

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

Minutes of a meeting of the above-named Committee held at the Council Offices, Albert Road, Horley on Tuesday 6 June 2006 at 7.30 p.m.

**Present:** Cllr T Breen – Chairman  
Cllrs Ms D Ashley-Smith, Mrs D Brooke-Harte,  
Ms M Goldsmith, J Kendall, A Kent, S Marshall,  
J Meech, M Miller and Mrs A Venn.

**In Attendance:** Mr A Jones Clerk to the Council  
Mrs C Fenton Deputy Clerk to the Council  
Cllr M George

**F 1625 Election of Committee Chairman (Cllr Miller in the Chair)**

Cllr Marshall proposed and Cllr Ms D Ashley-Smith seconded that Cllr T Breen be nominated as Committee Chairman. There were no further nominations.

***RESOLVED: that Cllr T Breen be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2006/2007.***

**Cllr Breen in the Chair**

**F 1626 Apologies and Reasons for Absence**

***RESOLVED: that the apology of Cllrs Mrs D Andrews, E Andrews and B Weston be accepted (for reasons as specified in the Attendance Register.)***

**F 1627 Declarations of Interest**

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

***RESOLVED: noted.***

**F 1628 Election of Committee Vice-Chairman**

Cllr Miller proposed and Cllr Mrs Brooke-Harte seconded that Cllr Ms D Ashley-Smith be nominated as Committee Vice-Chairman. There were no further nominations.

***RESOLVED: that Cllr Ms D Ashley-Smith be elected Vice-Chairman of the Finance & General Purposes Committee for the Municipal Year 2006/2007.***

**F 1629 Public Forum**

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

**RESOLVED: noted.**

**F 1630 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 9 May 2006.)**

**F 1631 Borough Standards Committee**

Cllr Kent had nothing to report.

**RESOLVED: noted.**

**F 1632 Local Authority Byelaws in England**

**RESOLVED: that receipt be noted of the Discussion Paper from the Office of the Deputy Prime Minister.**

**F 1633 Awards and Special Events – Town Council Protocol**

Members considered whether there was a need for the Town Council to send a formal letter of acknowledgement if a local resident received an award or was celebrating a significant event. The Clerk explained that this had arisen because a member of the Royal British Legion had recently been honoured and had been disappointed not to receive any acknowledgement from the Town Council.

After discussion the following was resolved:

**RESOLVED:**

- i) that the Town Council should not automatically acknowledge such events.**
- ii) that no further action be taken regarding the member of the Royal British Legion.**

**F 1634 Town Guide 2007**

The Clerk told members that he had had a further meeting with representatives of MAD Ideas, the company responsible for the production of the 2007 Town Guide. He said that a database of local businesses had been prepared and up to two thousand organisations would be invited to advertise in the Guide. The maps would also be much improved. It was planned to publish the Guide next June and the Editorial Sub-Committee would be kept informed of all developments.

**RESOLVED: noted.**

## Horley Town Council Grants Scheme

**F 1635**     **RESOLVED:** *that the Grant Scheme, as appended to these minutes, be approved.*

**F 1636**     **RESOLVED:** *that applications for grants be invited immediately. (Deadline for applications – 31 August 2006.)*

**F 1637**     **Risk Assessment and Management Paper 2006 – 2007**

**RESOLVED:** *that the paper, as appended to these minutes, be approved.*

**F 1638**     **National Association of Local Councils (NALC)**

The Clerk reported that various applications had been submitted for this year's Awards.

**RESOLVED:** *noted.*

**F 1639**     **Surrey County Association of Parish & Town Councils (SCAPTC)**

The Clerk reported receipt of a letter from the newly appointed SCAPTC Local Council Development Officer, which explained that his role was to encourage local councils to become or remain members of SCAPTC, to encourage the formation of local councils and to encourage local people to stand as local councillors, particularly important in the case of Quality Councils, where an electoral mandate criteria had to be met.

**RESOLVED:** *noted.*

**F 1640**     **Clean Neighbourhoods and Environment Act 2005**

Members considered the recommendations of the Sub-Committee, which had met recently to consider the implications of the Act.

