

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

A meeting of the above-named Committee will be held at the **Regent Hall**,
Albert Road, Horley, on **Wednesday 20 August 2008** 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 June 2008
- 5 Matters Arising**
Committee Meeting, Tuesday 24 June 2008
- 6 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 7 Borough Standards Committee**
To receive an update.
- 8 National Association of Local Councils (NALC)**
 - i)** Quality Status Re-accreditation – to receive an update.
 - ii)** To consider any other information received.
- 9 Surrey County Association of Parish & Town Councils (SCAPTC)**
 - i)** To receive a report of the recent Annual Meeting of the Association.
 - ii)** Members' Training – to receive an update.
 - iii)** To consider any other information received.
- 10 Risk Assessment**
 - i)** To approve the Risk Assessment and Management Paper.
 - ii)** To approve the appointment of WPS Insurance Brokers and Risk Services to draft a Health and Safety Policy and conduct a full risk assessment for a total cost not exceeding £900.
- 11 Freedom of Information Act 2000**
To review the Town Council's Policy.
- 12 Revision of Standing Orders**
To receive an update on the proposed revision of SOs.
- 13 Cyril Edmonds Fund**
To receive an update.
- 14 Town Guide 2009**
To approve the re-appointment of Mad Ideas to produce the Guide at no financial cost to the council.

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- 15 Councillors' Internal Audit**
To receive the Councillors' Internal Audit report for June 2008.
- 16 Financial Reports**
To approve the financial report, including bank reconciliations and accounts payable, up to 30 June 2008.
- 17 Annual Return 2007/08**
To receive an update from the Town Clerk.
- 18 Precept 2009/10**
To consider the arrangements and the timetable in setting the council's precept for 2009/10.
- 19 Citizens Advice Bureau**
To receive an update on recent meetings.
- 20 Horley Sports (Social) Club and Innes Pavilion**
i) To consider correspondence received from Reigate and Banstead Borough Council about the condition of the building.
ii) To receive an update on any other matters.
- 21 Michael Crescent Scout Hall**
To receive an update on recent meetings.
- 22 Rebuilding of Albert Rooms**
i) To note the progress of rebuilding works and to consider arrangements for a formal opening ceremony and proposed open days.
ii) To approve interim arrangements for commercial hirers of Albert Rooms for 2008/09
- 23 Crime and Reduction Partnership**
To note that an application has been made to the CDRP to seek funding to enhance the council's CCTV systems.
- 24 Insurance Claims**
To receive an update on the progress of pending insurance claims made on and by the council.
- 25 Letters Received**
- 26 Urgent Business**
To note urgent business for inclusion on future agenda.
- 27 Press Release**
To agree items for inclusion.
- 28 Exclusion of Public and Press**
In view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be excluded from the remainder of the meeting under the provisions of The Public Bodies (Admission to Meetings) Act 1960.

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