

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 1 May 2012 at 7.30 p.m.

Present: Cllr R Olliver – Chairman
J Baird, J Chapman, M George, M Goldsmith,
K Hagerty, Simon Marshall, V Marshall and R Sherwin.

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
S Dalley – Finance Officer
Cllr Samantha Marshall

F 2952 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs R Bethell, D Powell and M Robinson be accepted, for reasons as specified in the Attendance Register. (Cllr Miller was absent.)

F 2953 Declarations of Interest

There were no Declarations of Interest, specific to the meeting.

RESOLVED: noted.

F 2954 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 2955 Approval of Minutes
Finance & General Purposes Committee, 20 March 2012**

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 2956 Councillors' Surgeries ("Meet Your Councillor")

The Clerk explained that the recent surgery had taken place at the Barratt Show House at Langshott. It had been felt to be a suitable venue and would be usable for the next two years, after which time the Community Hall should be available. Cllr Simon Marshall suggested that a leaflet drop in the area, prior to the next surgery taking place, would boost attendances further. The Clerk went on to explain that the Help Shop could only be made available

- F 2956)** on a Friday afternoon. Cllr Sherwin volunteered to assist with this option, if chosen. Cllr George suggested that, once the trial run was complete, the number of venues be reduced to three. The Clerk confirmed that the Borough and County Councillors had been made aware of the surgeries and would be invited to attend, once the trial run had ended.

Members agreed the next three surgery dates and venues:
12 May at Lidl's Supermarket
9 June at Horley Leisure Centre
7 July at Barratt Show House

RESOLVED: that the matter be reviewed at the Annual Meeting on 15 May 2012.

- F 2957** Councillors' Audit for February and March 2012

RESOLVED: that the Councillors' Audit Certificate and Clerk's responses (where applicable), as appended to these minutes, be received.

- F 2958** Attendance at next Councillors' Audit

RESOLVED: that Cllrs Baird and Olliver conduct the next audit on 11 June 2012.

Financial Reports for February and March 2012

- F 2959** The Clerk confirmed that explanations for all overspends and underspends had been given. (A copy is appended.) It was agreed that future movements between cost codes also be explained. The Clerk agreed to adjust the split between the rent and easements paid by the Horley Sports (Social) Club.

RESOLVED: noted.

- F 2960** **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) Payments List for February totalling £33,982.80 plus VAT (£36,953.12)**
- iv) Payments List for March totalling £35,969.09 plus VAT (£39,526.08)**
- v) Receipts List for February totalling £8,486.24**
- vi) Receipts List for March totalling £12,957.55**

- F 2961** Internal Audit – Interim Report No 2

RESOLVED: that the report and the Clerk's response, as appended to these minutes, be received.

F 2962 Town Meeting, 27 April 2012

Members reviewed the recent meeting. They agreed that the attendance had been reasonable. The Clerk invited suggestions for a guest speaker for next year's meeting.

RESOLVED: that a letter of thanks be sent to guest speaker, Inspector Richard Haycock

F 2963 Borough Standards Committee

It was noted that the recent meeting had been cancelled due to a lack of business.

RESOLVED: noted.

Surrey County Association of Parish & Town Councils (SCAPTC) & National Association of Local Councils (NALC)

F 2964 Members reviewed the SCAPTC Localism Conference recently attended by the Clerk plus six members. It was noted that the Act was being delivered piecemeal and that the final version would be available in about one year's time.

RESOLVED: noted.

F 2965 It was noted that Cllr Olliver had attended a recent SCAPTC Management Committee meeting, as well as the SCAPTC Local Councils Forum.

RESOLVED: noted.

F 2966 Cllr Olliver told members that the NALC Chairman would be leaving next year. He confirmed that County Associations in the South East were still attempting to improve the performance of NALC from within, otherwise they would ultimately set up their own organisation.

F 2967 Purchase of Town Council Gazebo

RESOLVED: that the Clerk seek quotations, for consideration at the next meeting of this Committee.

F 2968 Horley Lions Charity Skittles Week, 18 – 22 June 2012

RESOLVED: that the Town Council enter a team into the competition. (Members to pay individually.)

F 2969 Diary Dates

RESOLVED: that forthcoming events be noted, in particular the St Catherine's Hospice Bike Ride on 20 May and the Jubilee Fun Day on 4 June.

F 2970 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 2971 Upgrade of Projector System CONFIDENTIAL

Members considered quotations received and agreed the appointment of Micro Maintenance to carry out the work.

F 2972 Horley Anderson Centre / Innes Pavilion Division CONFIDENTIAL

Members were updated on essential works.

Prior to the close of the meeting, the Committee Chairman thanked members for their commitment throughout the year. Cllr Simon Marshall recorded a vote of thanks for the Committee Chairman's hard work and diligence.

Meeting closed at 8.39 pm. Date of next meeting: 12 June 2012