

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a Meeting of the above-named Committee held at the
Town Council Offices, Albert Road, Horley on Tuesday 4 August 2015, at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
J Baird
R Biggs
H Davies
M George
L Mabbett
Simon Marshall
V Marshall
R Olliver
H Randall

In Attendance: C Fenton – Deputy Town Clerk
R Cavanagh – Responsible Financial Officer

F 3688 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllr David Jackson and the Town Clerk be accepted, for reasons as specified in the Attendance Register.

F 3689 Disclosable Pecuniary Interests and Non-Pecuniary Interests

No Declarations of Interest were received.

RESOLVED: noted.

F 3690 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3691 Approval of Minutes
Finance & General Purposes Committee, 16 June 2015**

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 3692 Henry Webber Memorial

RESOLVED: that quotations be sought for a memorial plaque and the

F 3692) *matter be considered at the next meeting of this Committee.*

Audit Matters

F 3693 *RESOLVED: that the Councillors' Audit Certificate for June 2015 and Deputy Clerk's responses (where applicable), be received. (A copy is appended).*

Financial Matters

F 3694 **Financial Reports for June 2015:**

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) Receipts List totalling £8,113.39 plus VAT (£8,140.99)*
- iv) Payments List totalling £39,096.86 plus VAT (£41,575.82)*

Communications

F 3695 The Deputy Clerk advised that minor changes had been made to the layout of the InTouch newsletter to give larger images of photos.

RESOLVED: noted.

F 3696 Cllr Olliver told members that his regular news column was continuing in the RH6 Uncovered magazine and added that he would welcome input from other members regarding its content.

RESOLVED: noted.

F 3697 **Borough Standards Committee**

It was noted that there had been a brief meeting of the Committee to elect the Chairman, however Cllr Baird had been unable to attend.

RESOLVED: noted.

F 3698 **Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)**

Cllr Olliver reported that he had recently chaired meetings of the South East Region County Association Forum (SERCAF) and the Surrey & Sussex Associations of Local Councils (SSALC). He added that subscriptions for 2016/17 were to rise by 2% however the rate for the larger Councils would be capped at £1,625, an increase of £25. It was noted that pressure was being put on NALC to also cap its fees for larger Councils.

F 3698) **RESOLVED: noted.**

Future Use of the Innes Pavilion

F 3699 The Deputy Clerk advised that it was anticipated that a tenant would be signing an initial six month tenancy agreement for the Innes Pavilion, commencing on 1 September 2015. It was hoped that this would subsequently be extended.

RESOLVED: noted.

F 3700 **RESOLVED: that a quotation be sought for the cleaning of the exterior of the Innes Pavilion plus the patio area. (The Contractor Asbit was subsequently instructed to carry out the work for £375 plus VAT.)**

F 3701 **RESOLVED: that a quotation be sought for exterior signage for the building. (KM Vinyl Graphics subsequently instructed to supply and fit two new signs for the total sum of £75.)**

Horley Edmonds Fund

F 3702 **RESOLVED: that receipt be noted of the Quarter 1 Fund Statements (April – June 2015), a copy of which is appended.**

Upgrade of CCTV Cameras at Horley Recreation Ground

F 3703 The Deputy Clerk advised that it was planned to make an application to the Police & Crime Commissioner Community Safety Fund to upgrade the cameras at Horley Recreation Ground from analogue to digital, giving increased clarity and coverage. An initial quotation had been received from the company which had carried out all the previous CCTV related works in all the recreation grounds.

RESOLVED: that further quotations be sought for the work and the matter be re-considered at the Full Council meeting on 1 September 2015.

F 3704 **RESOLVED: that the Clerk seek clarification as to whether forward funding the work might prejudice any application made to the Community Safety Fund.**

F 3705 **V J Day Service & Entertainments, Saturday 15 August 2015**

Members were reminded that a Service was to be held in the Memorial Gardens to mark the 70th Anniversary of the Victory in Japan (V J) Day, followed by entertainment and stalls in the town centre. Cllr Olliver requested that as many members as possible attend the Service.

RESOLVED: noted.

