

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

A meeting of the above-named Committee will be held at the Albert Rooms,
Albert Road, Horley, on **Tuesday 10 June 2014 at 7.30 pm**

All correspondence and papers referred to in the public part of the agenda are available to view in the Town Council Offices during normal office hours.

A G E N D A

- 1 Appointment of Committee Chairman
(Chairman of the Council in the Chair)**
Elected Chairman to take the Chair
- 2 Appointment of Committee Vice-Chairman**
- 3 Apologies and Reasons for Absence**
- 4 Declarations of Interest & Dispensations**
 - i) To receive any Declarations of Interest regarding items on this agenda.
 - ii) To receive written requests for dispensations for Disclosable Pecuniary Interests (if any).
 - iii) To grant any requests for dispensations, as appropriate.
- 5 Public Forum**
- 6 Approval of Minutes**
Committee Meeting, Tuesday 29 April 2014
- 7 Matters Arising**
Committee Meeting, Tuesday 29 April 2014
- 8 Appointments to Sub-Committees and Outside Bodies**
To agree appointments to the following:
 - i) **Communications Sub-Committee**
 - ii) **Internal Audit Review Sub-Committee**
 - iii) **Standing Orders Sub-Committee**
 - iv) **Borough Standards Committee**
 - v) **Surrey Association of Local Councils (Surrey ALC)**
- 9 Audit Matters**
 - i) To receive the Councillors' Audit Certificate for April & May 2014.
 - ii) To receive the Councillors' Audit Rota for 2014/2015
- 10 Financial Reports**
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 May 2014.
- 11 Internal Auditor**
 - i) To receive the final report (for 2013/2014) from the Internal Auditor, Paul Hartley.
 - ii) To approve payment of £700, being the fee plus expenses for the Internal Auditor for 2013 – 2014.
- 12 Communications**
 - i) To agree dates for the July "Meet Your Councillor" event in the town centre and a meeting of the Communications Sub-Committee.
 - ii) Newsletter Publication 2014-2015 - to agree a programme and approximate costs involved.

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- 13 Borough Standards Committee**
To receive an update on recent meetings.
- 14 Transfer of Langshott Allotments**
To agree the way forward.
- 15 Centenary of start of First World War**
i) Production of Memorial Book – to receive an update on anticipated costs.
ii) To receive an update on any other related matters.
- 16 Surrey Association of Local Councils (Surrey ALC)
& National Association of Local Councils (NALC)**
To receive and note actions arising out of recent meetings, events and from information received.
- 17 Confidential Items on this Agenda**
To consider whether these should be discussed in open session.
- 18 Letters Received**
- 19 Diary Dates**
To note forthcoming events.
- 20 Urgent Business**
To note urgent business for inclusion on any future agenda.
- 21 Press Release**
To agree items for inclusion.
- 22 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.”
- 23 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 29 April 2014.
- 24 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 29 April 2014.
- 25 Horley Recreation Ground - Final phase of footpath refurbishment** **CONFIDENTIAL**
To consider quotations received (if available).
- 26 Surrey County Council Pension Fund** **CONFIDENTIAL**
To receive an update.
- 27 Concurrent Functions** **CONFIDENTIAL**
To receive an update.
- 28 Press Release** **CONFIDENTIAL**
To agree items for inclusion.

Date of next meeting – 5 August 2014



Signed: Town Clerk

Dated 5 June 2014