

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a meeting of the above-named Committee held at the Old Town Council Offices, Albert Road, Horley on Tuesday 3 July 2007 at 7.30 p.m.

Present: Cllr M Miller – Chairman
Cllrs P Avis, Mrs D Brooke-Harte, J Chapman, P Chapman,
Ms M Goldsmith, S Marshall, Mrs V Marshall, R Olliver and
D Powell

In Attendance: A Jones – Town Clerk
Mrs C Fenton – Deputy Town Clerk
Cllr M George

F 1880 Election of Committee Chairman (Cllr S Marshall in the Chair)

Cllr J Chapman proposed and Cllr P Chapman seconded that Cllr M Miller be nominated as Committee Chairman. There were no further nominations.

RESOLVED: that Cllr M Miller be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2007/2008.

Cllr Miller in the Chair

F 1881 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs R Bethell, Miss S Rogers and Ms V Snowball be accepted (for reasons as specified in the Attendance Register.)

F 1882 Declarations of Interest

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

RESOLVED: noted.

F 1883 Election of Committee Vice-Chairman

Cllr J Chapman proposed and Cllr Mrs D Brooke-Harte seconded that Cllr R Olliver be nominated as Committee Vice-Chairman. There were no further nominations.

RESOLVED: that Cllr R Olliver be elected Vice-Chairman of the Finance & General Purposes Committee for the Municipal Year 2007/2008.

F 1884 Public Forum

There were no questions or comments from members of the public.

RESOLVED: noted.

F 1885 Appointments to Sub-Committees and Outside Bodies Reporting to the Finance & General Purposes Committee

RESOLVED: that the appointments be approved (Details are appended to the minutes of the Annual Meeting held on 15 May 2007.)

F 1886 Neighbourhood Panels

Cllr Mike George reported that meetings had taken place with the Chief Superintendent with a view to making the Neighbourhood Panel meetings more inclusive. It was noted that a meeting of the North West Panel was due to take place later this week and Cllr Mrs D Brooke-Harte agreed to attend.

RESOLVED: noted

F 1887 Borough Standards Committee

Cllr Olliver reported that he had attended a meeting of the Committee, where discussion had taken place about the New Members' Code of Conduct. He explained that some of the items in the Code were optional for Town and Parish Councillors however he believed that it would be sensible to adopt all the items.

RESOLVED: noted.

Local Authorities (Model Code of Conduct) Order 2007

F 1888 The Clerk reported that the Borough Council's Head of Legal and Property Services would be giving a briefing on the New Model Code of Conduct prior to the Full Council meeting on 17 July 2007.

RESOLVED: noted.

F 1889 ***RECOMMEND: that the New Member Code of Conduct, including all optional items, be adopted at the Full Council meeting on 17 July 2007.***

Town Guide 2007

F 1890 The Clerk told members that copies of the Town Guide were due to be delivered within the next week. They would be delivered to households at a cost of £20 per 1,000 copies. The Clerk added that 16,000 copies were to be produced, 15,000 of which would be free of charge.

RESOLVED: that payment of £320 to Mad Ideas for 1,000 copies of the Town Guide be approved.

F 1891 ***RESOLVED: that the Clerk, Committee Chairman and Chairman of the Council consider whether charges should be made for certain deliveries.***

F 1892 Horley Highlights Newsletter – Issue No 12

The Clerk confirmed that the latest edition of the newsletter had now been published and was being made available at various distribution points around the town. He added that there had been a substantial reduction in production costs as the newsletter had been printed, using the Town Council's new photocopier.

RESOLVED: noted.

F 1893 Horley Town Council Grants Scheme

RESOLVED: that a meeting of the Awards Committee be held at the earliest opportunity and the recommendations be considered at the Full Council meeting on 17 July 2007.

F 1894 Town Awards

RESOLVED: that a meeting of the Awards Committee be held at the earliest opportunity and the recommendations be considered at the Full Council meeting on 17 July 2007.

F 1895 National Association of Local Councils (NALC)

The Clerk told members that no new information had been received.

RESOLVED: noted.

Surrey County Association of Parish & Town Councils (SCAPTC)

F 1896 Members were informed that the SCAPTC Annual Meeting was due to be held on 14 July. The Clerk added that Cllr Olliver had been nominated to serve on the SCAPTC Management Committee.

RESOLVED: noted.

F 1897 **RECOMMEND: that the revised SCAPTC constitution be referred for approval at the Full Council meeting on 17 July 2007.**

F 1898 Unaudited Balance Sheet and Supporting Statements for FY 2006/2007

RECOMMEND: that the unaudited balance sheet, income and expenditure account and other supporting statements be referred for approval at the Full Council meeting on 17 July 2007.

F 1899 Annual Audit for the Year Ended 31 March 2007

RECOMMEND: that Section One of the Annual Return (the Statement of Accounts) be referred for approval at the Full Council meeting on 17 July 2007.

F 1900 Councillors' Internal Audit for April and May 2007

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

F 1901 Financial Reports as at 30 April 2007

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
 - ii) Summary of Receipts and Payments Compared with Estimates***
 - iii) Payments List totalling £ 15,074.79 plus VAT***
 - iv) Receipts Lists totalling £139,536.22 plus VAT***
- (Copies are appended to these minutes).***

F 1902 Financial Reports as at 31 May 2007

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
 - ii) Summary of Receipts and Payments Compared with Estimates***
 - iii) Payments List totalling £26,311.64 plus VAT***
 - iv) Receipts Lists totalling £62,807.71 plus VAT***
- (Copies are appended to these minutes).***

F 1903 Charity Dog Show, Court Lodge Fields

The Clerk updated members on arrangements made for the event, which had been organised by the Horley Lions and was due to take place on 8 July 2007. He explained that the Lions would be using the Town Council's public address system and he believed that they would be making a small donation to the Horley (Sports) Social Club for the use of electricity etc.

RESOLVED: noted.

F 1904 Innes Pavilion Water Usage

The Clerk reported receipt of a letter from Sarah Groom, the Borough Council's Head of Leisure Services, giving updated readings for water supplied to the Innes Pavilion. He added that he and the Chairman of the Council planned to meet on site with Sarah Groom to verify the readings.

RESOLVED: noted.

F 1905 Letters Received

RESOLVED: that receipt of the following be noted:

- i) information about Parish and Town Council Clustering***
- ii) Research Study of the Quality Parish and Town Council Scheme.***

F 1906 Insurance Policy (Zurich Municipal)

RESOLVED: that payment of £12,381.34, being the renewal premium for 2007/2008, be approved.

F 1907 Horley Vimy Twinning Association

RESOLVED: that renewal of membership of the Association be declined.

F 1908 *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.*

F 1909 Relocation of Town Council Offices

CONFIDENTIAL

Members were updated on recent meetings and actions taken.

F 1910 Horley Sports (Social) Club

CONFIDENTIAL

Members were updated on recent events.

The meeting closed at 9.08 pm.

Date of Next Meeting – 28 August 2007