

**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 8 June 2010 at 7.30 p.m.

**Present:** Cllr R Olliver – Chairman  
Cllrs R Bethell, D Brooke-Harte, J Chapman, M Goldsmith,  
S Marshall, V Marshall, M Miller and V Snowball.

**In Attendance:** A Jones – Town Clerk  
C Fenton – Deputy Town Clerk

**F 2576 Election of Committee Chairman (Cllr S Marshall in the Chair)**

Cllr M Goldsmith proposed and Cllr J Chapman seconded that Cllr R Olliver be nominated as Committee Chairman. There were no further nominations for the post.

***RESOLVED: that Cllr R Olliver be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2010/2011.***

**Cllr Olliver in the Chair**

**F 2577 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs P Avis, P Chapman, M George, S Thomas and the Finance Officer be accepted (for reasons as specified in the Attendance Register.)***

**F 2578 Declarations of Interest**

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

***RESOLVED: noted.***

**F 2579 Election of Committee Vice-Chairman**

Cllr J Chapman proposed and Cllr M Goldsmith seconded that Cllr R Bethell be nominated as Committee Vice-Chairman. There were no further nominations for the post.

***RESOLVED: that Cllr R Bethell be elected Vice-Chairman of the Finance & General Purposes Committee for the Municipal Year 2010/2011.***

**F 2580 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 2581 Approval of Minutes  
Finance & General Purposes Committee, 27 April 2010**

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.***

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

**F 2582** ***RESOLVED: that Cllr Brooke-Harte replace Cllr Stimpson as one of the representatives on the Borough Standards Committee. (The Clerk to inform the Borough Council's Democratic Services Officer accordingly.)***

**F 2583** ***RESOLVED: that the Clerk ascertain whether attendance by Town Councillors at Citizen Advice Bureau meetings is required.***

**F 2584** ***RESOLVED: that the appointments be approved (Details are appended to the minutes of the Annual Meeting held on 11 May 2010.)***

**Attendance at Meetings of Outside Bodies**

**F 2585** Cllr Goldsmith reported that members of the Access Group were due to meet with Mr Peter Boarder, the Borough Council's Regeneration Project Manager for Horley, to show him specific areas around the town which were difficult for wheelchair users.

***RESOLVED: noted.***

**F 2586** Cllr Goldsmith also reported that she had recently attended the Annual Meeting of the Local History Management Committee.

***RESOLVED: noted.***

**F 2587 Horley Local History Society**

The Chairman of the Council informed members that the Chairman of the Local History Society had written to the Town, Borough and County Councils, seeking storage for archive material. He added that he replied, explaining that the Town Council was unable to offer any suitable storage in the short term, but that it may be able to longer term, if funding was obtained to build a new community facility to replace the Michael Crescent Scout Hut. It was suggested that a meeting be arranged with representatives of the Local History Society to discuss the issues further.

***RESOLVED: noted.***

**F 2588 Councillors' Audit for April 2010**

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

**F 2589 Financial Report for April**

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

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Receipts List totalling £146,097.67 plus VAT.  
(includes Precept payment of £141384.50)***
- iv) Payments List totalling £19,898.45 plus VAT.  
(copies are appended to these minutes)***

**Unaudited Balance Sheet and Associated Documents for FY 2009/10**

**F 2590 *RECOMMEND: that the Unaudited Balance Sheet as at 31 March 2010, the Income & Expenditure Account for 1 April 2009 to 31 March 2010, Reserve Analysis as at 31 March 2010 and other associated documents be recommended for approval by Full Council.***

**F 2591 *RESOLVED: that details be supplied of break clauses and rent review dates in leases between the Town Council and other organisations.***

**F 2592 Borough Standards Committee**

It was noted that there had been no further meetings of the Committee.

***RESOLVED: noted.***

**F 2593 Surrey County Association of Parish & Town Councils (SCAPTC) – Subscription 2010 - 2011**

Members re-considered payment of the subscription fees of £2,729.26 plus VAT. It was noted that there had finally been a response from the SCAPTC Director, however some members had found the tone and content of the e mail rather unsatisfactory. (A copy is appended to these minutes.) It was noted that there had still been no response at all from the NALC Chairman. Members discussed the matter further and agreed that the greatest dissatisfaction was with the service from NALC. The Clerk explained that, should this Council decide to withdraw from SCAPTC completely, then notice needed to be given by the end of December this year.

After further discussion the following was resolved:

***RESOLVED:***

- i) that payment of the subscription fees for 2010 – 2011 be approved.***
- ii) that Cllr Olliver explore the possibility of Horley Town Council being a member solely of SCAPTC in future years.***
- iii) that the matter be re-considered at the next meeting of this Committee.***

**F 2594 National Association of Local Councils (NALC)**

The Clerk told members that he had informed NALC that this Council had adopted the Power of Well Being.

**RESOLVED: noted.**

**F 2595 Communications with Councillors (Electronic and Paper)**

Members considered whether it was necessary to have paper copies of emailed documents made available for all members at meetings. Some members stressed that they needed to have paper copies made available, while others were happy to either print the documents at home or bring their laptops to meetings.

After further discussion it was agreed to send out a request form for completion by each Councillor so that precise requirements for papers (e mail, paper or both) could be clarified.

**RESOLVED: noted.**

**F 2596 Town Meeting, 30 April 2010**

Members reviewed the recent meeting and agreed that it had been well attended and felt that the presentation given by Pete Crawford of the Gatwick Greenspace Partnership had been particularly well received. It was noted that, due to Town Council Elections, next year's Town Meeting would be held in March.

**RESOLVED: noted.**

**F 2597 Proposals for Michael Crescent Community Hall**

Members were reminded that Guideline Building Services Ltd had been appointed to carry out a feasibility study of building options. Cllr Miller asked how the building costs could be afforded and also questioned whether the existing building might be locally listed. The Clerk explained that the architect was experienced in seeking grant funding and suggested that he be invited to a future meeting.

**RESOLVED: that the matter be re-considered at the next meeting of this Committee.**

**Town Council Insurance**

**F 2598 RESOLVED: that the Schedule of Insurance Cover from 1 June 2010 be noted.**

**F 2599 RESOLVED: that payment of the renewal premium from Aviva Insurance (£9577.02) be approved.**

**F 2600 Town Award Nominations**

It was noted that two nominations had been received.

***RESOLVED: noted.***

**F 2601 Town Council Grant Scheme**

It was noted that five applications had been received.

***RESOLVED: noted.***

**F 2602 Horley (Sports) Social Club (HSSC)**

***RESOLVED: that a meeting be held with Club representatives to discuss tenancy arrangements and other financial issues.***

**F 2603 New Chief Executive at Reigate & Banstead Borough Council**

It was noted that Mr John Jory had been appointed as the Borough Council's new Chief Executive and would be visiting the Town Council Offices soon to meet with the Clerk.

***RESOLVED: noted.***

**F 2604 Surrey County Council Bus Review**

Cllr Miller reported that, following comments made in response to the recent consultation, there was likely to be an enhanced bus service in Horley, as well as in some other areas. Members thanked Cllr Miller for his efforts.

***RESOLVED: noted.***

**F 2605 Diary Dates**

***RESOLVED: that forthcoming events be noted, in particular the Chamber of Commerce Big Lunch on 18 July and the Brambles Wheelathon on 19 September.***

**F 2606 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 2607 Improved Telephone System for Town Council Offices CONFIDENTIAL**

Members considered quotations received and approved the appointment of Tritel Communications to install the new system for the total sum of £990 plus VAT.

**The meeting closed at 8.51 pm. Date of Next Meeting – 27 July 2010**