

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 18 March 2014 at 7.30 p.m.

Present: Cllr R Sherwin – Chairman
J Baird, R Bethell, M George, M Goldsmith, M Miller
R Olliver and D Powell

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
R Cavanagh – Finance Officer
Plus one member of the public

F 3376 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs C Austin, Simon Marshall and M Robinson be accepted, for reasons as specified in the Attendance Register.

F 3377 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 3378 Public Forum

One member of the public was present, however no matters were raised.

RESOLVED: noted.

**F 3379 Approval of Minutes
Finance & General Purposes Committee, 21 January 2014**

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 3380 Former Horley Anderson Centre Site (including Car Park) –
Deed of Surrender and Deed of Variation**

The Clerk reported that he had met with the Borough Council Solicitor, who would try to progress the matter.

RESOLVED: noted.

F 3381 World War One – Memorial Bench

The Deputy Clerk confirmed that the bench had been ordered.

RESOLVED: noted.

Audit Matters

F 3382 RESOLVED: that the Councillors' Audit Certificate for January and February 2014 and Clerk's responses (where applicable), be received. (A copy is appended.)

F 3383 RESOLVED: that the interim Internal Audit Report no 2 be received. (A copy is appended.)

F 3384 The Clerk confirmed that the Fire Risk Assessment for the Albert Rooms would be carried out shortly.

RESOLVED: noted.

F 3385 Financial Reports for January 2014

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 £28,027.46 plus VAT (£31,288.72)**
- iv) Receipts List totalling £6,691.23 plus VAT (£13,622.60)
(includes VAT refund of £6,871.37)**

Financial Reports for February 2014

F 3386 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 £134,260.72 plus VAT (£138,062.61)
(includes payment of £102,519.64 to Cablesheer Ltd, for which VAT cannot be reclaimed)**
- iv) Receipts List totalling £9,427.63 plus VAT (£9,445.63)**

F 3387 Internal Control Review 2013-2014

Members considered the annual review of the effectiveness of the Town Council's system of internal control and management of risk.

RESOLVED: that the Internal Control Review be approved.

“Meet Your Councillor”

- F 3388** Members reviewed the recent event at Waitrose, which had raised a number of queries and concerns from local residents. Thanks were recorded to Cllr Bethell for his detailed report of the proceedings and the Clerk confirmed that he would respond to points raised.

RESOLVED: noted.

- F 3389** Members considered the way forward, with regard to arrangements for next year’s “Meet Your Councillor” sessions. Several members were of the opinion that the Horley Leisure Centre was not a suitable venue as many of its users were not Horley residents. Cllr Powell stressed that the venue would work better, if leaflets were delivered to the neighbourhood beforehand. Cllr Sherwin believed that it was vital to collect residents’ email addresses. Some members suggested that it would be better to go to places that residents already visited, such as clubs and pubs. After lengthy discussions the following was resolved:

RESOLVED:

- i) that the process for Borough and County Councillor participation be formalised.**
- ii) that a complete review of the “Meet Your Councillor” programme be carried out, including times, frequency and locations.**
- iii) that a programme be finalised at the next meeting of this Committee, for recommendation to Full Council**

Communications Sub-Committee

- F 3390** **RESOLVED: that receipt be noted of the minutes of the meeting of the Communications Sub-Committee held on 26 February 2014 (a copy is appended.)**

- F3391** **RESOLVED: that thanks be recorded to Jarrett & Lam Consulting for their swift resolution of any website related matters.**

F 3392 **Borough Standards Committee**

It was noted that the meeting scheduled for 2 April had been cancelled due to a lack of business.

RESOLVED: noted.

