

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of an Ordinary Meeting of the Council held at the Albert Rooms, Albert Road, Horley on Tuesday 28 October 2008 at 7.30 pm.

Present: Councillor S Marshall, Town Mayor & Chairman of the Council
Councillors P Avis, Mrs D Brooke-Harte, J Chapman,
P Chapman, Ms J Gall, M George, Ms M Goldsmith,
Mrs V Marshall, M Miller, D Powell, R Olliver, Mrs V Snowball
and Miss F Stimpson.

Also present: A Jones Town Clerk
Mrs C Fenton Deputy Town Clerk

C 2296 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs R Bethell, Mrs S Odds, Miss S Rogers and S Thomas be accepted. (For reasons as specified in the attendance register.)

Declarations of Interest

C 2297 Cllr P Chapman declared a personal and prejudicial interest in the item concerning Town Council Office Works (item C 2312) and left the Council Chamber whilst the matter was being discussed.

RESOLVED: noted.

C 2298 Cllr Mrs D Brooke-Harte declared a personal and prejudicial interest in the item concerning applications to the Horley Edmonds Community Fund (item C 2323) and left the Council Chamber whilst the matter was being discussed.

RESOLVED: noted.

C 2299 Public Forum

No members of the public were present

RESOLVED: noted.

C 2300 Ordinary Meeting of the Council, 9 September 2008

The minutes of the Ordinary Meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 9 September 2008, including all confidential items, be approved.

C 2301 Leisure & Amenities Committee, 22 July 2008

RESOLVED: that the minutes of the meeting of the Leisure & Amenities Committee held on 22 July 2008, including all confidential items, be received.

C 2302 Finance & General Purposes Committee, 20 August 2008

RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 20 August 2008, including all confidential items, be received.

C 2303 Planning & Development Committee, 27 August 2008

RESOLVED: that the minutes of the meeting of the Planning & Development Committee held on 27 August 2008 be received.

C 2304 Horley Anderson Centre - Sub Underlease to Cannons Health & Fitness

The Clerk confirmed that a letter had been written to the Senior Asset Manager at the Borough Council, requesting that, in the first instance, the Sub-Underlease be sent to the Town Council. He added that, to date, no further information had been received.

RESOLVED: noted.

C 2305 Chairman's Report

The Chairman reported that he had attended the following:

World Alzheimer's Day Service at Guildford
Crawley Civic Service and Lunch with Mayor
"Royal British Legion Today & Tomorrow" at Chaldon (attended by Cllr Bethell)
Talent Show at St Wilfrid's Church
Horley in Bloom Presentation Evening
Blessing of Army Cadets' New Standard at Memorial Gardens
Service for the Judiciary at Holy Trinity Church, Guildford
St Catherine's Hospice 25th Anniversary Lunch
Harvest Thanksgiving Service at Guildford Cathedral
Gala Concert at Saint Hill Manor
Launch of Surrey Poppy Appeal

RESOLVED: noted.

C 2306 Liaison Meetings with Surrey Police

It was noted that the next liaison meeting was due to take place in November.

RESOLVED: noted.

C 2307 NALC Larger Local Councils Committee (LLCC)

It was noted that the date for the receipt of nominations to serve on the LLCC had passed.

RESOLVED: noted.

Surrey County Association of Parish & Town Councils (SCAPTC)

- C 2308** Cllr Olliver updated members on the recent SCAPTC General Meeting. He explained that SCAPTC's continuing dissatisfaction with NALC had been discussed and that, having requested that NALC either improve its services or reduce its charges, the situation was to be reviewed in six months time.

RESOLVED: noted.

- C 2309** Cllr Olliver added that annual subscription charges for 2009/10 had been reviewed and explained that the larger councils would only be paying a small increase.

RESOLVED: noted.

Draft Charter Between Reigate & Banstead Borough Council & Horley Town Council (Reigate & Banstead Liaison Committee)

- C 2310** The Clerk told members that he had met with Margaret Quine, the Borough Council's Head of Corporate Development, to discuss the meeting of the Liaison Committee, which was planned for 4 November.

RESOLVED: noted.

(Afternote: the meeting was subsequently postponed until 2 December, following the sudden death of Cllr Michael Buttery, Deputy Leader of Reigate & Banstead Borough Council.)

