HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 16 June 2026 at 7.30pm

Present	**Cllrs**	Jante Baird	Jerry Hudson	Samantha Marshall
		Victoria Chester	Cecilia Hughes	Martin Saunders
		Lynnette Easterbrook (Chair)	Robert Marr	Tom Turner
		Mike George		

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

C 6368 **Apologies and Reasons for Absence**

RESOLVED: that apologies received from Cllrs Avery, Beech, Blacker, Evans, Fagan, Mearing and Wotton, be approved with officer recommendations that they be accepted. Cllr Burnham was absent.

C 6369 **Disclosable Pecuniary Interests and Non-Pecuniary Interests**

1. Cllr Marr declared a non-pecuniary interest in A**genda Item 14i HTC Grants Scheme – Funding Application by St Bartholomew's Church** as he is a member of St Bartholomew's Church, Leigh.
2. Cllr Marshall declared a non-pecuniary interest in **Agenda Item 14ii HTC Grants Scheme – Funding Application by Horley Town Women's FC** as members are known to her.

RESOLVED: noted.

C 6370 **HTC Grants Scheme – Funding Applications**

A representative from St Bartholomew's Church presented details of the grant request for a tree survey in the New Churchyard to ensure a safe environment for visitors. It is planned to carry out the survey in October 2026 at a cost of £750, however there are two ash trees which may need to be felled at an additional £500. Cllr Saunder proposed and Cllr George seconded that the grant for £800 be approved. Cllr Marr abstained.

RESOLVED: that Standing Orders be suspended to move Agenda Item 14 i) HTC Grants Scheme – Funding Application from St Bartholomew's Church, Horley to the Public Forum part of the meeting, be approved.

C 6371 ***RESOLVED: that the grant application through the HTC Grant Scheme 2026/27 from St Bartholomew's Church, Horley in the total sum of £800, be approved.***

C 6372 **Minutes**

RESOLVED: that the Minutes of the Annual Council Meeting held on 5 May 2026, be approved.

C 6373 **Office of Town Councillor (Horley West Ward), filled by Co-Option on 5 May 2026 (Maggie Evans duly co-opted)**

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

C 6374 ***RESOLVED: that the signed Declaration of Disclosable Pecuniary and Non-Pecuniary Interests of Maggie Evans, be received.***

C 6375 ***RESOLVED: that that the appointment of Maggie Evans to serve on the Leisure and Amenities Committee, be approved.***

To: Cllrs Avery, Baird, Beech, Blacker, Burnham, Chester, Easterbrook, Evans, Fagan, George, Hudson, Hughes, Marr, Marshall, Mearing, Saunders, Turner, Wotton

C 6376 **Full Council Updates**

The CEO advised there are no updates from the previous meeting.

RESOLVED: noted.

C 6377 **Committee Reports**

RESOLVED: that the unapproved Minutes of the meetings of the following committees be received:
Leisure Committee held on 21 April 2026 and 5 May 2026
Planning and Development Committee held on 5 May 2026 and 12 May 2026

C 6378 ***RESOLVED: that the approved Minutes of the meetings of the Planning and Development held on 7 April 2026 be received.***

C 6379 **Council Chair's Report**

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

RESOLVED: noted.

C 6380 **Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**

Cllr George gave the following updates from SALC:

- There have been many discussions and meetings between SALC and SCC regarding the transition to the unitary authority.
- Cllr George sent a copy of HTC's annual report to SALC CCO, Sally Harman who was very complimentary on the publication.
- It was recommended for town and parish councils to engage with shadow members as soon as possible. HTC has already contacted the new unitary Members for Horley.

RESOLVED: noted.

C 6381 The CEO gave the following updates from NALC and SALC:

- The SALC Clerk's Forum had taken place day with key updates on LGR. The SALC Councillors' Forum will be held on 17 June.
- It was confirmed that the SCC YFS Community Projects Fund will be repeated in 2026/27.
- The new Local Plans for both East and West Surrey are expected to be completed by 2030.
- The CEO and Assistant CEO had attended a legal update webinar from the NALC solicitor to provide updates on the Subsidiary Control Act 2022; Procurement legislation; Assets of Community Value; Remote Meetings and Standards to be introduced; and HR Advice Notes on the Employment Rights Act. The next session will be held in the autumn.

