

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 24 June 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 Appointment of Committee Chairman**
- 2 Apologies and Reasons for Absence**
- 3 Declarations of Interest**
- 4 Appointment of Committee Vice-Chairman**
- 5 Public Forum**
- 6 Approval of Minutes**
Committee Meeting, Tuesday 29 April 2008
- 7 Matters Arising**
Committee Meeting, Tuesday 29 April 2008
- 8 Appointments to Sub-Committees and Outside Bodies**
To agree appointments to the following:
 - i) Borough Standards Committee** – already appointed (Cllr Bethell)
 - ii) Editorial Sub-Committee (Newsletter & Town Guide)**
 - iii) Internal Audit Review Sub-Committee**
 - iv) Risk Assessment Sub-Committee**
 - v) Standing Orders Sub-Committee**
 - vi) Access Group**
 - vii) Citizens Advice Bureau**
 - viii) Horley Learning Partnership Extended Confederation Development Group**
 - ix) Horley Sports (Social) Club**
 - x) Local History Management Committee**
 - xi) Surrey County Association of Parish & Town Councils** – already appointed (Cllrs R Olliver and P Chapman)
- 9 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 10 Borough Standards Committee**
Local Management of Member Complaints - to consider a response to the draft report from the Borough Council's Head of Legal and Property Services.
- 11 National Association of Local Councils (NALC)**
 - i) Website of the Year 2008** – to consider how the £500 prize money might best be spent.
 - ii) To consider any other information received.**

.....Continued

- 12 Surrey County Association of Parish & Town Councils (SCAPTC)**
i) To note that the Annual General Meeting of the Association is to be held on 12 July 2006.
ii) To consider any other information received.
- 13 Horley Town Council Grants Scheme**
To receive an update.
- 14 Town Awards**
To receive an update.
- 15 Cyril Edmonds Fund**
To receive an update on action taken.
- 16 Governance and Accountability for Local Councils**
To note that the Practitioners' Guide 2008 (England) has been issued and to review its implications.
- 17 Councillors' Internal Audit**
i) To approve the Internal Audit Rota for 2008/2009.
ii) To receive the Councillors' Internal Audit report for April and May 2008.
- 18 Financial Reports**
To approve the financial reports, including bank reconciliations and accounts payable, up to 31 May 2008.
- 19 Unaudited Balance Sheet and Associated Documents for FY 2007/08**
i) To recommend the approval of the Unaudited Balance Sheet as at 31 March 2008, the Income & Expenditure Account for 1 April 2007 to 31 March 2008, Reserve Analysis as at 31 March 2008 and other associated documents, to the Full Council meeting of 8 July 2008.
ii) To recommend approval of Part One of the Annual Return to the Full Council meeting of 8 July 2008.
- 20 Town Council Insurance**
i) Renewal of Insurance Policy - to approve recent action taken.
ii) To review the Inventory of Assets.
- 21 Horley Sports (Social) Club**
To receive an update on recent meetings.
- 22 Courier Service for Agenda and Minutes**
To approve the continuation of the service by Lion Security for a further year.
- 23 Surrey Crimestoppers**
To consider a request for a donation.
- 24 Letters Received**
- 25 Urgent Business**
To note urgent business for inclusion on future agenda.
- 26 Press Release**
To agree items for inclusion.

.....Continued

- 27 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.
- 28 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 29 April 2008.
- 29 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 29 April 2008.
- 30 Citizens Advice Bureau** **CONFIDENTIAL**
To consider correspondence received by the Chairman of the Council.
- 31 Michael Crescent Scout Hall** **CONFIDENTIAL**
To receive an update from the Clerk.
- 32 Relocation of Town Council Offices** **CONFIDENTIAL**
i) Audio Visual System in Main Hall – to consider quotations received and to approve the appointment of a contractor.
ii) To receive an update on any other matters.
- 33 Press Release**
To agree items for inclusion.

Date of next meeting – 19 August 2008



Signed: Town Clerk

Dated 19 June 2008