

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

A meeting of the above-named Committee will be held at the Town Council Offices, Albert Road, Horley, on **Tuesday 3 July 2007**

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**
- 2 Apologies and Reasons for Absence**
- 3 Declarations of Interest**
- 4 Appointment of Committee Vice-Chairman**
- 5 Public Forum**
- 6 Adoption of Minutes**
Committee Meeting, Tuesday 24 April 2007
- 7 Matters Arising**
Committee Meeting, Tuesday 24 April 2007
- 8 Appointments to Sub-Committees and Outside Bodies**
To agree appointments to the following:
 - i) Awards Sub-Committee – already appointed**
 - ii) Borough Standards Committee**
 - iii) Clean Neighbourhoods and Environment Act Sub-Committee**
 - iv) Editorial Sub-Committee (Newsletter & Town Guide)**
 - v) Quality Status Sub-Committee**
 - vi) Relocation of Town Council Offices Sub-Committee – already appointed**
 - vii) Risk Assessment Sub-Committee**
 - viii) Standing Orders Sub-Committee**
 - ix) Access Group**
 - x) Citizens Advice Bureau**
 - xi) Horley Sports (Social) Club**
 - xii) Local History Management Committee**
 - xiii) Surrey County Association of Parish & Town Councils – already appointed**
- 9 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 10 Borough Standards Committee**
To receive an update.
- 11 New Code of Conduct for Members**
To receive an update and to agree the way forward.
- 12 Town Guide 2007**
To receive an update from the Clerk.
- 13 Horley Highlights Newsletter – No 12**
To receive an update.Continued

- 14 Horley Town Council Grants Scheme**
To receive an update on applications received and to agree the way forward.
- 15 Town Awards**
To receive an update and to agree the way forward.
- 16 National Association of Local Councils (NALC)**
To consider information received.
- 17 Surrey County Association of Parish & Town Councils (SCAPTC)**
i) To recommend approval of the SCAPTC Constitution to the Full Council meeting of 17 July 2007.
ii) To consider any other information received.
- 18 Unaudited Balance Sheet and Associated Documents for FY 2007/07**
i) To recommend the approval of the Unaudited Balance Sheet as at 31 March 2007, the Income & Expenditure Account for 1 April 2006 to 31 March 2007, Reserve Analysis as at 31 March 2007 and other associated documents, to the Full Council meeting of 17 July 2007.
ii) To recommend approval of Part One of the Annual Return to the Full Council meeting of 17 July 2007.
- 19 Internal Auditor's Report**
To receive the report of the Internal Auditor for year ended 31 March 2007
- 20 Councillors' Internal Audit**
i) To approve the Internal Audit Rota for 2007/2008.
ii) To receive the Councillors' Internal Audit reports for April & May 2007.
- 21 Financial Reports**
To approve the financial reports, including bank reconciliations and accounts payable, up to 31 May 2007.
- 22 Horley Sports (Social) Club**
To receive an update.
- 23 Charity Dog Show, 8 July 2007**
To receive an update.
- 24 Innes Pavilion Water Usage**
To consider information received.
- 25 Location of Horley Citizens Advice Bureau**
To note information received.
- 26 Research Study of the Quality Parish and Town Council Scheme**
To note information received.
- 27 Parish and Town Council Clustering**
To note information received.
- 28 Insurance Policy**
To note the renewal premium of £12,381.34.

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