

HORLEY TOWN COUNCIL

Joan Walsh
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AGENDA

FINANCE & GENERAL PURPOSES COMMITTEE

Date / Time: Tuesday, 8 November 2022 at 7.30 pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

Dear Councillors

You are hereby respectfully summoned to attend the **MEETING of HORLEY TOWN COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE** to be held on Tuesday, 8 November 2022, 7:30 pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh
Town Clerk

Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

Public Forum:

Members of the Public and Press are welcome to attend this meeting in person or may join it remotely by requesting a Zoom link by email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day before the meeting is due to be held.

Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, 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 question or comment is submitted in writing which shall be answered in due course.

To: Members of the Finance & General Purposes Committee:

Cllrs Baird, Beech, George, A. Kitajewski, H. Kitajewski, Phillips, Powell, Samantha Marshall, Simon Marshall, Marr and Saunders



HORLEY TOWN COUNCIL

Finance and General Purposes Committee

A meeting of the above-named Committee will be held at the Albert Rooms, Albert Road, Horley on Tuesday, 8 November 2022 at 7.30 pm

The meeting will be preceded by a minute's silence in memory of former HTMG Member, Chris Sharville, who passed away recently.

A G E N D A

- 1. Apologies and Reasons for Absence**
- 2. Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive from members any declarations of interest in relation to any items included on this agenda.
- 3. Public Forum**
- 4. Approval of Minutes**
Finance & General Purposes Committee, meeting held on 17 May 2022.
- 5. Finance Updates**
Finance & General Purposes Committee, meeting held on 17 May 2022.
- 6. Internal Audit Matters**
 - i)** To receive the Councillors' Audit Certificates for April, May, and June 2022.
 - ii)** To receive the Councillors' Audit Certificates for July, August, and September 2022
 - iii)** To note arrangements for the first internal audit for 2022/23 with Mulberry & Co.
 - iv)** To receive an update on any other matters.
- 7. Financial Matters**
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to September 2022.
- 8. Town Council Charges 2023/24**
To consider the revised draft scale of charges and make recommendations for Full Council approval in respect of:
 - (i)** Pitch Hire, Court Lodge playing fields
 - (ii)** Allotments Tenancies and Advertisement Banner Displays
 - (iii)** Community Hall Hire (Edmonds Hall)
 - (iv)** Land Hire by Event Operators
- 9. Horley Town Council Precept**
To make recommendations for the draft 2023/24 Precept for adoption by Full Council.
- 10. Surrey Association of Local Councils (SALC) & National Association of Local Councils (NALC)**
 - (i)** To receive any updates from the National and County Associations.
 - (ii)** To note that the Town Council's subscriptions to Surrey ALC and NALC for 2022/23 is **£3,212.65** (Surrey ALC: £1,750.00, NALC: £1,462.65)
 - (iii)** To receive an update on any other matters.

Continued ...

11. Environment Sub Committee

To receive an update from the ESC Chairman on the meeting held earlier in the evening.

12. HTC Operational Matters

- (i) To note completion of the Town Council's upgrade to the new digital telephone system in the sum of £620.00 plus VAT and the annual Maintenance Charge in the sum of £275.00 plus VAT.
- (ii) To consider a proposal for the Town Council's printer requirements and lease arrangements from its existing provider and to agree the way forward.
- (iii) To receive an update on any other matters.

13. Letters Received.

14. Diary Dates

15. Items for future consideration

To note any items for inclusion on any future agenda.

16. Press Release

To agree items for inclusion.



Signed: Joan Walsh, Town Clerk

Dated: 3 November 2022

Date of next meeting – 17 January 2023

To: Members of the Finance & General Purposes Committee:

CLRs Baird, Beech, George, A. Kitajewski, H. Kitajewski, Phillips, Powell, Samantha Marshall, Simon Marshall, Marr and Saunders