

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 19 January 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 24 November 2009
- 5 Matters Arising**
Committee Meeting, Tuesday 24 November 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 November and December 2009.
- 8 Financial Matters**
 - i) To approve the financial reports, including bank reconciliations and accounts payable, up to 31 December 2009.
 - ii) Banking arrangements – to consider information received regarding the Town Council's fixed deposits.
- 9 Receiving Payments by Debit Cards**
To consider the way forward.
- 10 Internal Audit Review 2009/10**
To consider the annual review of the effectiveness of the Town Council's system of internal audit, as recently conducted by the Internal Audit Sub-Committee.
- 11 Audit for Year Ended 31 March 2010**
To note audit dates.
- 12 Borough Standards Committee**
To receive an update.
- 13 Training**
 - i) Power of Well Being Training – to receive details of the training event, which has been arranged to take place here on 9 February. (Cost: £100 plus VAT.)
 - ii) To approve the attendance of the Deputy Clerk and Cllr Stimpson at the South & South East in Bloom Seasonal Display Workshop on 26 February 2010. (Total cost: £50.)
 - iii) Training Statement of Intent 2010/11 – to review the Statement of Intent.
- 14 Surrey County Association of Parish & Town Councils (SCAPTC)**
To consider any information received.
- 15 National Association of Local Councils (NALC)**
To consider any information received.

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- 16 Town Council Offices**
Conclusion of building works – to receive an update on recent meetings.
- 17 Horley Edmonds Community Fund**
To receive an update.
- 18 Horley Sports (Social) Club**
To receive an update on the recent meeting with Club representatives.
- 19 Michael Crescent Scout Hut**
i) Appointment of architect to carry out feasibility study – to receive an update
ii) To receive an update on any other related matters.
- 20 Horley Saturday Market**
To receive an update.
- 21 Work Experience**
To consider information received.
- 22 Letters Received**
- 23 Diary Dates**
To note forthcoming events.
- 24 Urgent Business**
To note urgent business for inclusion on future agenda.
- 25 Press Release**
To agree items for inclusion.
- 26 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.”
- 27 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 24 November 2009.
- 28 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 24 November 2009.
- 29 Additional Storage Facilities at Town Council Offices** **CONFIDENTIAL**
To consider quotations received and to agree the way forward.
- 30 Press Release**
To agree items for inclusion.

Date of next meeting – Tuesday 16 March 2010



Signed: Town Clerk

Dated 14 January 2010