

HORLEY TOWN COUNCIL

Minutes of the Annual Meeting of Horley Town Council held virtually
on Tuesday 4 May 2021 at 7.30 pm.

Present	Clrs	Samantha Marshall (Chairman & Town Mayor)		
		David Powell (Vice Chairman & Deputy Town Mayor)		
	Hannah Avery	Jante Baird	James Baker	
	Jordan Beech	Giorgio Buttironi	Mike George	
	Jerry Hudson	Adrian Kitajewski	Helen Kitajewski	
	Robert Marr	Simon Marshall	Wayne Phillips	
	Martin Saunders	Rob Spencer	Fiona Stimpson	

In Attendance

J Walsh (Town Clerk)
J Morgan (Responsible Financial Officer {RFO})
C Fenton (Head of Leisure & Deputy Clerk)
A Jones (HTC Consultant)
One member of the public

Co-option Candidates

Andy Dye
Mike Humphrey

C 5122 Virtual Meeting

RESOLVED: that in view of the COVID-19 lockdown period, this Annual Meeting of Horley Town Council be held virtually.

C 5123 Election of Chairman of the Council (Cllr Powell in the Chair)

Cllr Giorgio Buttironi proposed and Cllr Fiona Stimpson seconded that Cllr Samantha Marshall be nominated as Chairman of the Council and Town Mayor. There were no further nominations for the post.

RESOLVED: that Cllr Samantha Marshall be elected Chairman and Town Mayor of Horley Town Council for the Municipal Year 2021/2022.

C 5124 Chairman's Declaration of Acceptance of Office

RESOLVED: that the Chairman's Declaration of Acceptance of Office be received in due course.

C 5125 Election of Vice-Chairman of the Council

Cllr Simon Marshall proposed and Cllr Mike George seconded that Cllr David Powell be nominated as Vice-Chairman of the Council and Deputy Town Mayor. There were no further nominations for the post.

RESOLVED: that Cllr David Powell be elected Vice-Chairman and Deputy Town Mayor of Horley Town Council for the Municipal Year 2021/2022

C 5126 Apologies and Reasons for Absence

There were no apologies for absence and no absences by any member.

C 5126) **RESOLVED: noted.**

C 5127 **Public Forum**

There were no questions from members of the public.

RESOLVED: noted.

C 5128 **Horley Town Council (Horley West Ward):
Vacancy to be filled by Co-option**

Members received oral presentations from the two candidates, Andy Dye and Mike Humphrey and asked questions where they felt it appropriate to do so.

RESOLVED: noted.

C 5129 The Clerk explained the voting process: Both candidates were eligible for co-option and an absolute majority would be required for the election.

RESOLVED: noted.

C 5130 Following the virtual voting process, the Clerk announced the result:

RESOLVED: that Andy Dye be duly elected to Horley Town Council, representing the Horley West Ward, the RBBC Monitoring Officer to be updated accordingly.

C 5131 The Clerk 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 Clerk had received their signed Declaration of Acceptance of Office and Declaration of Disclosable Pecuniary and Non-Pecuniary Interests.

RESOLVED: noted.

C 5132 **RESOLVED: that Cllr Andy Dye be appointed to serve on the Leisure & Amenities and Finance & General Purposes Committees of Horley Town Council.**

C 5133 **Confirmation of Inspection of Town Council Deeds and Trust Instruments**

The Clerk advised that all were in order.

RESOLVED: noted.

C 5134 **Appointments to the Leisure & Amenities Committee**

RESOLVED: that the appointments, as appended to these minutes, be approved.

C 5135 **Appointments to the Planning & Development Committee**

RESOLVED: that the appointments, as appended to these minutes, be approved.

C 5136 **Appointments to the Finance & General Purposes Committee**

RESOLVED: that the appointments, as appended to these minutes, be approved.

C 5137 Appointments to the Staff Committee

RESOLVED: that the appointments, as appended to these minutes, be approved.