- C 2311** Cllr Miller explained that the draft Charter (based on the Model Charter produced by Central Government) was thought by Borough members to be "too woolly" and told members that a simpler draft Partnership Agreement had subsequently been produced, based primarily on the possible arrangements for service transfer. He added that this would be discussed in detail at the next meeting of the Liaison Committee.

RESOLVED: noted.

New Town Council Offices

- C 2312** **RESOLVED; that the quotation from the Contractor ASBIT to make modifications to the storage cupboard, for the sum of £280 plus VAT, be approved.**

- C 2313** The Clerk reminded members that the refurbished offices and Hall were due to be formally opened by Peter Ainsworth MP on 31 October and added that the Town Awards would be presented at the same time. It was noted that both nominees had agreed to accept the Awards.

RESOLVED: noted.

Annual Audit for the Year ended 31 March 2008

- C 2314** The Clerk told members that BDO Stoy Hayward had now completed the Annual Audit. He added that, although the audit was unqualified, the external auditor had raised some points in the Issues Arising Report regarding powers

C 2314) used to make some donations, which the Clerk believed were not necessarily correct.

RESOLVED: that the Clerk write to BDO Stoy Hayward regarding the points raised.

C 2315 The Clerk explained that BDO Stoy Hayward had charged £1450 plus VAT to carry out this year's audit. He added that the charge was significantly higher than last year's charge, due to the Cyril Edmonds Bequest (approx £135,000) being included in the account balances.

RESOLVED: that the Clerk raise the question of the increased charges with both BDO Stoy Hayward and Peter Ainsworth MP.

C 2316 **RESOLVED: that, subject to minute C 2314 above, payment of £1,450 plus VAT to BDO Stoy Hayward be approved.**

C 2317 **RESOLVED: that the External Auditor's Certificate and Opinion (Section three of the Annual Return) be approved. (Unqualified audit.)**

C 2318 **RESOLVED: that the Annual Return be approved. (A copy is appended to these minutes.)**

C 2319 **RESOLVED: that the Issues Arising Report and any subsequent correspondence with BDO Stoy Hayward be referred for consideration at the next meeting of the Finance & General Purposes Committee.**

C 2320 Councillors' Internal Audit for July & August 2008

RESOLVED: that the Councillors' Internal Audit Certificate, as appended to these minutes, be approved.

C 2321 Financial Reports as at 31 July 2008

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Payments List totalling £198,724.07 plus VAT. (Includes a payment of £105,000 to the Surrey Community Trust from the Cyril Edmonds bequest.)**
- iv) Receipts Lists totalling £ 3,790.87 plus VAT. (Copies are appended to these minutes).**

C 2322 Financial Reports as at 31 August 2008

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Payments List totalling £105,272.98 plus VAT. (Includes a payment of £79,002 to Farnrise Construction Ltd for building works.)**
- iv) Receipts Lists totalling £ 5,152.04 plus VAT. (Copies are appended to these minutes).**

C 2323 Horley Edmonds Community Trust

RESOLVED: that the recommendations of the Edmonds Management Committee be approved and the following grant applications be made by the Surrey Community Foundation:

£ 913 to Anchor Trust (Barnfield) for excursions for elderly residents.

£2,000 to St Wilfrid's Church towards the cost of replacing the folding partition doors in the Church Hall.

C 2324 Horley Bowling Club – Hedge

RESOLVED:

- i) that the request from Horley Bowling Club to maintain the inside and top of the hedge surrounding the Club be approved.**
- ii) that the request that the Town Council make a donation towards the cost be refused.**

C 2325 Citizens Advice Bureau

The Clerk reported receipt of correspondence from the CAB District Manager explaining that, due to a lack of volunteers in Horley, it would not, at present, be possible to use the Albert Rooms for drop-in sessions.

RESOLVED: noted.

C 2326 RESOLVED: that in view of the confidential nature of the business about to be transacted, the public and press be excluded from the remainder of the meeting under the provisions of the Public Bodies (Admission to Meetings) Act 1960.

C 2327 Horley Edmonds Community Fund – Financial Update CONFIDENTIAL
C 2328

Members were updated on financial arrangements made.

The meeting closed at 8.35 pm

Date of Next Meeting: 9 December 2008 (PRECEPT)