

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 November 2011** 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 27 September 2011
- 5 Matters Arising**
Committee Meeting, Tuesday 27 September 2011
- 6 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 7 Town Councillors' Audit**
To receive the Councillors' Audit Certificate for September and October 2011.
- 8 Financial Reports**
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 October 2011.
- 9 Internal Audit 2011 – 2012**
To consider the Interim Audit Report No 1.
- 10 Borough Standards Committee**
To receive an update.
- 11 Audit for Year Ended 31 March 2011**
To consider the Issues Arising Report, received from the external auditor, BDO LLP.
- 12 Councillors' Surgeries**
To consider the Discussion Paper prepared by the Strategy & Forward Planning Advisory Group.
- 13 Surrey County Association of Parish & Town Councils (SCAPTC) & National Association of Local Councils (NALC)**
 - i)** To note receipt of the NALC E-Bulletin.
 - ii)** To consider any other information received.
 - iii)** Future SCAPTC membership – to formulate a recommendation, for consideration by Full Council.
- 14 The 2013 Review of Parliamentary Constituencies in England**
To consider this Council's response (required by 5 December 2011)
- 15 Risk Assessment**
To review the Risk Assessment and Management Paper 2011 – 2012.
- 16 Community Foundation for Surrey (Horley Edmonds Community Fund)**
To note receipt of the Quarterly Fund Statements and 2010/2011 Annual Report.

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- 17 Winter Treatment of Pavements**
To consider the purchase of additional salt bins for Horley Town Centre
- 18 Christmas 2011**
To agree office opening hours over the Christmas Period.
- 19 Letters Received**
- 20 Diary Dates**
To note forthcoming events.
- 21 Urgent Business**
To note urgent business for inclusion on future agenda.
- 22 Press Release**
To agree items for inclusion.
- 23 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.”
- 24 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 27 September 2011.
- 25 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 27 September 2011
- 26 Innes Pavilion and Horley Sports (Social) Club (HSSC)** **CONFIDENTIAL**
To receive an update on recent meetings and other matters.
- 27 Town Council Estimates and Precept - 2012/13** **CONFIDENTIAL**
To finalise draft estimates and to agree a Precept for 2012/13, for recommendation to Full Council on 13 December 2011.
- 28 Press Release**
To agree items for inclusion.

Date of next meeting – 17 January 2012



Signed: Town Clerk

Dated 17 November 2011