciliations**
- ii) January, February, and March 2024 Receipts**
- iii) January, February, and March 2024 Payments**
- iv) March 2024 Summary of Accounts**

C 5826 **RESOLVED: that the Councillor Audit Rota for 2024/25 (attached,) be agreed.**

Annual Audit for the Year Ending 31 March 2024

C 5827 **RESOLVED: that the unaudited Balance Sheet and Reserve Analysis as of 31 March 2024, be approved.**

C 5828 **RESOLVED: that the Annual Governance Statement 2023/24 (Section 1) be approved.**

C 5829 **RESOLVED: that the Accounting Statement 2023/24 (Section 2) and the Annual Internal Audit Report, be approved**

Community Foundation for Surrey – Horley Edmonds Fund

C 5830 **Grant Application from St Bartholomew's Church (Boer War Lychgate Memorial repairs)**

The Town Clerk reported that an Area Fund Grant application has been received for funding from the St Bart's Church for £2,300 towards the £5,000 cost to replace the missing wooden cross from one end of the gables of the pitch roof and to re-point and replace some the stonework of the memorial with an appropriate lime mortar. The Council had carried out due diligence since this was not a full application with vetting procedures undertaken by the foundation. Cllr Beach proposed, and Cllr Baker seconded that the application be approved in the amount requested and this was unanimously agreed.

RESOLVED: that the Area Fund Grant application from St Bartholomew's Church towards repairs to the Boer War Lychgate Memorial, Church Road, Horley in the sum of £2,300, be approved and the Community Foundation for Surrey to be notified accordingly.

C5831 **Grant Application from YMCA East Surrey – Inclusive Sport**

The Town Clerk reported that an application has been received for funding from YMCA East Surrey towards the provision of targeted exercise programme for people with disabilities in East Surrey. She added that the project encompasses Horley residents

C 5831) and the grant could be ringfenced and returned if no one from Horley benefits or proportional to the grant awarded. The foundation recommended that a grant of up to £1,000 be considered. Following deliberations, Cllr Avery proposed, and Cllr Marshall seconded that an award of £1,000 made with a caveat of targeted support for the Horley community and this was unanimously agreed.

RESOLVED: that the grant application from YMCA East Surrey – Inclusive Sport, in the sum of £1,000, subject to the grant being ringfenced for residents of Horley, be approved and the Community Foundation for Surrey to be notified accordingly.

Financial Matters

C 5832 **RESOLVED: That renegotiation of the Town Council’s cleaning services for the council offices, Albert Rooms and no changes to current contract arrangements, be noted.**

C 5833 **RESOLVED: That the appointment of the Council’s Project Management Consultant for 2024/25, be approved.**

Town Council Commercial Combined Insurance Renewal 2024/25

C 5834 The RFO gave a comprehensive update on the Town Council’s Combined Renewal Insurance Review and market evaluation subsequently carried out by insurance brokers, James Hallam (Council Guard). It was noted that this was Year 2 of a three year deal with AVIVA with a 5% Annual Rate Escalator and 50% loss ratio breakout clause. The Town Clerk added that the insurers had been informed that the current ‘Café In The Park’ tenancy had terminated as it was a standard requirement to notify of any changes after the community building was vacant for more than 30 days.

RESOLVED: that

- i) the payment of the annual Combined Insurance Premium from Aviva, in the total sum of £12,283.66 (including IPT and administration charge) be ratified,**
- ii) the payment of the annual Personal Accident Premium from Aviva, in the total sum of £458.99 (including IPT and administration charge) be ratified, and**
- iii) the payment of the Town Council’s separate annual Cyber Protection Policy for 2024/25 in the total sum of £864.92 (including IPT and administration charge) be ratified.**

Working Groups

C 5835 **Environment Working Group**

Cllr Avery gave a report of the Environment Working Group meeting held on 27 February 2024. The meeting notes would be circulated to members shortly.

RESOLVED: noted.

Outside Bodies

C 5836 **RBBC Borough Standards Committee**

Cllr Hughes reported that she was unable to attend and sent her apologies to the Borough Standards Committee meeting held on 4 June 2024 at which the Chairman and Vice-Chairman were elected. No other business was transacted.

RESOLVED: noted.

C 5837

Horley Community Partnership

Cllr George reported that the last meeting had been postponed.

RESOLVED: noted.

C 5838

Royal British Legion

Cllr Marshall reported that the commemorative event held in the Memorial Gardens on 9 June 2024 to mark the 80th Anniversary of D-Day had been very well attended. The Horley RBL Branch were grateful for the help and support received from the Town Council. The minutes of the last RBL meeting had also been circulated, for information.

RESOLVED: noted.

C 5839

General Election: 4 July 2024 - Edmonds Hall (Polling Station)

The Town Clerk advised that the Edmonds Hall would be used as a polling station and all arrangements were in place as directed by RBBC as the electoral authority.

RESOLVED: noted.

