

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

Minutes of a meeting of the above-named Committee held at the Albert Rooms, Albert Road, Horley on Tuesday 30 September 2014 at 7.30 p.m.

**Present:** Cllr R Sherwin – Chairman  
M George, D Jackson, Samantha Marshall and R Olliver

**In Attendance:** Alan Jones – Town Clerk  
C Fenton – Deputy Town Clerk  
R Cavanagh – Finance Officer

**F 3502 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs J Baird, R Bethell, M Goldsmith, Simon Marshall and D Powell be accepted, for reasons as specified in the Attendance Register. (Cllrs M Miller and M Robinson were absent.)***

**F 3503 Declarations of Interest & Dispensations**

There were no Declarations of Interest, specific to the meeting, neither were there any requests for Dispensations for Disclosable Pecuniary Interests.

***RESOLVED: noted.***

**F 3504 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 3505 Approval of Minutes  
Finance & General Purposes Committee, 5 August 2014**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

***RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved.***

**F 3506 Damage to Height Barrier at former Horley Anderson Car Park**

The Clerk explained that the claim had been met by the Town Council's insurers, who were in the process of attempting to reclaim the costs from the insurers of the company responsible for the damage. If successful, the excess of £250 would be re-paid to the Town Council.

***RESOLVED: noted.***

## **Audit Matters**

**F 3507** ***RESOLVED: that the Councillors' Audit Certificate for July and August 2014 and Clerk's responses (where applicable), be received. (A copy is appended.)***

**F 3508** ***RESOLVED: that an updated Procedures List be made available for members carrying out the audit.***

**F 3509** **Financial Reports for July 2014**

***RESOLVED: that the following reports, as appended to these minutes, be approved:***

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Receipts List totalling £7,120.71 plus VAT (£11,395.98)  
(includes £4,241.27 VAT refund from HMRC)***
- iv) Payments List totalling £39,331.07 plus VAT £44,486.82***

**F 3510** **Financial Reports for August 2014**

***RESOLVED: that the following reports, as appended to these minutes, be approved:***

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Receipts List totalling £10,783.70 plus VAT (£10,817.70)***
- iv) Payments List totalling £26,658.70 plus VAT £29,415.07***

## **Audit for Year Ended 31 March 2014**

**F 3511** The Clerk advised that the audit was now complete and there had been no issues arising.

***RESOLVED: noted.***

**F 3512** ***RESOLVED: that payment of £1,000 plus VAT to external auditor BDO LLP be approved.***

**F 3513** **Double Taxation Agreement**

The Clerk confirmed that the Agreement had been signed by the Borough Council and added that the £35,000 for 2014/2015 would be paid to the Town Council within the next two weeks.

***RESOLVED: noted.***

**F 3514** **Borough Standards Committee**

Members were advised that no meetings had taken place.

***RESOLVED: noted.***

**F 3515 Communications Sub-Committee**

Members were updated on the recent meeting of the Sub-Committee, where there had, in particular, been discussion about the future format of the Town Council's newsletter. (Notes of the meeting are appended.)

**RESOLVED:** *noted.*

**F 3516 Transfer of Langshott Allotments**

The Clerk advised that the Borough Council had appointed an external Solicitor, who was taking the lead in negotiations with the Barratt Homes' Solicitor. The draft Transfer had been amended, with the agreement of the Town and Borough Solicitors and side letters were to be drawn up to deal with the provision of toilet facilities and the tree preservation order issues.

**RESOLVED:** *noted.*

**F 3517 Surrey Association of Local Councils (Surrey ALC)  
& National Association of Local Councils (NALC)**

It was noted that the Annual Meeting Surrey ALC Ltd was to be held on 16 October, following a joint conference with Surrey County Council, which would include topics such as "Establishing Local Flood Forums" and "Challenges facing Surrey Police in 2015". Cllrs Richard Olliver, Samantha Marshall and Mike George would be attending. Cllr Olliver reported that he had recently attended a Chairmen's Networking Day, where a presentation from the new NALC Chief Executive had been very well received. He added that SERCAF (South East Region County Associations Forum) was looking at developing a pension scheme on behalf of South East England, however this would take some time to put in place.

**RESOLVED:** *noted.*

**F 3518 Horley Recreation Ground Footpath Refurbishment – Additional Works**

**RESOLVED:** *that the quotation received from Mitchells of Horley to re-surface the footpath adjacent to the tennis courts, for the sum of £892 plus VAT, be approved*

**F 3519 Surrey County Council Pension Fund**

Members were reminded that Full Council had approved that this year's Double Taxation payment of £35,000 be used to reduce the Pensions deficit of £94,000. The Chairman added that a final judgement would be made after receipt of the September accounts.

**RESOLVED:** *noted.*

**F 3520 Horley Project Requirements**

Members were reminded that the "Brainstorming Session" was due to take place at the Town Council Offices on 7 October.

**RESOLVED: noted.**

**F 3521 Estimates and Precept 2015/2016**

Members made an initial assessment of this Committee's requirements. It was noted that there would be a need to update some IT equipment. Ideas to increase revenue were considered, which included Cinema Evenings at the Albert Rooms, the use of recreation grounds for corporate events and the promotion of larger scale photocopying. The Clerk added that consideration could also be given to the Town Council building becoming a Centre for Tourism.

**RESOLVED: noted.**

**F 3522 Council Tax Support Grant**

**RESOLVED: that the Clerk write to the Borough Council's Chief Executive to seek confirmation that the Grant will be paid for 2015/2016.**

**F 3523 Replacement Furniture for use by Hirers**

**RESOLVED: that the purchase of three folding tables, for the total sum of £311.61 plus VAT, be ratified.**

**Christmas 2014**

**F 3524 RESOLVED**

- i) that a 35 foot Christmas Tree be purchased from Balcombe Saw Mills**
- ii) that the tree be collected and erected by Mitchells of Horley.**
- iii) that maximum total expenditure equal last year's expenditure (£1,307.50 plus VAT)**

**F 3525 RESOLVED: that the Town Council Offices close at lunchtime on Tuesday 23 December 2014 and re-open on the morning of Monday 5 January 2015.**

**F 3526 Reigate & Banstead Borough Council Draft Five Year Plan**

**RESOLVED: that details of a planning event be circulated to members**

**F 3527 "Kick Start Your Career Day", 18 November 2014**

**RESOLVED: that details of the event at Oakwood School be circulated to members**

**F 3528 Diary Dates**

***RESOLVED: that forthcoming events be noted, in particular the Bonfire & Fireworks Display on 1 November and Remembrance Services on 5, 9 & 11 November.***

**F 3529 Urgent Business - Horses at Emlyn Meadows**

Members were advised that horses had managed to escape onto Emlyn Meadows, from a field to the rear of the area. The Deputy Clerk explained that steps were being taken to repair the damaged fencing and return the horses to the field. Contact was also being made with the owners of the land, regarding reimbursement of the costs incurred by the Town Council. (Afternote: a site meeting with the owners has subsequently taken place.)

***RESOLVED: noted.***

**F 3530 Confidential Business**

***RESOLVED: that, "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."***

**F 3531 Lease of Printer/Copier**

**CONFIDENTIAL**

Members considered quotations received and agreed that a new machine be leased from SOS Systems, Crawley.

**Meeting closed at 8.55 pm.**

**Date of next meeting: 25 November 2014**

CONFIDENTIAL

**Finance & General Purposes Committee, 30 September 2014**

**F 3531 Lease of Printer/Copier**

Members considered quotations received, details of which are appended.

***RESOLVED: that a new machine be leased from SOS Systems, Crawley at an approximate cost of £3,474 per annum.***