

**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 16 March 2010 at 7.30 pm**

**There will be a private members' meeting at 7.00 pm  
to discuss future SCAPTC membership**

**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 19 January 2009
- 5 Matters Arising**  
Committee Meeting, Tuesday 19 January 2009
- 6 Outside Bodies**  
To receive reports of attendance at meetings of Outside Bodies.
- 7 Town Councillors' Audit**  
To receive the Councillors' Audit reports for January 2010.
- 8 Financial Matters**
  - i) To approve the financial reports, including bank reconciliations and accounts payable, up to 31 January 2010..
  - ii) Banking arrangements for Town Council's fixed deposits – to consider the way forward.
  - iii) Electronic authorisation of payments – to consider the way forward.
- 9 Internal Auditor**  
To recommend the re-appointment of Mr Paul Hartley as Internal Auditor to Horley Town Council and to agree the remuneration rate for the coming year.
- 10 Borough Standards Committee**  
To receive an update.
- 11 Power of Well Being**  
To receive an update.
- 12 Surrey County Association of Parish & Town Councils (SCAPTC)**
  - i) Future SCAPTC membership – to consider comments made at the earlier members' meeting and to agree the way forward.
  - ii) To consider any other information received.
- 13 National Association of Local Councils (NALC)**  
To consider any information received.
- 14 Albert Rooms – Maintenance Agreement for Heating System**  
To note that a maintenance agreement has been set up with British Gas at a charge of £41 per month.

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- 15 Town Council Offices – Update on Building Works**  
To receive an update on recent works.
- 16 Horley Highlights Newsletter**  
To receive an update on the latest publication and to consider the inclusion of advertisements in future issues.
- 17 Freedom of Information Act – Model Publication Scheme**  
To review the Town Council’s Policy.
- 18 Councillor and MP Surgeries**  
To note that no MP Surgeries are currently planned and to consider the way forward.
- 19 Horley Edmonds Community Fund**  
To receive an update.
- 20 Horley Sports (Social) Club**  
To receive an update.
- 21 Town Awards and Grant Scheme**  
To agree the way forward.
- 22 Town Meeting, 30 April 2010**  
To receive an update on arrangements made.
- 23 Horley Saturday Market**  
To receive an update on recent meetings of the Sub-Committee.
- 24 Work Experience Student**  
To receive an update.
- 25 Victim Support**  
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** **CONFIDENTIAL**  
Committee Meeting, Tuesday 19 January 2010.
- 32 Matters Arising** **CONFIDENTIAL**  
Committee Meeting, Tuesday 19 January 2010.
- 33 Regular Hirer at Albert Rooms** **CONFIDENTIAL**  
To note recent action taken and to consider the way forward.

**34 Albert Rooms – Modifications to Front Wall** **CONFIDENTIAL**  
To consider quotations received and to agree the way forward.

**35 Albert Rooms – Modifications to Taps** **CONFIDENTIAL**  
To consider quotations received and to agree the way forward.

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

**Date of next meeting – Tuesday 27 April 2010**

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

**Signed: Town Clerk**

**Dated 11 March 2010**