

**HORLEY TOWN COUNCIL**  
**Finance & General Purposes Committee**

A meeting of the above-named Committee will be held at the Town Council Offices, Albert Road, Horley, on **Tuesday 25 April 2006 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 Matters Arising**  
Committee Meeting, Tuesday 14 March 2006.
- 5 Outside Bodies and Sub-Committees**  
To receive reports of attendance at recent meetings.
- 6 Borough Standards Committee**  
To receive an update.
- 7 Town Awards and Town Meeting**  
To receive an update.
- 8 Town Council Cycle of Meetings**  
To approve the Cycle of Meetings for the Municipal Year 2006/2007.
- 9 Borough Council Elections, 4 May 2006**  
To note that the Town Council Offices will be closed for election purposes on 4 May 2006.
- 10 Town Guide 2007**  
To receive an update on recent meetings.
- 11 Local Council Administration**  
To approve purchase of the 7<sup>th</sup> Edition.
- 12 National Association of Local Councils (NALC)**  
To consider correspondence received.
- 13 Surrey County Association of Parish & Town Councils (SCAPTC)**  
To consider correspondence received.
- 14 Clean Neighbourhoods and Environment Act 2005**  
To consider information received from the Department for Environment Food and Rural Affairs.
- 15 Clerks & Councils Direct**  
To approve payment of the Town Council's subscription for 2006/2007.
- 16 Courier Service – Delivery of Agenda and Minutes**  
To approve the continuation of the service for a further year.

.....Continued Overleaf

- 17 Fire Precautions Workplace Regulations**  
To consider information received from St John Ambulance.
- 18 Albert Rooms Heating – Maintenance Agreement**  
To consider information received and to agree the way forward.
- 19 Internal Audit Report, March 2006**  
To receive the report from the newly appointed Internal Auditor.
- 20 Councillors’ Internal Audit**  
To receive the internal audit report for March 2006.
- 21 Financial Reports**  
To approve the financial reports, including bank reconciliations and accounts payable, up to 31 March 2006.
- 22 Recommendations to Finance & General Purposes Committee**  
To ratify or approve expenditure as recommended at other Committee meetings.
- 23 Letters Received**
- 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 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.
- 27 Matters Arising** **CONFIDENTIAL**  
Committee Meeting, Tuesday 15 November 2005.
- 28 Relocation of Town Council Offices** **CONFIDENTIAL**  
To receive an update.
- 29 Press Release**  
To agree items for inclusion.

**Date of next meeting – To be advised.**

**Signed**



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**Dated** **20 April 2006**