

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 8 June 2010** at **7.30 pm**

All correspondence and papers referred to in the public part of the agenda are available to view in the Town Council Offices during normal office hours.

A G E N D A

- 1 Appointment of Committee Chairman
(Chairman of the Council in the Chair)**

Elected Chairman to take the Chair
- 2 Apologies and Reasons for Absence**
- 3 Declarations of Interest**
- 4 Appointment of Committee Vice-Chairman**
- 5 Public Forum**
- 6 Approval of Minutes**
Committee Meeting, Tuesday 27 April 2010
- 7 Matters Arising**
Committee Meeting, Tuesday 27 April 2010
- 8 Appointments to Sub-Committees and Outside Bodies**
To agree appointments to the following:
 - i) Borough Standards Committee**
 - ii) Editorial Sub-Committee (Newsletter & Town Guide)**
 - iii) Internal Audit Review Sub-Committee**
 - iv) Michael Crescent Community Hall Sub-Committee**
 - v) Quality Status Sub-Committee**
 - vi) Risk Assessment Sub-Committee**
 - vii) Standing Orders Sub-Committee**
 - viii) Access Group**
 - ix) Citizens Advice Bureau**
 - x) Horley Sports (Social) Club**
 - xi) Local History Management Committee**
 - xii) Surrey County Association of Parish & Town Councils**
- 9 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 10 Town Councillors' Audit**
To receive the Councillors' Audit report for April 2010.
- 11 Financial Reports**
To approve the financial reports, including bank reconciliations and accounts payable, up to 30 April 2010.
- 12 Unaudited Balance Sheet and Associated Documents for FY 2009/10**
To recommend the approval of the Unaudited Balance Sheet as at 31 March 2010, the Income & Expenditure Account for 1 April 2009 to 31 March 2010, Reserve Analysis as at 31 March 2010 and other associated documents to Full Council.
- 13 Borough Standards Committee**
To receive an update.

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- 14 Surrey County Association of Parish & Town Councils (SCAPTC)**
i) Subscription 2010 / 2011 (£2729.26 plus VAT) – to consider information received and to agree the way forward.
ii) To consider any other information received.
- 15 National Association of Local Councils (NALC)**
To consider any information received.
- 16 Communications to Councillors (Electronic and Paper)**
To consider the way forward.
- 17 Town Meeting, 30 April 2010**
To review the recent meeting
- 18 Proposals for Michael Crescent Community Hall**
To receive an update.
- 19 Town Council Insurance**
To note the Schedule of Insurance Cover from 1 June 2010 and to receive an update on the renewal premium from Aviva Insurance.
- 20 Town Awards**
To receive an update on applications received.
- 21 Town Council Grant Scheme**
To receive an update on applications received.
- 22 Horley Sports (Social) Club**
To receive an update.
- 23 Letters Received**
- 24 Diary Dates**
To note forthcoming events.
- 25 Urgent Business**
To note urgent business for inclusion on future agenda.
- 26 Press Release**
To agree items for inclusion.
- 27 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.”
- 28 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 27 April 2010.
- 29 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 27 April 2010.
- 30 Improved Telephone System for Council Offices** **CONFIDENTIAL**
To consider quotations received and to agree the way forward.

31 Press Release
To agree items for inclusion.

Date of next meeting – 27 July 2010

A handwritten signature in blue ink, appearing to read 'Alan Jones', is written in a cursive style.

Signed: Town Clerk

Dated 3 June 2010