

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a meeting of the above-named Committee held at the Albert Rooms, Albert Road, Horley on Tuesday 1 October 2013 at 7.40 p.m.

Present: Cllr R Sherwin – Chairman
C Austin, R Bethell, M George, M Goldsmith,
Simon Marshall, M Miller, R Olliver and D Powell

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
R Cavanagh – Finance Officer

F 3271 Apologies and Reasons for Absence

RESOLVED: that the apology of Cllr Baird be accepted, for reasons as specified in the Attendance Register. (Cllr Robinson was absent.)

F 3272 Declarations of Interest & Dispensations

There were no Declarations of Interest, specific to the meeting, neither were there any requests for Dispensations for Disclosable Pecuniary Interests.

RESOLVED: noted.

F 3273 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3274 Approval of Minutes
Finance & General Purposes Committee, 6 August 2013**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved.

**F 3275 Former Horley Anderson Centre Site (including Car Park) –
Deed of Surrender and Deed of Variation**

The Clerk reported that Nick Bennett, the Borough Council's Legal Services Manager, was chasing the Borough Council's Legal Department for a response.

RESOLVED: noted.

Councillors' Audit

F 3276 ***RESOLVED: that the Councillors' Audit Certificate and Clerk's responses (where applicable), be received. (A copy is appended.)***

F 3277 Cllr George informed members that, whilst everything was in order, he had suggested a possible amendment to the presentation of the data.

RESOLVED: noted.

F 3278 **Financial Reports for July 2013**

RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Payments List totalling £23,621.51 plus VAT (£26,070.94)***
- iv) Receipts List totalling £10,874.61 plus VAT (£14,825.91)***

Financial Reports for August 2013

F 3279 ***RESOLVED: that the following reports, as appended to these minutes, be approved:***

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Payments List totalling £28,185.32 plus VAT (£31,213.79)***
- iv) Receipts List totalling £3,556.56 plus VAT (£3,614.56)***

F 3280 The Chairman reported that the accounts for the end of September, which had just been produced, showed slightly reduced running costs, compared with the previous year.

RESOLVED: noted.

F 3281 **“Meet Your Councillor”**

Members reviewed the recent event, which had been held at Horley Leisure Centre. It was noted that several queries regarding highways had been raised by local residents.

RESOLVED: noted.

F 3282 **Redevelopment of Town Council Web Site**

The Clerk reported that members of the Communications Sub-Committee had reviewed the first phase of the web site. It was noted that the Content Management System was now under the Town Council's control.

RESOLVED: noted.

F 3283 Borough Standards Committee

It was noted that the recently scheduled meeting had been cancelled, due to a lack of business.

RESOLVED: noted.

F 3284 Centenary of World War One – Production of Memorial Book

The Clerk reported that information was still being sought regarding the two remaining names on the War Memorial. He added that Doug Cox was working with the Horley Local History Society to produce an additional publication.

RESOLVED: noted.

F 3285 Town Guide

The Deputy Clerk advised that the Town Guide was now at proofing stage. Cllr George added that the Barratt Homes would be keen to have copies of the new Town Guide in their show house for potential house buyers.

RESOLVED: noted.

Christmas 2013

F 3286 RESOLVED: that the Town Council Offices close on the evening of Monday 23 December (minimal staffing on 23rd) and re-open on the morning of Thursday 2 January.

F 3287 RESOLVED: that a 35 ft Christmas Tree be purchased from the Balcombe Estate Forestry & Sawmill at a cost of £577.50 plus VAT. (To be collected and erected by Mitchells of Horley.)

F 3288 It was noted that the Horley Association of Traders (HATs) was seeking sponsorship from local organisations for the installation of the existing lamp post lights and the purchase of additional lights. Cllr George added that HATs was looking to bid for £2,400 funding from Raven Housing Trust. It was noted that the HATs Christmas Fayre would be taking place on 14 December, the same day as the Town Centre Carol Service.

RESOLVED: noted.

F 3289 IT Support

RESOLVED: that the continuation of the maintenance agreement with Micro Maintenance for a further year at a total cost of £1800 plus VAT, unchanged from last year, be approved.

**Surrey Association of Local Councils (Surrey ALC)
& National Association of Local Councils (NALC)**

- F 3290** Cllr Olliver updated members on recent meetings. He explained that SERCAF, the South East Region County Association Forum, representing nine south eastern counties, regarded the new NALC proposals for the assessment and re-assessment of Quality Parish Councils as not fit for purpose. The new book produced by NALC, "Local Councils Explained", which was aimed at Parish Councillors, had also been poorly received. He added that the Surrey, Sussex and Kent County Associations all planned to have a presence at next year's South of England Show, with the aim of encouraging people to become Parish and Town Councillors at the 2015 elections.

RESOLVED: noted.

- F 3291** Details were noted of the Surrey ALC Annual Meeting and Conference, due to take place on 15 October, to which two Town Councillors were invited.

RESOLVED: noted.

- F 3292 Innes Pavilion Roof Replacement –Application for Grant Funding**

It was noted that the Town Council's recent application to Surrey County Council's Community Improvements Fund (Leaders' Initiative), for funding towards the roof replacement, had been unsuccessful.

RESOLVED: noted.

- F 3293 Application for Grant Funding**

The Clerk reported receipt of correspondence from Victim Support, seeking financial support from the Town Council.

RESOLVED: that the Clerk suggest that the organisation apply to the Cyril Edmonds Community Fund, or other suitable fund within the remit of the Community Foundation for Surrey.

- F 3294 Letters Received**

The Clerk reported receipt of a letter from local resident, Alan Tracey, complimenting the Town Council on its recent Horley Highlights publication.

RESOLVED: noted.

- F 3295 Diary Dates**

RESOLVED: that forthcoming events be noted, in particular the Presentation on the Localism Act prior to the Full Council meeting on 15 October, Rededication of the Memorial Gardens on 6 November, Remembrance Day Parade & Service on 10 November and Town Centre

F 3295) Carol Service & Hospitality on 14 December.

F 3296 Confidential Business

RESOLVED: that, "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."

F 3297 Innes Pavilion / Horley Sports (Social) Club CONFIDENTIAL
F 3298

Members were updated on recent meetings and events.

F 3299 Precept 2014 – 2015 CONFIDENTIAL

Members considered the way forward

Meeting closed at 8.30 pm. Date of next meeting: 26 November 2013