



# HORLEY TOWN COUNCIL

## Minutes of the Annual Meeting of Horley Town Council held on Tuesday 5 May 2026 at 7.30pm

<b>Present</b>	<b>Cllrs</b> Hannah Avery	Emma Fagan (Vice Chair)	Samantha Marshall
	Jante Baird	Mike George	Sam Mearing
	Jordan Beech	Jerry Hudson	Martin Saunders
	Lynne Burnham	Cecilia Hughes	Tom Turner
	Victoria Chester	Robert Marr	Steve Wotton
	Lynnette Easterbrook (Chair)		

**In Attendance** J Walsh (Chief Executive Officer - CEO)  
S Adeniji (Assistant CEO/Responsible Finance Officer - RFO)  
J Stay (Planning Officer and PA Support)

### **C 6335 Election of the Chair of the Council**

Cllr George proposed and Cllr Saunders seconded that Cllr Lynnette Easterbrook be nominated as Chair of the Council and Town Mayor. Members were asked by the CEO if there were any further nominations. There were no other nominations for the post. This was put to the vote and Cllr Easterbrook was unanimously elected.

**RESOLVED: that Cllr Lynnette Easterbrook be elected Chair of Horley Town Council and Town Mayor for the Municipal Year 2026/27.**

### **C 6336 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 2026/27, be noted.**

### **C 6337 Election of the Vice-Chair of the Council**

Cllr Fagan proposed and Cllr Burnham seconded that Cllr Samantha Mearing 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 Baird seconded that Cllr Hannah Avery be nominated as Vice-Chair of the Council and Deputy Town Mayor. Cllr Sam Mearing was declared elected by a simple majority vote with 10 votes.

**RESOLVED: that Cllr Samantha Mearing be elected Vice-Chair of Horley Town Council and Deputy Town Mayor for the Municipal Year 2026/27.**

### **C 6338 Apologies and Reasons for Absence**

**RESOLVED: that apologies received from Cllr Blacker, be approved with officer recommendations that they be accepted.**

### **Office of Town Councillor (Horley West Ward) – Vacancy to be filled by Co-Option**

### **C 6339 Eligibility for Co-Option**

The Chair welcomed the two candidates, Maggie Evans and Richard Greaves. The CEO confirmed that both candidates were eligible for co-option and that a third application had unfortunately been withdrawn. Members received an oral presentation from both

**C 6339)** candidates when invited to address the Committee separately and were asked questions in regard to their statement.

***RESOLVED: that the two candidates for the Horley West Ward Town Councillor presented their oral statements, be noted.***

**C 6340**      **Voting Process**

The CEO explained the voting process: both candidates were eligible for co-option and an absolute majority would be required for the election as stated in the Council's Co-Option Policy.

***RESOLVED: that the explanation from the CEO prior to voting, be noted.***

**C 6341**      **Vacancy (Horley West Ward) Results**

Following the voting process and verification by officers, the Council Chair announced the result. The Chair thanked both candidates for their interest in Horley Town Council. She explained that the co-opted member plus the other candidate were welcome to remain in the Public Forum for the public session of this meeting. The co-opted member would be able to formally attend meetings once the CEO had received their signed Declaration of Acceptance of Office.

***RESOLVED: that Maggie Evans be duly co-opted to Horley Town Council, representing Horley West Ward.***

**C 6342**      **Declaration**

***RESOLVED: that the signed Declaration of Acceptance of Office of Maggie Evans, be received.***

**C 6343**      **Ordinary Meeting of the Council, 17 March 2026**

***RESOLVED: that the Minutes of the Council Meeting held on [17 March 2026](#), be approved.***

**C 6344**      **Receipt of any amendments to Members' Notification of Disclosable Pecuniary Interests**

The CEO confirmed that the Members' Register of Interests were up to date with accurate records held as custodian for the Council and no Disclosable Pecuniary Interests had been declared.

***RESOLVED: noted.***

**C 6345**      **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 fire-proof 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 6346

**Council Appointments 2026/27**

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

- **Leisure and Amenities Committee**
- **Planning and Development Committee**
- **Staff Committee**

**for the Municipal Year 2026/27 and appended to the signed copy of these minutes, be approved.**

C 6347

**Appointment of a Finance Lead Member**

Cllr Turner proposed and Cllr George seconded that Cllr Martin Saunders be nominated as Finance Lead Member. Members were asked by the Council Chair if there were any further nominations. There were no other nominations for the post. This was put to the vote and Cllr Saunders was declared elected as Finance Lead Member by a simple majority.

**RESOLVED: that the appointment of Cllr Martin Saunders as Finance Lead Member for the Municipal year 2026/27, be approved.**

**Members' Appointments to Committees, Sub-Committees, Outside Bodies and Working Groups 2026/27**

Members' Appointments for the Municipal Year 2026/27 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.