Review of & Appointments to Town Council and Committee Sub-Committees and Working Groups

C 5138 *RESOLVED: that Cllr Marr to be appointed to serve on the Café in the Park Working Group.*

C 5139 *RESOLVED: that Cllr Dye be appointed to serve on the Communications Sub-Committee.*

C 5140 *RESOLVED: that the updated list, as appended to these minutes, be approved*

Review of Outside Bodies

C 5141 *RESOLVED: that the Horley Community Partnership be recognised as an HTC Outside Body reporting to Full Council, Cllr Beech to be the HTC representative.*

C 5142 *RESOLVED: that the YMCA (Community Wellbeing Team) be recognised as an HTC Outside Body reporting to Full Council, Cllrs Baird & Saunders to be the HTC representatives.*

C 5143 *RESOLVED: that Cllr Beech replace Cllr Stimpson as the substitute representative on the Gatwick Airport Consultative Committee (GATCOM).*

C 5144 *RESOLVED: that Cllr Avery be added to the membership of the Carnival Committee.*

C 5145 *RESOLVED: that the updated list, as appended to these minutes, be approved.*

C 5146 Ordinary Meeting of the Council, 2 March 2021

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 2 March 2021, including all confidential items, be approved.

C 5147 Full Council Updates - Café in the Park, Horley Recreation Ground

The Clerk reported that the Café was now open for outdoor dining and takeaway. The wi-fi hub had now been upgraded. Thanks were recorded to Cllr Saunders for interim wi-fi assistance provided to the Café Operators. The operators had submitted their planning application to RBBC for a shipping container to store outdoor dining furniture. It was hoped that the official opening would take place in late June.

RESOLVED: noted.

C 5148 Full Council Updates – Reigate & Banstead Community Centres Consultation

The Clerk reported that RBBC had provided the Town Council with a very informative presentation on the outcomes of the recent Consultation. The Borough Council would consider all the comments made and would provide a further update in due course.

RESOLVED: noted.

**C 5149 Full Council Updates –
HTC Town Plan Projects (Your Fund Surrey) Michael Crescent Community Centre**

The Clerk reported that, having submitted the Stage 2 (Expression of Interest) submission to the SCC Ideas Submission Portal, an application for funding was also being made to the Gatwick Airport Community Trust (GACT).

RESOLVED: noted.

C 5150 Committee Reports

RESOLVED: that the following reports be received:

- i) **Approved Minutes of the Planning & Development Committee held on 16 March 2021.**
- ii) **Unapproved Minutes of the Leisure & Amenities Committee held on 23 March 2021.**

Chairman's Report

C 5151 RESOLVED: that, following the recent death of His Royal Highness Prince Philip, the Duke of Edinburgh, to note the tribute made by outgoing Town Mayor, Cllr David Powell. (A copy is appended.)

C 5152 The outgoing Chairman reported that he had not attended any Mayoral events since the last Full Council meeting.

RESOLVED: noted.

C 5153 Horley Town Meeting, 30 April 2021

Members reviewed the recent Town Meeting, which had been held virtually on 30 April. It was noted that attendance had been good, presentations were received from representatives of the Henry Smith Charity, Horley Churchyards and the Surrey Community Foundation, as well as a very interesting presentation from the Town Council's Environment Working Group. The Clerk thanked the Environment Group for their hard work in preparing their detailed presentation. Cllr George said that he looked forward to the meeting taking place in a real setting next year, as he felt that some of the interaction with residents had been lost as a result of the virtual setting.

RESOLVED: noted.

C 5154 Following the virtual presentation of a Town Award at the recent Town Meeting, it was noted that it was planned to present the Award in person at the formal opening of the Park Café.

RESOLVED: noted.

C 5155 Horley Town Council & Reigate and Banstead Liaison Meeting

The Clerk updated members on the meeting of the HTC/RBBC Liaison Committee, which had been held virtually on 24 March 2021, chaired by the Borough Council Leader, Cllr Mark Brunt. RBBC was keen to support HTC wherever it could, including the possible use of the RBBC Council Chamber for HTC meetings in the short-term. RBBC had been asked to support the Town Council and Salfords & Sidlow Parish Council in their request for a full Traffic Survey and Impact Assessment to be carried

C 5155) out by Surrey County Council on the A23/Bonehurst Road. (Minutes of the meeting have been circulated to members.)

RESOLVED: noted.

