

**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 27 September 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 2 August 2016
- 5 Matters Arising**  
Committee Meeting, Tuesday 2 August 2016
- 6 Audit Matters**
  - i) To receive the Councillors' Audit Certificate for June, July and August 2016.
  - ii) Annual Audit 2015/2016 – to receive an update.
- 7 Financial Reports**  
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 August 2016
- 8 Communications**
  - i) To receive an update on any recent meetings of the Communications Sub-Committee.
  - ii) To receive an update on any other matters.
- 9 Website**  
To consider enhancements to the current website to be made by Jarrett & Lam which will update the mobile phone section of the website, at a total cost of £1,200 plus VAT.
- 10 Town Council Insurance**  
To note receipt of the Low Claims Rebate for 2015/2016 of £156.81.
- 11 Horley Town Guide 2017**  
To receive an update.
- 12 Borough Standards Committee**  
To receive an update on any recent meetings.
- 13 Surrey Association of Local Councils (Surrey ALC)  
& National Association of Local Councils (NALC)**  
To receive updates on recent meetings and to consider any information received.
- 14 Budget and Precept 2017/18**  
To receive an update on the preparation of the budget and precept for 2017/18
- 15 Donation to the Royal British Legion Poppy Appeal**
  - i) To ratify the Town Council's donation of £87 to the Royal British Legion for crosses to place on the War Graves and the Wreath to be laid by the Town Council at the November Remembrance Service.
  - ii) To approve the Town Council's donation of £250 to the Royal British Legion Poppy Appeal.

**...Continued**

- 16 Christmas 2016**  
i) Town Centre Carol Service and Councillors' Hospitality, 17 December – to receive an update.  
ii) To agree office opening hours over the Christmas period.
- 17 Letters Received**
- 18 Diary Dates**  
To note forthcoming events.
- 19 Urgent Business**  
To note urgent business for inclusion on any future agenda.
- 20 Press Release**  
To agree items for inclusion.
- 21 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."
- 22 Approval of Confidential Minutes** **CONFIDENTIAL**  
Committee Meeting, Tuesday 2 August 2016
- 23 Matters Arising** **CONFIDENTIAL**  
Committee Meeting, Tuesday 2 August 2016
- 24 Town Award**  
To consider the presentation of an Award to a visiting dignitary.
- 25 Press Release**  
To agree items for inclusion.



**Signed: Town Clerk, 22 September 2016**

**Date of next meeting – Tuesday 22 November 2016**