C 6348

**RESOLVED: that the appointment of Members to serve on Committees, Sub-Committees, Outside Bodies and Working Groups for the Municipal Year 2026/27 and appended to the signed copy of these minutes, be approved.**

C 6349

**RESOLVED: that Cllr Maggie Evans be appointed to serve on the Leisure and Amenities Committees of Horley Town Council.**

C 6350

**RESOLVED: that an addition to the Workings Groups 2026/27 list, to include the Community Foundation for Surrey's Area Panel Meetings, represented by Cllr Mike George and Cllr Martin Saunders, be approved.**

C 6351

**Calendar of Council Meetings 2026/27**

**RESOLVED: that the amended Calendar of Meetings for the Municipal Year 2026/27 and appended to the signed copy of these Minutes, be approved.**

**Council Governance: Annual Review**

C 6352

**Standing Orders:**

The CEO reported that Standing Orders has been amended in line with the Model Standing Orders 2026 Update (England). She explained that an addition was made to Meetings Generally on page 6, '**subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting**' as a mandatory requirement.

**RESOLVED: that the Town Council's Standing Orders, as amended in the NALC Model Standing Orders 2026, be adopted published on the Town Council website, with the following addition:**

- i) **That SO 3p (Meetings Generally), stating that "subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting", be approved.**

C 6353

**Financial Regulations:**

The Assistant CEO/RFO reported that the Financial Regulations had been reviewed by officers and there were no amendments contained in the Model Financial Regulations for Local Councils (March 2026).

**RESOLVED: that that Town Council's Financial Regulations, be readopted with no changes and published on the Town Council website.**

C 6354

**RESOLVED: that the Town Council's Scheme of Delegation (former version adopted on 6 May 2025), subject to any changes required in the LGR transition year leading up to April 2027 being made to the Scheme accordingly and published on the Town Council website.**

C 6355

**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 2025/26, be noted.**

C 6356

**Members' Allowance Scheme**

**RESOLVED: that**

- i) the arrangements for the payment of Members allowances for the 2026/27 Municipal year, be noted.**
- ii) the procedural arrangements by Members for opting out of the Members' Allowance Scheme for 2026/27, be noted.**

C 6357

**HTC Grants Scheme – Funding Application (Upfield and Cheyne Walk Resident Group)**

Cllr Samantha Mearing declared a non-pecuniary interest as she is a member of the Upfield and Cheyne Walk Resident Group.

**RESOLVED: noted.**

C 6358

The grant application from the Upfield and Cheyne Walk Resident Group for £100 for further plants and bulbs for the roundabout was ratified; proposed by Cllr Saunders and seconded by Cllr Avery.

**RESOLVED: that a grant application from the Upfield and Cheyne Walk Resident Group for £100 for further plants and bulbs for the roundabout, be ratified.**

C 6359

**Community Foundation for Surrey (CFS) – Horley Edmonds Community Fund (HECF)**

The CEO explained that the year-end statement is yet to be received from the CFS and will be included in the Annual Report. The CEO of the Foundation had agreed to provide a report over the past year and the latest progress of the fund at the Annual Town Public Forum on 15 May 2026.

**RESOLVED: noted.**

C 6360

**HTC Neighbourhood CIL**

The Assistant CEO/RFO gave an update on the HTC Neighbourhood CIL Report from RBBC.

**RESOLVED: that receipt of the latest quarterly CIL Report from Reigate and Banstead Borough Council, for the period 16/12/25-15/03/26, be noted.**

**C 6361            Communications Received**

There were no communications received.

**RESOLVED: noted.**

**C 6362            Diary Dates**

12 May 2026: Planning Committee (Full)  
15 May 2026: Annual Town Public Forum

**RESOLVED: noted.**

**C 6363            Items for Future Consideration**

Progress of the Asset Transfer negotiations between the Borough and Town Councils.

**RESOLVED: noted.**

**C 6364            Press Release**

- Appointments of Council Chair and Town Mayor (Cllr Lynnette Easterbrook) re-elected together with Vice-Chair and Deputy Town Mayor (Cllr Samantha Mearing).
- Announcement of new co-opted Town Councillor, Cllr Maggie Evans.

**RESOLVED: noted.**

**C 6365            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.”**

**C 6366            Confidential Minutes**

**CONFIDENTIAL**

**RESOLVED: that the Confidential Minutes of the Council Meeting held on 17 March 2026, be approved.**

**C 6367            Website Design, Development and Hosting**

**CONFIDENTIAL**

Members considered officer recommendations to appoint a specialist provider for a new, compliant Council website and hosting service for a two-year contract at £3,248 (Year 1) and £748 (Year 2) excluding VAT, as summarised in the Committee Decision report.

**RESOLVED: noted.**

**Meeting closed at 8.41pm.**

**Date of next meeting: 16 June 2026**