

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 6 June 2006 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**
- 2 Apologies and Reasons for Absence**
- 3 Declarations of Interest**
- 4 Appointment of Committee Vice-Chairman**
- 5 Public Forum**
- 6 Matters Arising**
Committee Meeting, Tuesday 25 April 2006
- 7 Appointments to Sub-Committees and Outside Bodies**
To agree appointments to the following:
 - i) Awards Sub-Committee**
 - 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**
 - 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) Police Community Partnership Group – Neighbourhood Panels (Horley Central NCC and Horley West NCC)**
 - xiv) Surrey County Association of Parish & Town Councils**
- 8 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 9 Borough Standards Committee**
To receive an update.
- 10 Local Authority Byelaws in England**
To note receipt of the Discussion Paper form the Office of the Deputy Prime Minister.
- 11 Awards and Special Events - Town Council Protocol**
To consider the way forward.
- 12 Town Guide 2007**
To receive an update from the Clerk.

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- 13 Horley Town Council Grants Scheme**
To finalise details of this year's scheme and to agree the way forward.
- 14 Risk Assessment and Management Paper 2006 - 2007**
To approve the Paper.
- 15 National Association of Local Councils (NALC)**
i) To consider correspondence received.
ii) NALC Awards – To note that applications have been made.
- 16 Surrey County Association of Parish & Town Councils (SCAPTC)**
To consider correspondence received.
- 17 Clean Neighbourhoods and Environment Act 2005**
To receive a report of a recent meeting of the Sub-Committee and to consider recommendations made.
- 18 Royal British Legion – Celebration Parade & Garden Dedication, 23 July 2006**
To consider correspondence received from the Branch Secretary and to agree the way forward.
- 19 Use of Emlyn Meadows**
To consider a request from a local resident.
- 20 Albert Rooms Heating – Maintenance Agreement**
To consider further information received and to agree the way forward.
- 21 Albert Rooms – Kidzone After School Club, Ofsted Inspection**
i) To consider a request, regarding improvements to the men's toilet.
ii) To consider a request to install a shed.
- 22 Work Experience**
To note correspondence received from Oakwood School.
- 23 Town Council Insurance Premium**
To note that the amount payable for 2006/2007 is £12,346.78 (an increase of 7.1%.)
- 24 Acceptance of Debit Cards**
To receive an update from the The Clerk.
- 25 Web site – Phase 3 Enhancements**
To receive an update from the The Clerk.
- 26 Internal Auditor's Report**
To receive the report of the Internal Auditor for year ended 31 March 2006
- 27 Unaudited Balance Sheet and Associated Documents for FY 2005/06**
To recommend the approval of the Unaudited Balance Sheet as at 31 March 2006, the Income & Expenditure Account 1 April 2005 to 31 March 2006, Reserve Analysis as at 31 March 2006 and other associated documents to the Full Council meeting of 27 June 2006.

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- 28 Councillors' Internal Audit**
To receive the Cllrs' Internal Audit report for April and May 2006.
- 29 Financial Reports**
To approve the financial reports, including bank reconciliations and accounts payable, up to 31 May 2006.
- 30 Recommendations to Finance & General Purposes Committee**
To ratify or approve expenditure as recommended at other Committee meetings.
- 31 Letters Received**
- 32 Urgent Business**
To note urgent business for inclusion on future agenda.
- 33 Press Release**
To agree items for inclusion.
- 34 Exclusion of Public and Press**
In view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be excluded from the remainder of the meeting under the provisions of The Public Bodies (Admission to Meetings) Act 1960.
- 35 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 25 April 2006.
- 36 Relocation of Town Council Offices** **CONFIDENTIAL**
To receive an update.
- 37 Horley Sports (Social) Club** **CONFIDENTIAL**
To receive a report of a recent Extraordinary Meeting and to consider the way forward.
- 38 Internal Auditor** **CONFIDENTIAL**
To review internal audit fees for 2006/07.
- 39 Press Release**
To agree items for inclusion.

Date of next meeting – 11 July 2006



**Signed: Town Clerk
Dated 1 June 2006**

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