

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 18 March 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 29 January 2008
- 5 Matters Arising**
Committee Meeting, Tuesday 29 January 2008
- 6 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 7 Borough Standards Committee**
 - i)** Changes to the Terms of Reference – to consider information received from Reigate & Banstead Borough Council.
 - ii)** To receive any other updates.
- 8 National Association of Local Councils (NALC)**
To consider information received.
- 9 Surrey County Association of Parish & Town Councils (SCAPTC)**
 - i)** Members' Training – to consider a proposal for in-house training.
 - ii)** Staffing Review – to receive an update from the Clerk.
 - iii)** Redraft of Constitution – to agree the way forward.
 - iv)** To consider any other information received.
- 10 Corporate Plan and Annual Report**
To receive an update.
- 11 Computer Equipment**
To consider quotations received and to agree the way forward.
- 12 Town Council Insurance**
To consider information received.
- 13 Horley Town Council Grants Scheme**
To finalise details of this year's scheme.
- 14 Town Awards**
To finalise arrangements for this year.
- 15 Standing Orders**
To receive an update.

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- 16 Internal Audit 2007/2008**
To receive the second interim report from the Internal Auditor and the Clerk's response.
- 17 Councillors' Internal Audit**
To receive the Councillors' Internal Audit report for January and February 2008.
- 18 Financial Reports**
To approve the financial reports, including bank reconciliations and accounts payable, up to 29 February 2008.
- 19 Letters Received**
- 20 Urgent Business**
To note urgent business for inclusion on future agenda.
- 21 Press Release**
To agree items for inclusion.
- 22 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.
- 23 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 29 January 2008.
- 24 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 29 January 2008.
- 25 Horley Sports (Social) Club** **CONFIDENTIAL**
i) To receive an update on the recent meeting with Club representatives.
ii) To agree the way forward.
- 26 Michael Crescent Scout Hall** **CONFIDENTIAL**
To receive an update from the Clerk following recent correspondence
- 27 Surrey County Council – Awards for Volunteering 2008** **CONFIDENTIAL**
To agree the way forward.
- 28 Relocation of Town Council Offices** **CONFIDENTIAL**
To receive an update.
- 29 Press Release**
To agree items for inclusion.

Date of next meeting – 29 April 2008



Signed: Town Clerk

Dated 13 March 2008