

HORLEY TOWN COUNCIL

A meeting of the **Finance & General Purposes Committee**
to be held virtually on **Tuesday 6 October 2020 at 7.30 pm**

Following Government advice, essential meetings of Horley Town Council will be held virtually during the COVID-19 Pandemic 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 at: 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 6 October 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 4 August 2020.

6 Finance Updates

Committee Meeting, Tuesday 4 August 2020.

7 Internal Audit Matters

- i) To receive the Councillors' Audit Certificate for July and August 2020.
- ii) To note arrangements for the first internal audit with Mulberry & Co.

8 Financial Matters

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

9 Precept 2021/22

To agree the timetable for setting the 2021/22 Precept.

10 Investment Strategy and Policy

- i) To consider the draft Investment Strategy and Policy and to make recommendations for Full Council approval.
- ii) To review the current investments and banking arrangements by the Town Council.

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- 11 Community Infrastructure Levy (CIL)**
To receive the latest quarterly report.
- 12 Café In The Park Project, Horley Recreation Ground**
i) To receive an update on the Café construction and Practical Completion.
ii) To receive an update on the Café Tenancy and anticipated opening date.
iii) To approve extra expenditure required for line-marking the existing car park at a cost of up to £715 + VAT.
iv) To receive an update on any other matters.
- 13 Communications**
i) To receive an update on the meeting of the Communications Sub-Committee held earlier in the evening (6 October 2020).
ii) To receive an update on any other matters.
- 14 Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)**
To receive an update on any matters.
- 15 Covid-19 Response**
i) To review the reopening of the Town Council offices and Edmonds Hall and to consider a way forward.
ii) To receive an update on any other matters.
- 16 HTC Operational Matters**
i) To consider a quote for new bollards at the parking spaces situated at the front of the Town Council offices at a cost of up to £500 + VAT.
ii) To consider a quote for relining all parking spaces at the Town Council car park at a cost of up to £600 + VAT.
iii) To consider a quote for water supply at Town Council sites (under a 3-year contract) with a predicted net saving of £90 per year.
- 17 Defibrillators in Horley – The Bull Public House**
To note new information received on the defibrillator donation.
- 18 Remembrance Programme 2020**
i) To note arrangements for the Remembrance Services Programme 2020 in Horley.
ii) To approve a donation of £250 to the Royal British Legion Poppy Appeal through the General Power of Competence.
- 19 Christmas 2020**
To agree arrangements for the Councillors’ Hospitality and Office Closures over the Christmas period.
- 20 Edmonds Fund**
To receive any updates.
- 21 Diary Dates**
To note any forthcoming events.
- 22 Items for future consideration**
To note any items for inclusion on any future agenda.
- 23 Press Release**
To agree items for inclusion.



Signed: Joan Walsh, Town Clerk

Dated: 1 October 2020

Date of next meeting – 24 November 2020

Members of the Finance Committee: Cllrs Baird, George, A. Kitajewski, H. Kitajewski, Kumar, Phillips, Powell, Samantha Marshall, Simon Marshall, Marr and Saunders