C 5156 The Clerk added that RBBC had received just over £132,000 from the Welcome Back Fund, to support the reopening of local businesses across the Borough and the Town Council would be responding to the RBBC Survey, which was welcoming suggestions as to how this funding could best be used.

RESOLVED: noted.

C 5157 It was noted the next meeting of the HTC/RBBC Liaison Meeting would be held virtually on Tuesday 22 June. It was suggested that the renewal of the HTC/RBBC Double Taxation Agreement be an item for discussion at the meeting.

RESOLVED: noted.

C 5158 **Residents Forum Meetings**

Members considered the way forward for Residents Forum meetings. Cllr George suggested that one member of Salfords & Sidlow Parish Council be invited to future meetings. Cllr Buttironi added that he would be keen to see real meetings of the Forum taking place as soon as they could safely do so.

RESOLVED: that the matter be reviewed at the Full Council meeting on 29 June.

HTC Annual Audit for the year ended 31 March 2021

C 5159 Members considered the unaudited Balance Sheet and Income & Expenditure Account for the year ending 31 March 2021. The RFO explained that the accounts showed a General Reserve of £159,878. Lettings were inevitably down as a result of the Covid pandemic and Covid costs had only been partially offset by Government Support Grants.

RESOLVED: that the unaudited Balance Sheet and Income & Expenditure Account for the year ending 31 March 2021 be approved. (Copies are appended.)

C 5160 The RFO added the final internal audit of the HTC accounts would take place on 13 May and the Annual Governance & Accountability Return (AGAR) would be presented to members for approval at the Full Council meeting on 29 June.

RESOLVED: noted.

C 5161 **Members' Allowances 2021/2022**

RESOLVED: that the existing written notices from members, electing to forego any Allowances remain in place, any member wishing to claim the Allowance to inform the Clerk accordingly.

C 5162 **Council Meetings**

The Clerk confirmed that remote Council Meetings would not be lawfully permitted from 7 May. Members of the public were still allowed to join meetings remotely but were also permitted to attend meetings in person, provided that all Covid guidelines

C 5162) were being followed. Members considered the best way forward, given that a maximum of ten members could be accommodated in the Edmonds Hall with all the required social distancing in place. The next Council Meeting was the Planning Meeting on 18 May, which should be able to safely take place, given that some members had already sent their apologies for the meeting.

RESOLVED: that the matter be kept under review.

(Afternote: following advice subsequently received it was agreed that the Leisure Meeting scheduled for the 25 May and Finance Meeting scheduled for 8 June both be cancelled.)

C 5163 Community Foundation for Surrey – Horley Edmonds Fund.

RESOLVED: that the Fund Statement for the year ended 31 March 2021 be received. (A copy is appended.)

C 5164 Horley Edmonds Fund – Application for Funding

Members considered an application for funding from the charity SeeAbility, towards the building of accessibility ramps at their house in Horley. After some discussion the following was resolved:

RESOLVED: that a grant of £1,000 be awarded towards the SeeAbility project. (Proposed by Cllr Simon Marshall and seconded by Cllr Saunders.)

C 5165 Horley Community Partnership

The Chairman gave an update on the Horley Network meeting which she had recently attended. She explained that the Group was developing youth services outside of school, promoting such things as healthy lifestyles. Concerns had been raised about County Lines Drugs Dealing issues, which were increasing in this area. Cllr Helen Kitajewski said that she hadn't heard anything of concern at Oakwood School.

RESOLVED: noted.

C 5166 HTC Environment Group

Members were updated on recent meetings of the Group. Cllr George explained that funding options for the planned Horley Commercial Hub were still being explored and links were being sought with East Surrey College.

RESOLVED: noted.

C 5167 Town Award Silver Brooches

RESOLVED: that twelve Town Award Silver Brooches be purchased from Rocket Badge, in the sum of £1,148 plus VAT. (The brooches to be of the same quality as those previously purchased from Rocket Badge.)