RESOLVED: noted.

C 6382 **Borough, County Council and Other Updates**

ESSA/SCC/RBBC/HTC Joint Council Meeting

The CEO gave the following updates on the meeting held on 1 June 2026:

- The first East Surrey Shadow Authority meeting took place on 20 May 2026, at which Cllr Wotton was appointed Leader of the Council. Other items included legally establishing the Shadow Authority, their draft Constitution and agreeing the calendar of meetings. The first Executive Meeting will be held on 8 June 2026 and an Employment Committee Meeting is being scheduled to start the process of hiring a Chief Executive. The existing County and Borough Councils were still responsible for the delivery of public services.

C 6382)

- Cllr Biggs reported that RBBC will be appointing an Executive Member to liaise with the Shadow Authority to ensure a smooth transition to the new Unitary Council.
- From the Town Council, it was noted that at the Annual Meeting on 5 May 2026, Members co-opted Cllr Maggie Evans to the vacant Town Councillor position to represent the Horley West ward. Additionally,
  - A note of thanks was extended to Cllr Biggs for delivering an LGR Presentation to residents at the Annual Town Public Forum in May 2026.
  - Cllr Lynnette Easterbrook was commended for her work on organising the first Horley Community Arts Festival, held in April 2026.
  - SALC had recommended producing a Parish Charter, a formal agreement detailing how the two authorities will work together for the benefit of the local community, which will be drafted by HTC, for consideration at the next meeting.
  - It was suggested that HTC write to Surrey Highways regarding the outstanding highways issues (to be considered by the Planning and Development Committee).

RESOLVED: noted.

C 6383 **RBBC/HTC Liaison Meetings**

The CEO gave the following updates on the meeting, held on 8 June 2026:

- Cllr Wotton gave an update on LGR and Devolution. The Section 24 notice takes effect from 3 July 2026, from which time any new contracts over a certain threshold will require approval from the Shadow Authority.
- The Horley Town Centre caretaker position will be transferred to East Surrey Council and the current postholder is being kept updated.
- Community Asset Transfer opportunities are progressing well for Horley, led by RBBBC/HTC Officers.
- HTC is responding to the recent press announcement of the closure of Morrison's Convenience Store which incorporates the main Post Office. HTC will be drafting a letter to the PO Corporate Affairs Director to express concern over the closure and impact on residents.
- Design options are being considered for the new Horley Town Park which will be funded by Section 106 monies. A public survey is being launched this week.

RESOLVED: noted.

Internal Audit Matters

C 6384 **Internal Audit 2025/26**

The RFO reported that the interim audit took place on 1 December 2025 and the final audit took place remotely on 15 May 2026. Both had no major issues raised and the auditor was pleased with the Town Council's internal controls. Cllr Saunders proposed and Cllr George seconded that the Internal Audit Report be accepted.

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

C 6385 **Councillors' Audit Certificates**

The Assistant CEO/RFO presented Councillors' Audit Certificates for January, February and March 2026. He advised that the first internal audit for 2025/26 took place with no major issues to report and has been signed off. A note of thanks was made to Cllrs Baird and Saunders.

RESOLVED: that the Councillors' Audit Certificates for January, February, March 2026, be received.

C 6386 **Financial Reports**

RESOLVED: that the following reports for January, February, and March 2026, be approved:

i. ***January, February, and March 2026 Bank Reconciliations***
ii. ***January, February, and March 2026 Receipts***
iii. ***January, February, and March 2026 Payments***
iv. ***March 2026 Summary of Accounts***

C 6387 **Councillor Audit Rota for 2025/26**

RESOLVED: that the Councillor Audit Rota for 2026/27 (attached,) be agreed.

C 6388 **HTC's Internal Auditors**

Members considered the independence and competence of Mulberry & Co and to appoint the organisation as the Council's internal auditors for three years (2026/27 -2028/29) on a fixed price contract.

RESOLVED: that the appointment of Mulberry & Co as the Council's internal auditors for three years (2026/27-2028/29) on a fixed price contract, be approved.

