

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 14 June 2011** 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 19 April 2011
- 7 Matters Arising**
Committee Meeting, Tuesday 19 April 2011
- 8 Appointments to Sub-Committees and Outside Bodies**
To agree appointments to the following:
 - i) Borough Standards Committee**
 - ii) Community Facilities Sub-Committee**
 - iii) Editorial Sub-Committee**
 - iv) Internal Audit Review Sub-Committee**
 - v) Standing Orders Sub-Committee**
 - vi) Access Group**
 - vii) Citizens Advice Bureau**
 - viii) Horley Sports (Social) Club**
 - ix) Local History Management Committee**
 - x) Surrey County Association of Parish & Town Councils**
- 9 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 10 Rota for Town Councillors' Audit 2011 / 2012**
To approve the rota.
- 11 Town Councillors' Audit**
To note that Councillors' Audit reports for April and May will be received at the Full Council Meeting on 28 June.
- 12 Financial Reports**
To note that the Financial Reports for April and May will be received at the Full Council Meeting on 28 June.
- 13 Internal Audit 2010/2011**
To receive the final report from the Internal Auditor.

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- 14 Unaudited Balance Sheet and Associated Documents for FY 2010/11**
To recommend the approval of the Unaudited Balance Sheet as at 31 March 2011, the Income & Expenditure Account for 1 April 2010 to 31 March 2011, Reserve Analysis as at 31 March 2011 and other associated documents to Full Council.
- 15 Electronic Payments**
To agree Councillors to be included in the initial set up. (Four required.)
- 16 Borough Standards Committee**
To receive an update.
- 17 Surrey County Association of Parish & Town Councils (SCAPTC)**
To consider any information received.
- 18 National Association of Local Councils (NALC)**
To consider any information received.
- 19 Environmental Campaign 2011**
To consider a request for funding..
- 20 Innes Pavilion and Horley Sports (Social) Club (HSSC)**
i) To receive an update on plans for the position of the plant room, following the demolition of the Horley Anderson Centre.
ii) To receive an update on recent HSSC Committee meetings.
- 21 New Community Facilities in the North East Sector**
To receive an update on recent meetings.
- 22 Use of Text Message System to Update Members**
To consider a suggestion from Cllr George.
- 23 Horley Town Guide 2011 – 2012**
To receive an update.
- 24 Town Council Insurance**
To note the Schedule of Insurance Cover from 1 June 2011 and renewal premium from Aviva Insurance of £9,686.36.
- 25 Smiths Charity, Horley – Appointment of New Trustee**
To consider correspondence received.
- 26 Letters Received**
- 27 Diary Dates**
To note forthcoming events.
- 28 Urgent Business**
To note urgent business for inclusion on future agenda.
- 29 Press Release**
To agree items for inclusion.
- 30 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.”

31 Approval of Confidential Minutes
Committee Meeting, Tuesday 19 April 2010.

CONFIDENTIAL

32 Matters Arising
Committee Meeting, Tuesday 19 April 2010.

CONFIDENTIAL

33 Press Release
To agree items for inclusion.

Date of next meeting – 26 July 2011

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

Signed: Town Clerk

Dated 9 June 2011