

## **HORLEY TOWN COUNCIL**

A meeting of the **Finance & General Purposes Committee**  
to be held virtually on **Tuesday 4 August 2020 at 7.30 pm**

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**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](mailto:town.clerk@horleytown.com)) by no later than one hour before the start of the meeting.**

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### **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 4 August 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 may 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 12 May 2020.

**6 Finance Updates**

Committee Meeting, Tuesday 12 May 2020.

**7 Internal Audit Matters**

- i) To receive the Councillors' Audit Certificate for June 2020.
- ii) Annual accounts (Annual Governance & Accountability Return) 2019/2020 - To receive an update.

**8 Financial Matters**

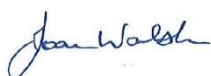
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to June 2020.

**9 Café In The Park Project, Horley Recreation Ground**

- i) To receive an update on the Café construction and associated external works.
- ii) To receive an update on the Café Tenancy and anticipated opening date.
- iii) To receive an update on any other matters.

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- 10 Communications**  
i) To receive an update on the meeting of the Communications Sub-Committee held earlier in the evening (4 August 2020).  
ii) To receive an update on any other matters.
- 11 Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)**  
To receive an update on any matters.
- 12 Safe Drive Stay Alive Campaign**  
To consider contributing £100 to the campaign.
- 13 Town Council Insurance 2020-2021**  
i) To ratify the added insurance cover to the combined policy for the new Café build in the total sum of £327.44 (inclusive of Insurance Premium Tax of £35.08).  
ii) To ratify the added level of protection for loss of rental income for the Café Tenancy in the total sum of £16.50 (inclusive of Insurance Premium Tax of £1.77).
- 14 Operational Matters: COVID-19 Response**  
i) To approve the draft COVID-19 Risk Assessment for reopening the Town Council Offices and Edmonds Hall.  
ii) To approve the draft COVID-19 Risk Assessment for the phased reopening of the Innes Pavilion facilities (toilets initially) and extra cleaning costs to keep the building COVID-19 secure.  
iii) To consider making contactless/BACS transactions to HTC mandatory for receiving payments in light of the COVID-19 Risk Assessment undertaken at the Town Council Offices.
- 15 Football Hire, Court Lodge Playing Fields – COVID-19 Response**  
To ratify the new pitch hire charges added to Scale of Charges for 2020/21 to cover the necessary removal of the changing rooms until safe to reopen the facility in line with public health guidance.
- 16 Concession Arrangements for Town Council Tenants during the COVID-19 Crisis**  
To receive an update.
- 17 LGA Model Member Code of Conduct Consultation (Closing Date: 17 August 2020)**  
To consider this Council's response.
- 18 Edmonds Fund**  
To receive any updates.
- 19 Diary Dates**  
To note any forthcoming events.
- 20 Items for future consideration**  
To note any items for inclusion an any future agenda.
- 21 Press Release**  
To agree items for inclusion.



**Signed: Joan Walsh, Town Clerk**

**Dated: 30 July 2020**

**Date of next meeting – 6 October 2020**