

**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 22 January 2013 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 20 November 2012
- 5 Matters Arising**  
Committee Meeting, Tuesday 20 November 2012
- 6 Outside Bodies**  
To receive reports of attendance at meetings of Outside Bodies.
- 7 Audit Matters**  
To receive the Councillors' Audit Certificate for November and December 2012.
- 8 Financial Reports**  
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 December 2012
- 9 Upgrade of Sage Payroll Package**  
To approve the upgrade cost of £150 plus VAT.
- 10 Communications**
  - i)** "Meet your Councillor" – to receive an update on the recently held event.
  - ii)** To receive the minutes of the meeting of the Communications Sub-Committee held on 3 December 2012.
  - iii)** Web site enhancements – to receive an update.
- 11 Town Meeting, 26 April 2013**  
To receive an update on arrangements made
- 12 Borough Standards Committee**  
To receive an update.
- 13 Surrey Association of Local Councils (Surrey ALC, formerly SCAPTC) & National Association of Local Councils (NALC)**
  - i)** To receive an update on recent meetings
  - ii)** To consider any other information received.
- 14 Town Guide 2013/2014**  
To ratify recent action taken.
- 15 Innes Pavilion / Horley Sports (Social) Club**
  - i)** Installation of external CCTV cameras at the Innes Pavilion – to approve additional costs of £631 plus VAT. (Total cost: £1,984 plus VAT.)
  - ii)** To receive an update on recent meetings and other matters.

**...Continued**

- 16 Horley Edmonds Grants Fund**  
To note receipt of the fund statements for April to December 2012.
- 17 Letters Received**
- 18 Diary Dates**  
To note forthcoming events.
- 19 Urgent Business**  
To note urgent business for inclusion on any future agenda.
- 20 Press Release**  
To agree items for inclusion.
- 21 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.”
- 22 Approval of Confidential Minutes** **CONFIDENTIAL**  
Committee Meeting, 20 November 2012.
- 23 Matters Arising** **CONFIDENTIAL**  
Committee Meeting, 20 November 2012.
- 24 Press Release** **CONFIDENTIAL**  
To agree items for inclusion.

**Date of next meeting – 19 March 2013**



**Signed: Town Clerk**

**Dated 17 January 2013**