

HORLEY TOWN COUNCIL

A meeting of the **Finance & General Purposes Committee**
to be held virtually on **Tuesday 12 May 2020 at 7.30 pm**

Following Government advice, essential meetings of Horley Town Council will be held virtually during the Covid-19 lockdown period and not in the Council Chamber. All papers will be published on our website and social media channels as normal. Members of the public may join the meeting remotely by requesting a Zoom link (by email to: town.clerk@horleytown.com) by no later than one hour before the start of the meeting.

A G E N D A

1 Virtual Meeting (Committee Chairman)

To resolve that in view of the COVID-19 crisis, the meeting of the Finance & General Purposes Committee on 12 May 2020 is to be held virtually.

2 Apologies and Reasons for Absence

3 Disclosable Pecuniary Interests and Non-Pecuniary Interests

To receive from members any declarations of interest in relation to any items included on this agenda.

4 Public Forum

Members of the public are invited to put questions or draw relevant matters to the Council's attention. Each member of the public is allowed to speak once only and for a maximum of five minutes in respect of a business item on the agenda and shall not speak for more than five minutes at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course. At the end of the Public Forum, members of the public will have their video feed turned off and microphone muted by the meeting facilitator. They may however remain to see and hear the meeting but may no longer take part unless invited to do so at the discretion of the Chair.

5 Approval of Minutes

Committee Meeting, Tuesday 10 March 2020.

6 Finance Updates

Committee Meeting, Tuesday 10 March 2020.

7 Internal Audit Matters

- i)** To receive the Councillors' Audit Certificate for March 2020.
- ii)** To receive an update on the unaudited accounts for year ending 31 March 2020.
- iii)** To note revised arrangements for conclusion of the audit by the internal auditor for the Financial Year 2019/20.
- iv)** Annual accounts (Annual Governance & Accountability Return) 2019/2020 - To receive an update on information received from External Auditor, PKF Littlejohn and to agree the way forward.

8 Financial Matters

To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 March 2020.

9 Financial Impact of COVID-19

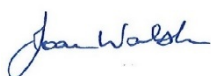
To receive an update on budget monitoring and financial management of the Town Council over the first quarter of the financial year 2020/2021.

10 Communications

To receive any updates.

...Continued

- 11 Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)**
To receive an update on any matters and to consider any information received.
- 12 Cycle of Meetings 2020 – 2021**
To consider the implications of the COVID-19 lockdown period on the Cycle of Meetings for 2020 and to recommend the best way forward.
- 13 Community Infrastructure Levy (CIL)**
To receive an update on payments received.
- 14 Town Council Insurance 2020-2021**
To receive an update on the annual insurance review with WPS Insurance Brokers.
- 15 Concession Arrangements for Town Council Tenants during the COVID-19 Crisis**
- i) To ratify the temporary rental concession agreement for the Innes Pavilion tenancy with a 50% reduction in the monthly charge of £771 plus waiver of £50 monthly contribution towards electricity and to agree the way forward.
 - ii) To ratify the waiver of the Horley Bowling Club's Annual Licence and Annual Rental of Land charge of £271, for financial year 2020/21.
- 16 Defibrillators in Horley**
- i) To note continued contractual arrangements for the defibrillator at Boots, Horley High Street.
 - ii) To receive an update on the defibrillator donation at The Bull Public House, Horley Row.
- 17 Horley Edmonds Fund**
To note receipt of the year end Horley Edmonds Fund Statement (01/04/2019-31/03/20) and Annual Fund Report 2019/20 from the Community Foundation for Surrey.
- 18 CCTV Upgrade, Innes Pavilion building and Court Lodge Fields – To receive an update.**
- 19 Operational Matters**
- i) **Laptop Purchase** – To approve the purchase of three additional laptops at a cost of £1557 + VAT and to agree that the laptops be added to the annual IT maintenance contract with Micro Maintenance, for the additional sum of £128.50 + VAT per month.
 - ii) **Cyber Security** - To approve the monthly subscription of £17.40 + VAT for anti-virus software and monitoring of the Council's computer equipment for inclusion in the annual support contract by Micro Maintenance, from 1 June 2020.
 - iii) **Zoom Video Conferencing** - To ratify the 1-year subscription charge of £143.88 including VAT for access to the Zoom Platform for virtual Council Meetings.
- 20 Diary Dates**
To note any forthcoming events.
- 21 Items for future consideration**
To note any items for inclusion an any future agenda.
- 22 Press Release**
To agree items for inclusion.



Signed: Joan Walsh, Town Clerk

Dated: 7 May 2020

Date of next meeting – TBC