Annual Audit for the Year Ending 31 March 2026

C 6389 ***RESOLVED: that the unaudited Balance Sheet and Reserve Analysis as of 31 March 2026, be approved.***

C 6390 ***RESOLVED: that the Annual Governance Statement 2025/26 (Section 1), be approved.***

C 6391 ***RESOLVED: that the Accounting Statement 2025/26 (Section 2) and the Annual Internal Audit Report, be approved.***

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

C 6392 Members considered an application from Citizens Advice Reigate and Banstead for £2,000 towards its Community Outreach Programme in Horley. The funding would cover £700 volunteer training, £600 room hire, £200 refreshments and £500 awareness-raising materials. It was recommended to approve a grant in the sum of £1,500 and this was proposed by Cllr Saunders and seconded by Cllr Hughes.

RESOLVED: that the grant application from Citizens Advice Reigate in the sum of £1,500, be approved, subject to conditions, and the Community Foundation for Surrey be notified accordingly.

C 6393 The RFO reported that the trustee's drawdown recommendations had been circulated, proposing 3% to HECF and 1% to the Surrey Community Fund. Members agreed that as this would not align with the intention of the fund, the 4% drawdown would remain.

RESOLVED: that the CFS Trustees' Drawdown Recommendations and the Town Council's response to retain the full 4% drawdown to the Horley Edmonds Community Fund (HECF), be ratified.

C 6394 The HECF Statement for the 12-month period from 1 April 2025 to 31 March 2026, was received. Some questions were raised over the 2% management fee and will be discussed at the next meeting with the Foundation. The Assistant CEO/RFO reported that an End of Grant Report had been received from YMCA East Surrey for the grant awarded of £1,000 in June 2024.

RESOLVED: that the HECF Statement for the period 1 April 2025 to 31 March 2026, be received.

To: Cllrs Avery, Baird, Beech, Blacker, Burnham, Chester, Easterbrook, Evans, Fagan, George, Hudson, Hughes, Marr, Marshall, Mearing, Saunders, Turner, Wotton

HTC Grants Scheme – Funding Applications

C 6395 Members considered an application from Horley Town Women's FC for £1,000 towards its non-negotiable running costs. The applicant was invited to this meeting, however was unable to attend. It was agreed to invite the applicant to the next Full Council Meeting on 28 July 2026, to provide further information.

RESOLVED: that the grant application from Horley Town Women's FC, in the sum of £1,000, be deferred to the Full Council Meeting on 28 July 2026, be agreed.

C 6396 Members considered an application from Langshott Allotments Tenants Association (LATA) for £554 to help fund replacement garden tools (following the theft from its lock-up) and a new 240v inverter for its community shelter. It was questioned if the Association has insurance. Cllr Marr proposed that 50% of the grant is awarded and the remaining 50% on the condition that insurance is taken out, and this was seconded by Cllr George.

RESOLVED: that the grant application from Langshott Allotments Tenants Association (LATA), in the sum of £554, be approved, with 50% awarded initially and the remaining 50% on the condition that insurance against theft is taken out.

C 6397 **Operational Matters**

Members discussed a Working Group to take forward proposals and progress to delivery for the Innes Pavilion refurbishment, through the CATSP Programme. Cllrs Marr, George and Turner volunteered to form the Working Group.

RESOLVED: that the appointment Cllr Marr, Cllr George and Cllr Turner to form a working group (task and finish) to take forward the Innes Pavilion refurbishment, be approved.

C 6398 ***RESOLVED: that the expenditure of £4,242.60 plus VAT to replace the fire blanket at the Café In The Park, be ratified.***

C 6399 ***RESOLVED: that a donation of £500 through the General Power of Competence (GPC) to the Horley Lions, with representation as guest speaker at the Annual Town Public Forum on 15 May 2026, be ratified.***

C 6400 **Section 32A of Localism Act 2011**

The CEO advised that new legislation had been introduced, to remove the need for councillors' addresses to be publicly disclosed in the Register of Interests, on Council websites. As of the 29 June 2026, local authorities will not be required to publish an elected or co-opted Member's home address. Section 32A of the Localism Act 2011 states that a Member's home address should not be disclosed on a local authority's public register of interest. The Town Council has implemented this change with immediate effect. Members will still be required to provide their home address (and any other land they own) for the Register of Interests, however these details will be withheld from the public version, unless the Member expressly requests publication. Additionally, historic newsletters with home addresses will be archived alongside the upcoming website upgrade to be implemented by the Town Council.

