

**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 19 January 2016 at 7.30 pm**

**A G E N D A**

- 1 Apologies and Reasons for Absence**
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**  
To receive from members any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**
- 4 Approval of Minutes**  
Committee Meeting, Tuesday 24 November 2016
- 5 Matters Arising**  
Committee Meeting, Tuesday 24 November 2016
- 6 Audit Matters**
  - i) To receive the Councillors' Audit Certificate for November & December 2015.
  - ii) Smaller Authorities' Audit Appointments Ltd – to consider information received and to agree the way forward.
- 7 Financial Matters**
  - i) To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 December 2015.
  - ii) To confirm signatories for the HSBC Bank Mandate and HSBC Net.
- 8 Communications**
  - i) To receive an update on the Sub-Committee's meeting with the Managing Director of the Recenseo marketing company and to consider proposals received.
  - ii) To note the release of the 2016 Town Guide.
  - iii) Neighbourhood Panel Meetings – to consider the way forward.
  - iv) To receive an update on any other matters.
- 9 Borough Standards Committee**  
To receive an update.
- 10 Charges for hire of Town Council Facilities**
  - i) To agree charges for Church Road Allotments from 1 February 2016. (Currently £50 for full plot {125 sq m} and £30 for half plot.)
  - ii) To agree charges for the hire of the Albert Rooms from 1 April 2016.
- 11 Albert Rooms – Maintenance & Equipment**
  - i) Maintenance Agreement for Albert Rooms Central Heating System - to receive an update on actions taken.
  - ii) Upgrade of telephone system – to ratify costs of £235 plus VAT.
- 12 Town Meeting, 29 April 2016**  
To note that Peter Faulding, Chief Executive of Specialist Group International, is to be the guest speaker at the Town Meeting in April.

**...Continued**

**13 Surrey Association of Local Councils (Surrey ALC)  
& National Association of Local Councils (NALC)**

- i) Three Southern Counties Devolution Bid – to consider information received.
- ii) Future events and training sessions – to receive updates and note attendances.
- iii) To receive updates on any other matters.

**14 Innes Pavilion Improvements**

- i) To note that the security to the internal dividing door has been upgraded as a matter of urgency and to ratify the costs involved. (£338 plus VAT.)
- ii) To consider proposals to replace the flooring.

**15 Letters Received**

**16 Diary Dates**

To note forthcoming events.

**17 Urgent Business**

To note urgent business for inclusion on any future agenda.

**18 Press Release**

To agree items for inclusion.

**19 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.”

**20 Approval of Confidential Minutes**

Committee Meeting, Tuesday 24 November 2015

**CONFIDENTIAL**

**21 Matters Arising**

Committee Meeting, Tuesday 24 November 2015

**CONFIDENTIAL**

**22 Press Release**

To agree items for inclusion.

**Date of next meeting – Tuesday 15 March 2016**



**Signed: Town Clerk**

**Dated: 14 January 2016**