

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 11 June 2013 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 Declarations of Interest & Dispensations**
 - i) To receive any Declarations of Interest regarding items on this agenda.
 - ii) To receive written requests for dispensations for Disclosable Pecuniary Interests (if any).
 - iii) To grant any requests for dispensations, as appropriate.
- 3 Apologies and Reasons for Absence**
- 4 Declarations of Interest**
- 5 Public Forum**
- 6 Approval of Minutes**
Committee Meeting, Tuesday 30 April 2013
- 7 Matters Arising**
Committee Meeting, Tuesday 30 April 2013
- 8 Appointments to Sub-Committees and Outside Bodies**
To agree appointments to the following:
 - i) **Communications Sub-Committee**
 - ii) **Internal Audit Review Sub-Committee**
 - iii) **Standing Orders Sub-Committee**
 - iv) **Borough Standards Committee**
 - v) **Horley Sports (Social) Club**
 - vi) **Surrey Association of Local Councils (Surrey ALC)**
- 9 Audit Matters**
 - i) To receive the Councillors' Audit Rota for 2013 / 2014.
 - ii) To receive the Councillors' Audit Certificate for April & May 2013.
- 10 Financial Reports**
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 May 2013
- 11 Internal Auditor**
 - i) To receive the final report from the Internal Auditor, Paul Hartley.
 - ii) To approve payment of £700, being the fee plus expenses for the Internal Auditor for 2012 – 2013.
- 12 Unaudited Balance Sheet and Associated Documents for FY 2012/13**
To recommend the approval of the following to Full Council:
 - i) Unaudited Balance Sheet as at 31 March 2013
 - ii) Income & Expenditure Account for 1 April 2012 to 31 March 2013
 - iii) Reserves Statement
 - iv) Parts 1 & 4 of the Annual Return as at 31 March 2013 and other documents.

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- 13 Communications**
i) "Meet your Councillor" – to receive an update on the recent events.
ii) To receive an update on the redevelopment of the Town Council website
iii) Residents' Questionnaire – to receive an update.
- 14 Renewal of Town Council Insurance**
To ratify the appointment of WPS Insurance Brokers Ltd for a three year period, commencing 1 June 2013 (annual premium to 31 May 2014: £6,026.39)
- 15 Repair to Air Conditioning Unit**
To consider a quotation from Airtemp Air Conditioning of £520 plus VAT.
- 16 Michael Crescent Scout Hut**
Repair to render on front of building – to ratify acceptance of the quotation from Mitchells of Horley of £588 plus VAT.
- 17 Gatwick Greenspace Partnership – Partnership Contribution, 2013 - 2014**
To approve payment of £1900.
- 18 Office Systems Upgrade (to Microsoft Windows 7)**
To consider a quotation from Micro Maintenance of £896 plus VAT.
- 19 Himalayan Balsam Project Costs**
To approve expenditure up to £600 for necessary training.
- 20 Borough Standards Committee**
To receive an update.
- 21 100th Anniversary of World War One – Production of Memorial Book**
To receive an update.
- 22 Surrey Association of Local Councils (Surrey ALC, formerly SCAPTC) & National Association of Local Councils (NALC)**
i) To receive an update on recent meetings
ii) To note the attendance of two Councillors at the Chairmen's Networking Day on 12 June, at a total cost of £100 plus VAT.
iii) To consider the attendance of a Town Councillor at the Chairmanship Training Course in November.
iv) NALC Larger Councils Survey – to consider a response (required by 21.6.13).
v) To consider any other information received.
- 23 Letters Received**
- 24 Diary Dates**
To note forthcoming events.
- 25 Urgent Business**
To note urgent business for inclusion on any 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."

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- 28 **Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, 30 April 2013.
- 29 **Matters Arising** **CONFIDENTIAL**
Committee Meeting, 30 April 2013.
- 30 **Innes Pavilion / Horley Sports (Social) Club** **CONFIDENTIAL**
i) To receive an update on recent meetings.
ii) Building Repairs: to ratify the appointment of Copeland Yussuf LLP as Project
 Adviser to the Town Council and to agree the way forward.
- 31 **Concurrent Functions** **CONFIDENTIAL**
To note receipt of recent correspondence from the Deputy Chief Executive at Reigate
& Banstead Borough Council
- 32 **Press Release** **CONFIDENTIAL**
To agree items for inclusion.

Date of next meeting – 6 August 2013



Signed: Town Clerk

Dated 6 June 2013