RESOLVED: noted.

C 6401 **Town Council Commercial Combined Insurance Renewal 2026/27**

The CEO 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 the premium will include new community assets and the Council Office extension. The extended Council Offices will require a valuation on completion

C 6401) which will be combined with a five-yearly review of all sites as part of prudent risk management procedures.

RESOLVED: that

i) ***the payment of the annual Combined Insurance Premium from Aviva, in the total sum of £14,361.88 (including IPT and administration charge), be ratified.***

ii) ***the payment of the annual Personal Accident Premium from Aviva, in the total sum of £489.59 (including IPT and administration charge), be ratified.***

iii) ***the payment of the Town Council's separate annual Cyber Protection Policy for 2026/27 in the total sum of £1,138.16 (including IPT and administration charge), be ratified.***

C 6402 **Environment Working Group**

There was no update.

RESOLVED: noted.

Outside Bodies

C 6403 **RBBC Borough Standards Committee**

The first meeting of the municipal year 2026/27 had been held to make Committee appointments.

RESOLVED: noted.

C 6404 **Royal British Legion**

Cllr Marshall reported that the minutes of the last RBL meeting had also been circulated, for information.

RESOLVED: noted.

C 6405 **CIL SIP (2) 18: HTC Offices Expansion and Sustainability Project**

The CEO gave a comprehensive update on the progress with the project in line with the programme and anticipated timescales. There has been an unavoidable delay due to the rear entry door not complying with accessibility and security. The rear perimeter railings (with handrails on the ramp) were due to be installed. A partial Practical Completion is being considered, subject to building control approval and written confirmation will be required. All hall hirers are being kept fully updated. The separate exterior building works on the building fascias are due to start in the week commencing 22 June 2026 with no impact or disruption anticipated. The formal unveiling ceremony by Chris Coghlan MP will be confirmed in due course.

RESOLVED: noted.

C 6406 **Communications Received**

The Assistant CEO/RFO reported that the CIL report for quarter 16/03/26-15/06/26 had been received.

RESOLVED: noted.

C 6407 **Diary Dates**

20 June 2026: Horley Carnival
23 June 2026: HTMG Remote Meeting
30 June 2026: Leisure Committee Meeting
7 July 2026: Communications Working Group
14 July 2026: Planning Committee Meeting
5 August 2026: Emlyn Meadow Day

RESOLVED: noted.

C 6408 **Items for Future Consideration**
None were raised.

RESOLVED: noted.

C 6409 **Press Release**
Community Asset Transfer Update.

RESOLVED: noted.

C 6410 **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 6411 **Confidential Minutes** **CONFIDENTIAL**

RESOLVED: that the Confidential Minutes of the Council Meeting held on 5 May 2026, be approved.

C 6412- C 6416 **Community Assets Transfer and Innes Pavilion Refurbishment Grant** **CONFIDENTIAL**

RESOLVED: To consider the Committee Decision Report; and to consider for approval the five Officer Recommendations relating to Community Asset Transfers, associated Commuted Sums, acceptance of the proposed Borough Council Grant Funding for the Innes Pavilion project and the Council's contribution towards the project from Neighbourhood CIL funds.

C 6417 **Innes Pavilion Refurbishment Project** **CONFIDENTIAL**

RESOLVED: To approve expenditure of £1,240 + VAT to MVL Architects, to undertake a comprehensive Sketch Scheme on potential layouts and design options for the Innes Pavilion, to support the Innes Pavilion refurbishment.

Meeting closed at 9.29pm **Date of next meeting: 28 July 2026**

To: Cllrs Avery, Baird, Beech, Blacker, Burnham, Chester, Easterbrook, Evans, Fagan, George, Hudson, Hughes, Marr, Marshall, Mearing, Saunders, Turner, Wotton