



# HORLEY TOWN COUNCIL

## Minutes of the Annual Meeting of Horley Town Council held on Tuesday 6 May 2025 at 7.30 pm

### Present

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

### \* Absent

### In Attendance

J Walsh (Chief Executive Officer - CEO)  
S Adeniji (Assistant CEO/Responsible Finance Officer - RFO)

### C 6063

#### Election of the Chair of the Council

Cllr Wotton proposed and Cllr Burnham seconded that Cllr Lynnette Easterbrook be nominated as Chair of the Council and Town Mayor. Members were asked by the Chair if there were any further nominations to which Cllr Baird proposed and Cllr Avery seconded that Cllr Samantha Marshall be nominated as Chair of the Council and Town Mayor. A recorded vote was requested by Cllr Beech.

The result of the recorded vote for Cllr Easterbrook was as follows:

**In Favour:** Cllr Burnham, Cllr Chester, Cllr Easterbrook, Cllr Fagan, Cllr George, Cllr Hughes, Cllr Saunders, Cllr Turner, Cllr Wotton.

**Against:** Cllr Avery, Cllr Baird, Cllr Baker, Cllr Beech, Cllr Blacker, Cllr Hudson, Cllr Marr, Cllr Marshall.

Cllr Easterbrook was declared elected by a simple majority with 9 votes. Cllr Easterbrook thanked Cllr Saunders for all his hard work as Chair over the past two years.

**RESOLVED: that Cllr Lynnette Easterbrook be elected Chair of Horley Town Council and Town Mayor for the Municipal Year 2025/26.**

### C 6064

#### Receipt of the Incoming Chair's Declaration of Acceptance of Office

**RESOLVED: that receipt by the CEO of the signed Declaration of Acceptance of Office as Council Chair from Cllr Lynnette Easterbrook, for the Municipal Year 2025/26, be noted.**

### C 6065

#### Presentation of Past Chair's Medal

Cllr Easterbrook took the Chair and presented Cllr Saunders with a past Chair's Medal.

**RESOLVED: noted.**

### C 6066

#### Election of the Vice-Chair of the Council

Cllr George proposed and Cllr Saunders seconded that Cllr Emma Fagan be nominated as Vice-Chair of the Council and Deputy Town Mayor. The Members were asked by the Council Chair if there were any further nominations, to which Cllr Marshall proposed, and Cllr Avery seconded that Cllr Jante Baird be nominated as Vice-Chair of the Council and Deputy Town Mayor. A recorded vote was taken.

The result of the recorded vote for Cllr Fagan as Vice- Chair was as follows:

**In favour:** Cllr Burnham, Cllr Chester, Cllr Easterbrook, Cllr Fagan, Cllr George, Cllr Hughes, Cllr Saunders, Cllr Turner, Cllr Wotton.

**C 6066)**      **Against:** Cllr Avery, Cllr Baird, Cllr Baker, Cllr Beech, Cllr Blacker, Cllr Hudson, Cllr Marr, Cllr Marshall.

Cllr Fagan was declared elected by a simple majority with 9 votes.

***RESOLVED: that Cllr Emma Fagan be elected Vice-Chair of Horley Town Council and Deputy Town Mayor for the Municipal Year 2025/26.***

**C 6067**      **Apologies and Reasons for Absence**

***RESOLVED: None received (all Members present).***

**C 6068**      **Ordinary Meeting of the Council, 18 March 2025**

***RESOLVED: that the Minutes of the Council Meeting held on [18 March 2025](#), be approved with the above amendments.***

**C 6069**      **Receipt of any amendments to Members' Notification of Disclosable Pecuniary Interests**

The CEO confirmed that all amendments had been received, recorded and updated on the website.

***RESOLVED: noted.***

**C 6070**      **Confirmation of Inspection of Town Council Deeds and Trust Instruments.**

The CEO 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 cabinet, in addition to a digital legal document archive and index with links to the documents for extra resilience.

***RESOLVED: that the annual inspection of Town Council Deeds and Trust Instruments with no issues arising, be noted.***

**C 6071**      **Council Appointments 2025/26**

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

- i) Leisure & Amenities Committee***
- ii) Planning & Development Committee***
- iii) Staff Committee***

***for the Municipal Year 2025/26 and appended to the signed copy of these minutes, be approved.***

**C 6072**      ***Appointment of a Finance Lead Member***

Cllr Burnham proposed and Cllr Wotton seconded that Cllr Martin Saunders be nominated as Finance Lead Member. The Members were asked by the Council Chair if there were any further nominations, to which Cllr Avery proposed, and Cllr Marshall seconded that Cllr Jordan Beech be nominated as Finance Lead Member. A recorded vote was taken.

The result of the recorded vote for Cllr Saunders as Finance Lead member was as follows:  
**In favour:** Cllr Burnham, Cllr Chester, Cllr Easterbrook, Cllr Fagan, Cllr George, Cllr Hughes, Cllr Saunders, Cllr Turner, Cllr Wotton.

**Against:** Cllr Avery, Cllr Baird, Cllr Baker, Cllr Beech, Cllr Blacker, Cllr Hudson, Cllr Marr, Cllr Marshall.

**C 6072)** Cllr Saunders was declared elected as Finance Lead Member by a simple majority with 9 votes.

***RESOLVED: that the appointment of Cllr Saunders as Finance Lead Member for the Municipal year 2025/26, be approved.***

**C 6073** ***Members' Appointments to Committees, Sub-Committees, Outside Bodies and Working Groups 2025/26***

Members' Appointments for the Municipal Year 2025/26 were considered and agreed. It was noted that the election of Chair and Vice-Chair to the Standing Committees would be made at the first of each of these meetings to be held immediately after the Annual Council Meeting.