**RESOLVED:** *that the recommendations of the Sub-Committee be approved as follows:*

- i) that Reigate & Banstead Borough Council be appointed to issue Fixed Penalty Notices on behalf of Horley Town Council for offences such as littering, graffiti, flyposting and dog fouling.*
- ii) that this be for a trial period of six months.*
- iii) that any income received be retained by the Borough Council.*
- iv) that the Town Council have no responsibility for any action to be taken, should fines remain unpaid.*
- v) that the matter be reviewed at the meeting of the Finance & General Purposes Committee on 23 January 2007.*
- vi) that the Clerk inform the Borough Council accordingly.*

## **Celebration Parade and Garden Dedication, 23 July 2006**

- F 1641** The Clerk updated members on the event, which was being organised by the Horley Royal British Legion to celebrate the eightieth birthday of Her Majesty the Queen, the eightieth anniversary of the Horley Women's Section and the eighty fifth anniversary of the Branch. He explained that it was hoped to hire plastic matting from the local Scouts, for a nominal charge, which would be laid as usual in the Memorial Gardens.

**RESOLVED: noted.**

- F 1642** **RESOLVED: that the Town Council purchase an engraved brass plate, celebrating the events and acknowledging sponsors, for the total sum of £200.26 plus VAT including the stand. (To be purchased from Earth Anchors Ltd.)**

### **Emlyn Meadows**

- F 1643** The Clerk advised members that a local resident had enquired whether it would be possible to hold a wedding reception at Emlyn Meadows in July 2007. Members were concerned that it would be difficult to hold such an event on public meadowland. They also felt that it would be necessary for contact to be made with the Police as well as with local residents living adjacent to Emlyn Meadows, seeking their views. They requested the Clerk to seek much more detailed information before the matter could be fully considered.

**RESOLVED: that the Clerk write to the resident concerned, seeking more detailed information.**

**(Afternote: the resident subsequently informed the Clerk that she no longer wished to pursue her request.)**

- F 1644** The Clerk reported that, since the installation of the bund, he had received a number of enquiries from local residents living adjacent to Emlyn Meadows. One resident claimed that he had a grassed area on the Meadow where he was allowed to park his car, which was now inaccessible since the installation of the bund, the other wished to move his garden fence adjacent to the bund. Both these claims were being dealt with by the Town Council's solicitor.

**RESOLVED: noted.**

- F 1645** The Clerk reported further contact with another resident about his caravan. The resident claimed that he had a long standing consent to move his caravan across Emlyn Meadows to and from his rear garden. The Clerk said that he had written to the resident, asking him to provide evidence of this. He added that he had also contacted the Town Council's Solicitor, who had advised that she had no knowledge of any such consent ever having been granted, although she had added that the resident might be able to claim that he had gained a prescriptive right of access if he could show that had had been taking his caravan across the Meadow for a very long time.

- F 1645)** Members were of mixed views as to whether the resident should be granted any form of access. Some members were concerned that, should this result in a court case, then the Town Council may have to pay costs, although Cllr Miller believed that this was unlikely. The Clerk agreed to seek further advice on this point.

After further discussion the following was resolved:

**RESOLVED: that the Clerk write to the resident concerned advising:**

- i) that consent for regular vehicular access for the caravan will be refused until such times as written evidence of permission can be produced.**
- ii) that arrangements will be made to allow the resident to move the caravan to an alternative site for storage.**

**F 1646 Albert Rooms Heating – Maintenance Agreement**

The Clerk advised that he now been advised that separate agreements would need to be taken out for both boilers, costing around £40 per month in total.

**RESOLVED:**

- i) that the Clerk seek alternative quotations to see whether other companies have any cheaper options available.**
- ii) that, following this research, the Clerk, in consultation with the Council and Committee Chairman, agree which company to appoint.**

**Requests from Kidzone After School Club**

- F 1647** The Clerk advised members that, following a recent Ofsted Report, the Club had been advised that the men's toilet required refurbishment.

**RESOLVED:**

- i) that quotations be sought for the work.**
- ii) that the matter be re-considered at the next meeting of this Committee.**

- F 1648** The Clerk added that a further requirement of the Ofsted Inspection was that the Club provide more play equipment and activities for the children. As a result of this, the Club Managers had written to the Town Council, requesting permission to install a shed in the grounds of the Albert Rooms.

Cllr Miller said that he believed that it may be necessary to have planning permission for the shed, other members were adamant that any structure should not be wooden, due to fire risks.