C 5168 Leisure Matters – Request from Extreme Fun

Members considered a request from Extreme Fun to bring their family funfair to Court Lodge Fields from 12 July until 4 September this year. The Head of leisure explained that Extreme Fun last visited Horley in 2019. They had planned to visit in 2020, however in the end it had not been cost effective for them to do so. The funfair

C 5168) would once again be sited behind the Innes Pavilion. After some discussion the following was resolved:

RESOLVED: that Extreme Fun be permitted to visit Court Lodge Fields from 12 July until 4 September and a charge of £1,400 to be levied (payable in two instalments). The visit to be subject to any Covid restrictions which may be in place at the time.

C 5169 Request from the Churches of Horley – Service of Remembrance

Members considered a request from the Churches of Horley to hold a Service of Remembrance in Horley Recreation Ground on Saturday 10 July. The service would give the local community (whether they had a faith or not) the opportunity to remember those they had lost during the past year. The Head of Leisure confirmed that all the necessary paperwork had been completed and evidence of Public Liability Insurance provided. Assurances had been received that all Covid Guidelines would be followed and the Service cancelled, should there be advice to do so at the time. After some discussion Members gave the request their full support.

RESOLVED: that the request from the Churches of Horley to hold a Service of Remembrance in Horley Recreation Ground on Saturday 10 July be approved.

C 5170 Horley Lions Skittles Tournament

RESOLVED: that the Town Council enter a team into the Charity Tournament at a cost of £36, the event to take place either from 5-8 July or 6-9 September 2021.

C 5171 Press Release

RESOLVED: that a press release be issued, giving details of the Town Council Chairmanship and newly co-opted Town Councillor.

C 5172 Diary Dates

RESOLVED: that dates of upcoming meetings be noted.

C 5173 Confidential Business

RESOLVED: that, "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 5174 Staffing Matters

CONFIDENTIAL

C 5175

Members received updates on staffing matters.

Town Award Nomination

CONFIDENTIAL

C 5176

Members reviewed the Scheme and approved a Town Award nomination.

C 5177

Standing Order 3 af was suspended at 9.30 pm and the meeting continued until 9.43 pm.

Date of next meeting: 29 June 2021

HORLEY TOWN COUNCIL – 2021/2022

CHAIRMAN & TOWN MAYOR: Cllr Samantha Marshall

VICE-CHAIRMAN OF THE COUNCIL: Cllr David Powell

Committee Membership – 2021/2022

Leisure & Amenities Committee

Hannah Avery
Jante Baird
James Baker
Jordan Beech
Andy Dye
Mike George
Jerry Hudson
Helen Kitajewski
Robert Marr
Samantha Marshall
Simon Marshall
David Powell
Fiona Stimpson

Planning & Development Committee

Hannah Avery
James Baker
Giorgio Buttironi
Mike George (Chairman)
Jerry Hudson (Vice-Chairman)
Samantha Marshall
Simon Marshall
David Powell
Rob Spencer
Martin Saunders
Fiona Stimpson

Finance & General Purposes Committee

Jante Baird
Jordan Beech
Andy Dye
Mike George
Adrian Kitajewski
Helen Kitajewski
Robert Marr
Samantha Marshall
Wayne Philips
David Powell
Martin Saunders
Chairman (L&A)