F 3706 Changes to Community Youth Work in Reigate & Banstead

The Deputy Clerk referred members to the Surrey County Council Consultation on Changes to Community Youth Work in Reigate & Banstead. It was noted that, under the new Resource Allocation System, total contact hours provided at Horley Young People's Centre were to increase from thirteen hours to fifteen per week. Members discussed the minimal usage of the Horley Young People's Centre. Cllr George told members that there had been some discussion about Susy Radio using the Centre as its new base. The Deputy Clerk advised that there was to a meeting at the Horley Young People's Centre on 6 August, when more information would be made available about the planned changes and it was agreed that Cllr George attend on behalf of this Council. (The Town Council's response to the Consultation is appended.)

RESOLVED: noted.

F 3707 Town Centre Carol Service and Councillors' Hospitality

Members discussed possible dates for the Town Centre Carol Service and the Hospitality, which was traditionally provided by the Town Council, following the event. It was explained to new members that, historically, Town Councillors had each made a donation of £10 (or more if they wished!) towards the cost of the refreshments and assisted with the setting up, serving and clearing up on the day of the event. After discussion it was agreed that 12 December would be the most appropriate date.

RESOLVED: that the Churches of Horley be informed accordingly.

F 3708 Diary Dates

RESOLVED: that forthcoming events be noted, including the V J Day Service on 15 August and Donkey Derby, Charity Dog Show and Sins & Stripes Classic Cars Event, all on 13 September.

F 3709 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 3710 Redecoration of Albert Rooms

CONFIDENTIAL

Members ratified the decision taken by the Leaders' Group to appoint Mitchells of Horley Ltd to carry out the work for the total sum of £15,068 plus VAT.

F 3711

Devolved Powers and Other Contractual Matters

CONFIDENTIAL

Members discussed their concerns and agreed the way forward.

Meeting closed at 9.15 pm.

Date of next meeting: 29 September 2015

F 3710 Redecoration of Albert Rooms

Members ratified the decision taken by the Leaders' Group to appoint Mitchells of Horley Ltd to carry out the work. (Full details are appended.)

RESOLVED:

- i) that Mitchells of Horley be appointed to carry the interior and exterior redecoration of the Albert Rooms for the total sum of £15,068 plus VAT.***
- ii) that the expenditure be funded by utilising the Council Offices Earmarked Fund of £5,000 and £9,000 vired from the Election Contingency.***

F 3711 Devolved Powers and Other Contractual Matters

Members discussed their ongoing serious concerns regarding the present operation of the Grounds Maintenance (GM) Contract between the Borough and Town Councils, particularly with regard to litter collection. The contract specified daily litter clearance from all areas owned or managed by the Town Council, however there had been many occasions recently, especially at weekends, when no litter clearances had taken place at all. The Deputy Clerk explained that the issues stemmed from earlier this year when staff employed to clear litter from parks etc were transferred from the Parks & Countryside Team to the Street Sweeping Section. There had subsequently been frequent complaints received about the standards of litter collection, all of which had been forwarded to the Borough Officers responsible on a regular basis. This had culminated in a response from Frank Etheridge, the Borough Council's Head of Recycling and Cleansing, in which he had stated that he could not agree to subsidise litter collection to the levels required to deliver the specification in the Town Council's contract.

Members also discussed the Devolved Powers Agreement, currently extended until 31 March 2015. The Deputy Clerk explained that the current GM contracts between the Town Council and other contractors were due to expire on 31 December this year, meaning that tenders for the new contract were required to be sought at the earliest opportunity. There was, however, no clarity as to whether or not the Devolved Powers Agreement was likely to be extended and it was therefore unclear whether the managed areas should be included in the specifications for the new contract.

After further discussion the following was resolved:

RESOLVED:

- i) that, should the Portfolio Holder concerned be unable to provide a satisfactory explanation for the non-fulfilment of contract specifications and fail to achieve a resolution of the situation within ten working days, the Town Council to issue a Default Notice to the Borough Council for non-fulfilment of the specifications concerned.***
- ii) that the Deputy Clerk contact the Portfolio Holder (Cllr Allen Kay) accordingly. (A copy of the correspondence is appended.)***

F 3711)

iii) that an update be sought from Sam Gyimah MP regarding the Devolution of Discretionary Services Bill.