

**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 12 October 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 Apologies and Reasons for Absence**
- 2 Declarations of Interest**
- 3 Public Forum**
- 4 Approval of Minutes**  
Committee Meeting, Tuesday 27 July 2010
- 5 Matters Arising**  
Committee Meeting, Tuesday 27 July 2010
- 6 Outside Bodies**  
To receive reports of attendance at meetings of Outside Bodies.
- 7 Town Councillors' Audit**  
To receive the Councillors' Audit report for August 2010.
- 8 Financial Reports**  
To approve the financial reports, including bank reconciliations and accounts payable, up to 31 August 2010.
- 9 Borough Standards Committee**  
To receive an update.
- 10 Surrey County Association of Parish & Town Councils (SCAPTC)**
  - i)** To receive an update on recent meetings.
  - ii)** Annual subscriptions, 2011/2012 – to consider information received.
  - iii)** Electoral Review of Surrey County Council – to consider information received.
  - iv)** To consider any other information received.
- 11 National Association of Local Councils (NALC)**  
To consider any information received.
- 12 Audit for Year Ended 31 March 2010**  
To note information received from the external auditor, BDO LLP.
- 13 Internal Audit 2010 – 2011**  
To receive the Interim Report No 1 from the Town Council's Internal Auditor.
- 14 Precept 2011 / 2012**  
To receive an update on the timetable for setting the precept.
- 15 Albert Rooms**
  - i)** Storage Rack for Tables in Main Hall - to consider a quotation received.
  - ii)** Damp Issues – to receive an update.
- 16 Local Government Elections 2011**  
To note information received.

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- 17 Remembrance Services, November 2010**  
i) To consider information received from the Royal British Legion (Horley Branch).  
ii) To approve a donation to the Royal British Legion. (£250 in 2009.)
- 18 Risk Assessment**  
To review the Risk Assessment and Management Paper 2010 – 2011.
- 19 Horley Calendar**  
To receive an update.
- 20 Town Award Brooches**  
To note information received from the Rocket Badge Company and to approve the costs involved (£960).
- 21 CCTV Cameras – Repairs / Replacement Parts**  
To consider quotations received..
- 22 Horley Community Environment Week**  
To receive an update on the recent event and to consider any financial implications.
- 23 Horley Sports (Social) Club**  
To receive an update on recent meetings.
- 24 Christmas 2010**  
i) Christmas tree and lights - to consider quotations received from Mitchells of Horley.  
ii) Councillors' Hospitality – to agree arrangements for 2010.
- 25 Surrey Community Foundation**  
To note information received.
- 26 Review of Licensing Policy Statement**  
To ratify this Council's response to the Borough Council's consultation.
- 27 Work Experience Programme - 2010/2011**  
To consider information received from HCS Careers Ltd.
- 28 Olympics 2012**  
To consider how the Town Council might participate.
- 29 Letters Received**
- 30 Diary Dates**  
To note forthcoming events.
- 31 Urgent Business**  
To note urgent business for inclusion on future agenda.
- 32 Press Release**  
To agree items for inclusion.
- 33 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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34      **Approval of Confidential Minutes**      **CONFIDENTIAL**  
Committee Meeting, Tuesday 27 July 2010.

35      **Matters Arising**      **CONFIDENTIAL**  
Committee Meeting, Tuesday 27 July 2010.

36      **Press Matters**      **CONFIDENTIAL**  
To consider recent press articles.

37      **Press Release**  
To agree items for inclusion.

**Date of next meeting – 23 November 2010 (PRECEPT)**



**Signed: Town Clerk**

**Dated 7 October 2010**