

**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 21 January 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 Apologies and Reasons for Absence**
- 2 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.
- 3 Public Forum**
- 4 Approval of Minutes**  
Committee Meeting, Tuesday 26 November 2013
- 5 Matters Arising**  
Committee Meeting, Tuesday 26 November 2013
- 6 Audit Matters**
  - i) To receive the Councillors' Audit Certificate for November and December 2013.
  - ii) To consider the appointment of the Town Council's Internal Auditor for 2014/2015.
- 7 Financial Reports**  
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 December 2013
- 8 Communications**
  - i) "Meet your Councillor" – to receive an update on the recent event at Horley Leisure Centre
  - ii) Website Development – to receive an update and to approve payment of £3,521.25 plus VAT to Jarrett & Lam Consulting, being the project balance and first year website hosting.
  - iii) Communications Sub-Committee - to receive an update on any other matters considered by the Sub-Committee.
- 9 Borough Standards Committee**
  - i) To receive an update on recent meetings.
  - ii) To receive an update regarding the Borough Council's Monitoring Officer.
- 10 Centenary of start of First World War**
  - i) Production of Memorial Book – to receive an update.
  - ii) To consider the purchase of a Memorial Bench.
  - iii) To note information received from Reigate & Banstead Borough Council.
- 11 Town Meeting, 25 April 2014**  
To consider arrangements for the meeting.
- 12 Horley Town Guide – 2013/2014**  
To receive an update.

...Continued

- 13 Risk Assessment**  
To review the Risk Assessment and Management Paper for 2013 – 2014, for recommendation to Full Council.
- 14 Charges for the Hire of the Albert Rooms**  
To finalise charges for 2014/2015
- 15 Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)**  
i) To receive an update on recent meetings  
ii) To receive an update on courses and events attended by Town Councillors  
iii) To consider any other information received.
- 16 Society of Local Council Clerks (SLCC) – Membership Renewal**  
To ratify payment of £305.
- 17 Repairs to Innes Pavilion**  
To receive an update on the roof replacement and other repairs.
- 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 26 November 2013.
- 24 Matters Arising** **CONFIDENTIAL**  
Committee Meeting, Tuesday 26 November 2013.
- 25 Surrey County Council Pension Fund** **CONFIDENTIAL**  
To consider correspondence received.
- 26 Innes Pavilion / Horley Sports (Social) Club (HSSC)** **CONFIDENTIAL**  
i) HSSC – to receive an update.  
ii) Future tenancies – to receive an update.
- 27 Press Release** **CONFIDENTIAL**  
To agree items for inclusion.

**Date of next meeting – 18 March 2014**



**Signed: Town Clerk**

**Dated 15 January 2014**