***RESOLVED: that the appointment of Members to serve on Committees, Sub-Committees, Outside Bodies and Working Groups for the Municipal Year 2025/26 and appended to the signed copy of these minutes, be approved.***

**C 6074** **Appointment of the Council's Project Management Consultant**

***RESOLVED: That the appointment of the Council's Project Management Consultant, be approved for a two-year term 2025-2027.***

**C 6075** **Calendar of Council Meetings 2025/26**

***RESOLVED: that the amended Calendar of Meetings for the Municipal Year 2025/26 and appended to the signed copy of these Minutes, be approved.***

**Council Governance: Annual Review**

**C 6076** **Standing Orders:**

The CEO reported that Standing Orders has been amended in line with the Model Standing Orders 2025 Update (England). She explained that the amendments included making provisions for the new procurement legislation and ensuring consistency with NALC's Model Financial Regulations.

***RESOLVED: that the Town Council's Standing Orders, as amended in the NALC Model Standing Orders 2025, be adopted published on the Town Council website, with the following amendments:***

- i)*** That **SO 3k (Meetings Generally)**, stating that "a member shall stand when speaking at Full Council meetings (except when a person has a disability or is likely to suffer discomfort) but shall remain seated when speaking at Committee meetings" with no change, be approved.
- ii)*** That **SO 3j (Meetings Generally)**, to include the Council's new Filming, Recording, Broadcasting and Livestreaming at Council Meetings Policy and Guidelines, be approved.
- iii)*** That **SO 14a-14c (Code of Conduct)** as amended to better reflect compliance with the Code, be approved.
- iv)*** That **SO 18a. v-18f (Financial Controls and Procurement)** in accordance with new procurement legislation and sum thresholds for higher value contracts; be approved;
- v)*** That language generally within the document be changed to gender-neutral terms, be approved.

- C 6077**      **Financial Regulations**  
The RFO reported that the Financial Regulations had been amended in the Model Financial Regulations for Local Councils (March 2025) in accordance with The Procurement Act 2023 and Procurement Regulations 2024.
- C 6078**      ***RESOLVED: that that Town Council's Financial Regulations, as amended in the NALC Model Financial Regulations 2025, be adopted and published on the Town Council website, with the following amendments:***  
    *i) that paragraph 5.15 to 6.8 (Financial Controls and Procurement), increasing the procurement sum threshold from 30k to 60k and setting out new rules to be applied for full tenders on higher value contracts, be noted.*
- C 6079**      ***RESOLVED: that the CEO's authorisation limit to be increased from £2,000 to £5,000 for urgent expenditure, or in cases of serious risk to service delivery or to public safety on council premises, be approved.***
- C 6080**      ***RESOLVED: that the Town Council's Scheme of Delegation (former version adopted on 07 May 2024), as amended be approved and published on the Town Council website.***
- C 6081**      **Cllr Burnham left the meeting at 8.03pm.**
- C 6082**      **Council Policies**  
  
***RESOLVED: that the Filming, Recording, Broadcasting and Livestreaming at Council Meetings Policy Guidelines, be approved and published on the Town Council website.***
- C 6083**      **Review of Council spending under the General Power of Competence (GPC)**  
  
***RESOLVED: that the list of payments approved by Town Council under the General Power of Competence (GPC) for 2024/25, be noted.***
- C 6084**      **Members' Allowance Scheme**  
  
***RESOLVED: that***  
    *i) the arrangements for the payment of Members allowances for the 2025/265 Municipal year, be noted.*  
    *ii) the procedural arrangements by Members for opting out of the Members' Allowance Scheme for 2025/26, be noted.*
- C 6085**      **Town Councillor Vacancy: Horley West Ward**  
  
The CEO updated Members on the forthcoming by-election in the Horley West Ward, scheduled for 5 June 2025. She advised that Westvale Park Primary Academy School will not be available as a polling station due to ongoing construction works. As an alternative, Horley Town Football Club has been identified as a suitable venue for the HRW4 Polling District. Some concerns regarding the reliability of the club's lift for disabled access and will be taken up by the RBBC Electoral Services team to ensure it is checked and operational.  
  
***RESOLVED: noted.***
- C 6086**      **Horley Edmonds Community Fund (HECF) - Endowment Fund**

- C 6086)**      **RESOLVED:**  
i) *that receipt of the Horley Edmonds Community Fund Statement for the period 1 April 2024 to 28 February 2025, be noted.*  
ii) *that the application for funding of £1,500 for the SparkFish project towards a Youth Worker at Oakwood School as recommended by the Smaller Grants panel, be ratified.*
- C 6087**      **HTC Neighbourhood CIL**  
  
**RESOLVED:** *that receipt of the latest quarterly CIL Report from Reigate & Banstead Borough Council, for the period 16/12/24-15/03/25, be noted.*
- C 6088**      **Diary Dates**  
  
13 May 2025: Planning Committee (Full)  
16 May 2025: Annual Town Public Forum  
20 May 2025: Final Internal Audit (remote)  
  
**RESOLVED:** *noted.*
- C 6089**      **Items for Future Consideration**  
  
The CEO advised that there will be a future update on Local Government Reorganisation (LGR) and Devolution.  
  
**RESOLVED:** *noted.*
- C 6090**      **Press Release**  
  
Appointments of Council Chair & Town Mayor (Cllr Lynnette Easterbrook) together with Vice-Chair and Deputy Town Mayor (Cllr Emma Fagan).  
  
**RESOLVED:** *noted.*
- C 6091**      **Confidential Minutes**      **CONFIDENTIAL**  
  
**RESOLVED:** *that the Confidential Minutes of the Council Meeting held on [18 March 2025](#), be approved.*  
  
Meeting closed at 8.25 pm.    Date of next meeting: 17 June 2025