C 5840

Pre-election period

The Town clerk explained that the pre-election period for local authorities from the publication notice is effective from the 24 May 2024. The Code of Recommended Practice on Local Authority Publicity 2011 is based around key principles to ensure that all communications activity is lawful, cost effective, objective, even-handed, appropriate, has regard to equality and diversity and is issued with care during periods of heightened sensitivity (as set out in NALC's guidance note LO1-24).

RESOLVED: noted.

C 5841

Recognition of Past Mayors

The RFO enquired if the Town Council wished to bestow a Past Town Mayor's badge of office in recognition of previous service. The matter had reportedly been discussed in 2014 but no decision was made and Members were in agreement that this be supported. That matter would be followed up to determine the badge design and approximate costings.

RESOLVED: noted.

C 5842

**RBBC Strategic Infrastructure Programme (SIP) 2023-2027:
Reference Numbers: CIL SIP (2) 17, 18, 19, 20:**

The Town Clerk informed Members that positive and consistent progress had been made with all projects to coincide with the RBBC CIL SIP 2 Programme and timetable with some projects ongoing or since completed. She further provided the following summaries in regard to each project:

➤ **CIL SIP (2) 17: Community Safety, Horley Recreation Ground**

A full tender had been carried out for the perimeter railings replacement and the contract award would be made in Part 2 of the meeting. The works will thereafter be programmed for implementation by the appointed contractor. Additionally, the other elements to install LED lighting at the park and a CCTV tower would be progressed.

C 5842)

➤ **CIL SIP (2) 18: HTC Offices Expansion & Sustainability, Albert Road**

An energy efficiency study of the building had been carried out by specialists with a detailed survey report produced which would be circulated to all Members, for information. Additionally, the architects had sought pre-planning advice from the borough council and, once received, it would be considered further by the working group.

➤ **CIL SIP (2) 19: Playground Upgrade, Michael Crescent Centenary Park**

The contract has been awarded and the Council had carried out due diligence on health and safety and other compliance requirements. It was anticipated that the installation would begin in mid-July (subject to confirmation from the contractor).

➤ **CIL SIP (2) 20: Infrastructure Improvements (Resurfacing), Langshott and Church Road Allotment Sites**

Resurfacing works had completed at both allotment sites and minor snagging issues have been resolved, enabling the project to be signed off.

The Town Clerk added that an additional project undertaken by the Town Council to replace the ageing windows in the community hall, covered from the Edmonds Hall Earmarked Reserves, had since been completed. This suitably tied in with the CIL SIP (2) 18: project at the council offices to help address the under-rated thermal performance of the existing hall, to make it more energy efficient, thereby helping to reduce the building's carbon footprint and running costs.

C 5843

SCC Your Fund Surrey Small Community Projects

The Town Clerk gave an update on the two recent successful bids towards a new defibrillator at 'The Innes' Sports Pavilion, Court Lodge Fields which the council purchased at a reduced rate due to a government incentive. The defibrillator had been installed and had reportedly been used on one occasion. She added that another application to replace the filing height barrier at Court Lodge Fields had also been approved through the SCC Your Fund Small Community Fund. Both projects had been made possible, thanks to the support of SCC Cllr Andy Lynch.

RESOLVED: noted.

C 5844

Communications Received

The Town Clerk advised that the Neighbourhood CIL report for the period 15 March to 15 June 2024, had been received.

RESOLVED: noted.

C 5845

Diary Dates

2 July 2024: Leisure Committee Meeting

3 July 2024: SALC Councillor Forum

RESOLVED: noted.

C 5846

Items for Future Consideration

The Town Clerk advised that a meeting of the Town Plan Working Group would be held on 19 July 2024 and a full report would be provided at the next Full Council meeting.

RESOLVED: noted.

C 5847

Press Release

The latest award of grants through the Horley Edmonds Community Fund and update on the RBBC CIL SIP(2) projects.

RESOLVED: noted.

C 5848

'Café In The Park' Occupancy, Horley Recreation Ground

CONFIDENTIAL

Members received a report from the Town Clerk.

RESOLVED: noted.

C 5849

**RBBC Strategic Infrastructure Programme (SIP) 2023-2027:
CIL SIP (2) 17: Community Safety Project Horley Recreation Ground**

CONFIDENTIAL

Members considered the recommendations of the Evaluation Panel for the award of contract to replace the perimeter railings at Horley Recreation Ground, Brighton Road, Horley.

RESOLVED: noted.

C 5850

**SCC Your Fund Surrey Small Community Projects
YF362: Court Lodge Car Park Improvements - Replacement Height Barrier**

CONFIDENTIAL

Members considered the recommendations for the award of contract to replace the ageing height barrier at the car park entrance to Court Lodge Fields, Thornton Close, Court Lodge, Horley.

RESOLVED: noted.

Meeting closed at 9.39 pm. Date of next meeting: 30 July 2024