F 3393 **Centenary of Start of World War One – Production of Memorial Book**

The Clerk reported that he had been in contact with a Design Company in Outwood, who were currently producing a draft of the book, which would ultimately be leather bound and printed on paper with a life span of beyond 200 years. It was noted that the company had also carried out some additional research. Cllr Powell added that a stand for the book was also required and suggested that some oak or mahogany might be retrieved from Ypres for this task. The Clerk told members that he and Cllr Powell were

- F 3393)** currently preparing an application for funding to the Heritage Lottery Fund (“Understanding the First World War”)

RESOLVED: *noted.*

Centenary of Start of World War One – Other Matters

- F 3394** The Clerk advised that the Horley Branch of the Royal British Legion (RBL) wished to hold a parade and service on 3 August 2014. Members agreed that the Order of Service be printed by the Town Council at no charge to the RBL.

RESOLVED: *noted.*

- F 3395** The Deputy Clerk updated members on the RBL “Surrey Poppies on the Street” campaign. She explained that fifty large poppies had been ordered, at a cost of £1 each, and these would be fixed to lamp posts and trees in Horley.

RESOLVED: *noted.*

- F 3396** **Town Meeting, 25 April 2014**

It was noted that Doug Cox and Canon Peter Bruinvels had agreed to be guest speakers at the Town Meeting.

RESOLVED: *noted.*

Smith’s Charity, Horley

- F 3397** It was noted that Doug Kilborn had now taken over the administration duties for Smith’s Charity, Horley.

RESOLVED: *noted.*

- F 3398** The Deputy Clerk referred to correspondence received from Mr Kilborn, regarding the use of some of the Smith’s Charity fund, which had remained after the usual distribution of Christmas gifts, an amount of approximately £2,000.

RESOLVED: *that a suggestion be put forward that the amount be donated to the Horley Edmonds Community Fund, to increase funding available to local residents, charities and community groups.*

- F 3399** **Charges for Football Pitch Hire**

The Clerk advised that, in the light of poor paying by a number of football clubs, the Town Council was looking to charge in advance for pitch hire from August 2014. Full details were still to be finalised.

RESOLVED: *that the matter be finalised at a meeting in April.*

**F 3400 Surrey Association of Local Councils (Surrey ALC)
& National Association of Local Councils (NALC)**

Cllr Olliver reported that there had been no further meetings to attend. He added that the County Associations had now moved into new cheaper premises in Lewes. It was noted that the County Associations would be participating in the South of England Show at Ardingly, promoting the value of town and parish councils. In response to the point previously raised by Cllr George, that SERCAF set a deadline to NALC to show improvement, Cllr Olliver explained that SERCAF was waiting for the appointment of the new NALC Chief Executive, before taking any action.

RESOLVED: noted.

F 3401 St George's Day Fayre, 26 April 2014

RESOLVED: that the Town Council participate in the event and hire a pitch at a cost of £30.

F 3402 Payment Card Industry Data Security Standard (PCI DSS)

The Clerk explained that the Town Council was required to become compliant with PCI DSS, to protect customer card data, at a charge of £3.50 per month. Cllr Miller suggested that this might not apply to the Town Council, however further investigation by the Clerk had revealed that the charge was applicable.

RESOLVED: that the payment of £3.50 per month to Global Fortress be approved.

F 3403 Community Outreach Event

RESOLVED: that Horley Baptist Church be given permission to hold a Community Outreach Event at Court Lodge Fields on Saturday 19 July 2014, subject to the terms and conditions in the attached correspondence.

F 3404 Diary Dates

RESOLVED: that forthcoming events be noted, in particular the East Horley Circular Walk on 23 March, Town Meeting on 25 April and St George's Day Fayre on 26 April.

F 3405 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."

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| F 3406 | Re-lining of Albert Rooms Car Park | CONFIDENTIAL |
| | Members considered quotations received and approved the appointment of the contractor Asbit to carry out the work. | |
| F 3407 | Horley Sports (Social) Club | CONFIDENTIAL |
| | Members were updated on recent correspondence. | |
| F 3408 | Surrey County Council Pension Fund | CONFIDENTIAL |
| | Members agreed the way forward. | |
| F 3409 | Council Tax Support Grant | CONFIDENTIAL |
| | Members were updated on recent events | |
| F 3410 | Concurrent Functions | CONFIDENTIAL |
| | Members were updated on recent events | |

Meeting closed at 9.10 pm. Date of next meeting: 29 April 2014