

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 November 2017 at 7.30 pm**

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**
Committee Meeting, Tuesday 26 September 2017
- 5 Matters Arising**
Committee Meeting, Tuesday 26 September 2017
- 6 Audit Matters**
 - i)** To receive the Councillors' Audit Certificate for September and October 2017
 - ii)** To receive the Internal Auditor's Report (Interim Report no 1, 2017-2018) and Clerk's comments, where necessary.
 - iii)** To approve the re-appointment of Paul Hartley as Internal Auditor for Horley Town Council for the Financial Year 2018/2019.
- 7 Financial Reports**
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 October 2017.
- 8 Communications**
 - i)** To receive an update on the meeting of the Communications Sub-Committee held earlier.
 - ii)** To receive an update on any other matters.
- 9 Horley Edmonds Fund**
To note receipt of the Quarter 2 Fund Statement, for the period 1 April to 30 September 2017.
- 10 Surrey Association of Local Councils (Surrey ALC)
& National Association of Local Councils (NALC)**
 - i)** To receive updates on recent meetings and other events attended.
 - ii)** To note that the Town Council's subscriptions to Surrey ALC and NALC for 2018/2019 is £2,917.11 (Surrey ALC: £1,650, NALC: £1,267.11).
 - iii)** To receive an update on any other matters.
- 11 Legionella Control**
To consider the quotation received, for the sum of £930 per annum.
- 12 Security Matters**
To receive an update, following the transfer of security works to SmartGuard Security and Innovation Fire & Security Ltd and to consider the way forward.

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13 Town Council Insurance

- i) To note information received from WPS Insurance Brokers regarding their Council Guard Insurance Scheme.
- ii) Low Claims Rebate – to note receipt of 164.10.

14 Telephone System Maintenance Contract

To note renewal of the contract with Tritel Communications Ltd for the sum of £250 plus VAT per annum.

15 Website Hosting

To approve renewal of the Hosting Package by Jarrett & Lam, for the sum of £795 plus VAT per annum.

16 Innes Pavilion Improvements

To consider improvements to the lighting in the main area of the Pavilion.

17 Letters Received

18 Diary Dates

To note forthcoming events.

19 Urgent Business

To note urgent business for inclusion on any future agenda.

20 Press Release

To agree items for inclusion.

21 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.”

22 Approval of Confidential Minutes

Committee Meeting, Tuesday 26 September 2017

CONFIDENTIAL

23 Matters Arising

Committee Meeting, Tuesday 26 September 2017

CONFIDENTIAL

24 Town Council Estimates & Precept 2018/2019

To agree Estimates and Precept for 2018/2019, for recommendation to Full Council on 12 December 2017.

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25 Press Release

To agree items for inclusion.



Signed: Town Clerk, 16 November 2017

Date of next meeting – Tuesday 23 January 2018