Staff Committee

Council Chairman
Council Vice-Chairman
All Committee Chairmen

Sub-Committees & Working Groups 2021/2022

<u>Sub-Committee</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Café in the Park Working Group	Jante Baird, Jerry Hudson, Robert Marr, Fiona Stimpson	Full Council and F&GP
Horley Town Council and Reigate & Banstead Borough Council Liaison Committee	Council Chairman & Vice-Chairman plus Committee Chairmen / Vice- Chairmen	Full Council
Leaders' Group	Council Chairman & Vice-Chairman plus Committee Chairmen / Vice- Chairmen	Full Council / Committee concerned
Staff Committee	Chairman & Vice Chairman of Council, Committee Chairmen	Full Council
Environment Working Group	Richard Bethell, Mike George, Mike Humphrey, David Powell, Martin Saunders	Full Council
Town Plan Action Delivery Group	Robert Marr (Chairman), Mike George, Helen Kitajewski, Simon Marshall, David Powell	Full Council
Planning Applications Sub-Committee	P&D Chairman & Vice-Chairman, James Baker	Planning & Development
Communications Sub-Committee	Andy Dye, Mike George, Adrian Kitajewski, Helen Kitajewski, Samantha Marshall, Wayne Philips, Martin Saunders	Finance & General Purposes
Resilience & Emergency Plan Sub- Committee	David Powell, Jante Baird, Mike George, Helen Kitajewski	Finance & General Purposes
Internal Audit Review Sub- Committee	F&GP Chairman and Vice-Chairman	Finance & General Purposes
Standing Orders Sub-Committee	Chairman of the Council, Committee Chairmen	Finance & General Purposes
Grounds Maintenance Sub-Committee	L&A Chairman & Vice-Chairman, Mike George, David Powell	Leisure & Amenities
Horley in Bloom Advisory Committee	L&A Chairman & Vice-Chairman, Jante Baird, Mike George (plus representatives of other interested local groups and local residents)	Leisure & Amenities
Horley Open Spaces Advisory Committee	L&A Chairman & Vice-Chairman, James Baker, Giorgio Buttironi, Mike George, Jerry Hudson, Helen Kitajewski, (plus representatives of other authorities and local groups)	Leisure & Amenities

Outside Bodies 2021/2022

<u>Outside Body</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Horley Community Partnership	Jordan Beech	Full Council
YMCA (Community Wellbeing Team)	Jante Baird, Martin Saunders	Full Council
Gatwick Airport Consultative Committee (GATCOM)	Mike George Jordan Beech (Substitute)	Planning & Development
Horley Regeneration Forum	P&D Chairman & Vice-Chairman Council Chairman	Planning & Development
Horley Town Management Group (HTMG)	Simon Marshall, Rob Spencer	Planning & Development
Borough Standards Committee	David Powell	Finance & General Purposes
Surrey Association of Local Councils (Surrey ALC)	Mike George	Finance & General Purposes
Churchyards Committee	David Powell, Mike George, James Baker, Simon Marshall (Sub), Head of Leisure	Leisure & Amenities
Gatwick Greenspace Partnership	Mike George, Simon Marshall (Sub)	Leisure & Amenities
Horley Carnival Committee	Hannah Avery, Jante Baird, Mike George, Fiona Stimpson (other members welcome to attend) plus members of other local organisations	Leisure & Amenities
Horley Conservation Group	L&A Chairman/Vice-Chairman (other members welcome)	Leisure & Amenities
Royal British Legion (Horley)	David Powell, Samantha Marshall (Substitute)	Leisure & Amenities



Tribute to HRH Prince Philip, The Duke of Edinburgh Statement from The Town Mayor of Horley



HRH Prince Philip, The Duke of Edinburgh

10 June 1921 to 9 April 2021

Following the announcement of the death of His Royal Highness Prince Philip, The Duke of Edinburgh (on 9 April 2021), Horley Town Mayor, Cllr David Powell in paying tribute said:

"I and my Council colleagues are deeply saddened by the news of His Royal Highness Prince Philip, The Duke of Edinburgh's passing.

His Royal Highness Prince Philip was a great inspiration, beginning with his Royal Navy service and long association in addition to over 60 years as the longest serving Consort, his service has been exemplary. He will be deeply missed across our nation.

The thoughts of this Council and our Horley community are with Her Majesty The Queen, the Royal Family and to all those who grieve His Royal Highness, the Duke of Edinburgh's passing.

I will be sending a letter of condolence to Her Majesty The Queen on behalf of all those who live and work in Horley and, as a mark of respect, the Union Flag at the Memorial Gardens is being flown at half mast until the day after the Ceremonial Royal Funeral takes place at St George's Chapel, in the grounds of Windsor Castle on Saturday, 17 April 2021."

Books of Condolence

Buckingham Palace has made provision for people to pay tribute through an online Book of Condolence on the British Monarchy website at www.royal.uk where visitors may sign the [online book of condolence](#)

Further information on how local residents may pay their respects, is available to view from the [Reigate & Banstead Borough Council website](#).

How to pay tribute

If you wish to pay tribute to the life of His Royal Highness Prince Philip, The Duke of Edinburgh, you are invited to consider making a donation to one of his charities. Details can be found on the [Royal website](#). This request is made as an alternative to leaving floral tributes and is in line with the wishes of the Royal household and COVID-19 restrictions currently imposed by Government.

