

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 18 August 2009 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 23 June 2009
- 5 Matters Arising**
Committee Meeting, Tuesday 23 June 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 May & June 2009..
- 8 Financial Reports**
To approve the financial reports, including bank reconciliations and accounts payable, up to 30 June 2009.
- 9 Borough Standards Committee**
To receive an update.
- 10 Surrey County Association of Parish & Town Councils (SCAPTC)**
 - i) Subscription Fees - 2010/2011** – to receive an update and to consider the way forward.
 - ii) To receive an update on any other matters.**
- 11 National Association of Local Councils (NALC)**
To receive an update on any information received.
- 12 Additional Member of Staff**
To receive an update.
- 13 New Office Equipment**
To approve the purchase of a desk monitor for the new member of staff (Approx cost £150).
- 14 Town Council Insurance**
To review the Inventory of Assets.
- 15 Risk Assessment**
To review the Risk Assessment and Management Paper 2009 – 2010.
- 16 Review of Effectiveness of Internal Audit (2009/2010)**
To note that the Internal Audit Review Sub-Committee (comprising F&GP Chairman & Vice-Chairman) will be carrying out the Review, for recommendation to the next meeting of this Committee on 13 October 2009.

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- 17 Courier Service for Agenda and Minutes**
To approve the continuation of the service by Lion Security for a further year.
- 18 Horley Saturday Market**
i) Publicity Material – to receive an update and to approve approximate associated costs.
ii) To receive an update on any other matters.
- 19 Horley Sports (Social) Club**
To receive an update.
- 20 Horley Calendar**
To consider possible options.
- 21 CHASE Hospice Care for Children**
To consider a request for support.
- 22 Letters Received**
- 23 Urgent Business**
To note urgent business for inclusion on future agenda.
- 24 Press Release**
To agree items for inclusion.
- 25 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.”
- 26 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 23 June 2009.
- 27 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 23 June 2009.
- 28 Press Release**
To agree items for inclusion.

Date of next meeting – Tuesday 13 October 2009



Signed: Town Clerk

Dated 13 August 2009