After further discussion the following was resolved:

**RESOLVED:**

- i) that the Clerk seek advice from the Borough Council about any planning issues.**

- F 1648) *ii) that the Clerk seek further details from the Kidzone Club Managers.*  
*ii) that the matter be re-considered at the next meeting of this Committee.*

**F 1649 Work Experience**

***RESOLVED: that receipt be noted of a letter of thanks from the Work Related Curriculum Co-Ordinator at Oakwood School***

**F 1650 Town Council Insurance Premium**

Members were advised that the amount payable for 2006/2007 would be £12346.78, an increase of 7.1% over last year's amount. The Clerk reminded members that this was the second of a three year arrangement with Zurich Municipal.

***RESOLVED: noted.***

**F 1651 Acceptance of Debit Cards**

The Clerk told members that there would be a set up fee of £150 from HSBC Bank to enable the Town Council to accept debit cards, plus a monthly fee of £18 and the cost of an additional telephone line. He explained that this would not be cost effective at present. Cllr Mrs Venn suggested that it might be possible to have a manual machine and the Clerk agreed to investigate.

***RESOLVED: noted.***

**F 1652 Web Site – Phase 3 Enhancements**

The Clerk told members that the Documents section of the web site was now operational, enabling minutes, agenda and planning comments to be easily accessed. He added that the members' confidential area of the web site was currently being developed.

***RESOLVED: noted.***

**F 1653 Internal Audit Reports**

***RESOLVED: that the internal reports, as appended to these minutes be received.***

**F 1654 Unaudited Balance Sheet and Associated Documents – FY 2005/06**

***RECOMMEND: that the Unaudited Balance Sheet as at 31 March 2006, the Income & Expenditure Account 1 April 2005 to 31 March 2006, Reserve Analysis as at 31 March 2006 and other associated documents be recommended for approval at the Full Council Meeting on 27 June 2006.***

**F 1655 Councillors' Internal Audit for April and May 2006**

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

**F 1656 Financial Reports as at 30 April 2006**

**RESOLVED:** *that the following reports be approved:*

- i) Bank Reconciliations*
  - ii) Summary of Receipts and Payments Compared with Estimates*
  - iii) Payments List totalling £17,748.30 plus VAT*
  - iv) Receipts Lists totalling £131,789.89 plus VAT*
- (Copies are appended to these minutes.)*

**F 1657 Financial Reports as at 31 May 2006**

**RESOLVED:** *that the following reports be approved:*

- i) Bank Reconciliations*
  - ii) Summary of Receipts and Payments Compared with Estimates*
  - iii) Payments List totalling £60,553.20 plus VAT*
  - iv) Receipts Lists totalling £3458.62 plus VAT*
- (Copies are appended to these minutes.)*

**F 1658 Recommendations to Finance & General Purposes Committee**

**Planning & Development Committee, 16 May 2006**

**Gatwick Airport Consultative Committee (GACC)**

Payment of £10.00, being the Town Council's subscription for 2006/2007.

**Leisure & Amenities Committee, 23 May 2006**

**New Goal Posts, Court Lodge Fields**

Purchase of four sets of goal posts from Harrod UK Ltd for the total sum of £1980.00 plus VAT. (Horley Town Council to pay £990.00, the remaining £990.00 to be provided as a grant from the Goalpost Safety Scheme.)

**Additional Litter Bins, A23 Recreation Ground**

Two larger litter bins (with lids) to be purchased from Earth Anchors Ltd for the total sum of £573.55 plus VAT (including carriage).

**Tree Work, A23 Recreation Ground**

Payment of £590.00 to Harry Edwards for work carried out, as identified in recent Health & Safety inspection.

**RESOLVED:** *that the payments be approved.*

**F 1659 Charity Football Match**

The Clerk told members that he understood that representatives of Horley Sports (Social) Club wished to organize a charity football match at Court Lodge Fields.

***RESOLVED: that the Clerk seek further information from the Club.  
(Afternote: the match was subsequently cancelled.)***

**F 1660 Press Release**

***RESOLVED: that a press release be issued, giving details of the Grant Scheme and action to be taken under the Clean Neighbourhoods and Environment Act.***

**F 1661** ***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 1662 Relocation of Town Council Offices**

**CONFIDENTIAL**

**F 1663**

Members were updated on recent developments

**F 1664 Horley Sports (Social) Club**

**CONFIDENTIAL**

Members received a report of a recent Extraordinary meeting and agreed the way forward.

**F 1665 Internal Auditor Fees**

**CONFIDENTIAL**

Members agreed a remuneration rate for 2006/2007.

**Standing Order no 9 was suspended at 9.30 pm and the meeting closed at 10.00 pm.**

**Date of Next Meeting – 25 July 2006.**