Useful links to more information

[Surrey County Council](#)

[Reigate & Banstead Borough Council](#)

ENDS

Horley Town Council
BALANCE SHEET
31/03/2021

<i>(Last) Year Ended</i> 31 Mar 2020		<i>(Current) Year Ended</i> 31 Mar 2021
£	CURRENT ASSETS	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
3,791.59	Debtors (Net of provision for doubtful debts)	283.81
1.00	Payments in advance	1.00
56,748.44	VAT Recoverable	-7,455.67
0.00	Temporary lendings (investments)	0.00
301,911.60	Cash in hand	228,772.08
362,452.63	TOTAL ASSETS	221,601.22
	CURRENT LIABILITIES	
49,082.03	Creditors	8,047.75
<u>313,370.60</u>	NET ASSETS	<u>213,553.47</u>
	Represented by:	
211,939.65	General fund Balance	159,878.03
	Reserves:	
0.00	Capital	0.00
101,430.95	Earmarked	53,675.44
0.00	Adjustments	0.00
<u>313,370.60</u>		<u>213,553.47</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2021

Signed _____
Responsible Financial Officer

Date _____

Horley Town Council
Income & Expenditure Account
01/04/2020 to 31/03/2021

(Last) Year Ended
31 Mar 2020

(Current) Year Ended
31 Mar 2021

Income

PRECEPT	404,676.00
COURT LODGE/INNES PAVILION	261.90
LETTINGS AND RENT	24,611.73
INCOME	56,293.90
TOWN CENTRE	2,000.00
ALLOTMENTS	3,049.19
OFFICE EXPENDITURE	10,477.40
HORLEY RECREATION GROUND	8.60
Restated	-3,791.59

£497,587.13

Expense

LETTINGS AND RENT	1,380.00
COURT LODGE/INNES PAVILION	7,944.57
SALARIES AND PENSIONS	193,318.88
OFFICE MAINTENANCE & REPAIRS	29,043.28
TOWN CENTRE	7,857.44
GENERAL	87,208.97
SECURITY	16,852.24
MICHAEL CRESCENT	2,208.39
OFFICE EXPENDITURE	32,871.90
HORLEY RECREATION GROUND	153,414.37
GRANTS AND DONATIONS	7,837.50
GROUNDS MAINTENANCE	76,331.00
EMLYN MEADOWS	139.50
ALLOTMENTS	6,292.35
INCOME	23,784.90
Restated	-49,081.03

£597,404.26

General Fund

203,596.83	Balance at 01 Apr 2020	211,939.65
962,929.17	ADD Total Income	497,587.13
1,166,526.00		709,526.78
990,399.35	DEDUCT Total Expenditure	597,404.26
176,126.65		112,122.52
-35,813.00	DEDUCT Reserves Balance	-47,755.51
£211,939.65	Balance at 31 Mar 2021	£159,878.03

Reserves:

Earmarked Reserve Balance £53675.44

Together we can

Fund Holder Quarterly Statement

Report for the Period: 01 April 2020 to 31 March 2021

Horley Edmonds Endowment Fund			
Market Value of Fund at 31 March 2020			£110,473.18
	Credits	Debits	
Capital Revaluation	£23,257.15		
TOTAL	£23,257.15	£0.00	
Total Fund at 31 March 2021			£133,730.33

Please note: Endowment valuations are updated annually on the 31st March

Grants Income & Expenditure			
Opening Balance at 01 April 2020			£4,723.65
	Receipts	Payments	
Dividend Receipts and cash distributions from Endowment Funds	£4,835.57		
Contribution to Community Foundation		£1,813.34	
Grant Payments		£1,500.00	
TOTAL	£4,835.57	£3,313.34	
Balance available for grant making at 31 March 2021			£6,245.88

Statement of Grants Given

01 April 2020 to 31 March 2021

Date	Applicant	Amount	Note
04/09/2020	YMCA East Surrey	£1,500.00	Funding to increase the hours of a Family Support Worker and the Information & Advice Receptionist to support vulnerable families in Horley
1 grant given to the value of £1,500.00			