

**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 13 March 2007 at 7.30 p.m.

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

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

**F 1816 Apologies and Reasons for Absence**

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

**F 1817 Declarations of Interest**

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

***RESOLVED: noted.***

**F 1818 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 1819 Albert Rooms – Repairs to Roof**

The Clerk reported that the Town Council's insurers were prepared to meet the cost of the roof repairs, subject to an excess charge of £250.

***RESOLVED: noted.***

**Borough Standards Committee**

**F 1820** The Clerk reported that he had completed the Satisfaction with Advice and Guidance Questionnaire for the Standards Board for England.

***RESOLVED: noted.***

**F 1821** Cllr Kent reported that Reigate & Banstead Borough Council had sent in a response to the Consultation on Amendments to the Model Code of Conduct for Local Authority Members. He added that he did not believe that there was anything of great significance, to which the Town Council should be responding.

**F 1821) *RESOLVED: noted.***

**F 1822** Cllr Kent added that a matter had been referred for local determination and a hearing was to take place within the next two months.

***RESOLVED: noted.***

**F 1823** The Clerk reported that the Borough Council's Head of Legal and Property Services was prepared to offer a briefing on the New Model Code of Conduct, following the May elections.

***RESOLVED: noted.***

**F 1824 **Town Guide 2007****

The Clerk told members that the first proof of the Town Guide was expected by May.

***RESOLVED: noted.***

**F 1825 **Town Meeting, 23 March 2007****

The Clerk told members that arrangements were in hand for the Town Meeting, although he was still searching for a speaker.

***RESOLVED: noted.***

**F 1826 **Town Council Grant Scheme****

***RESOLVED: that applications be invited. (Closing date: 29 June 2007.)***

**F 1827 **Town Awards****

***RESOLVED: that nominations be invited. (Closing date; 25 May 2007.)***

**F 1828 **Election Expenses****

The Clerk reported receipt of a letter from the Parliamentary Under Secretary of State for the Department for Communities and Local Government, explaining that a District Council was able to offer assistance with Parish Council election costs, should it wish to do so. The Clerk added that he had forwarded the letter to the Borough Council's Chief Executive and was still awaiting a response.

***RESOLVED: that a response be sought at the earliest opportunity.***

**F 1829 **Town Council Equipment****

***RESOLVED: that a new digital camera be purchased, for the maximum sum of £200 plus VAT.***

**F 1830 Direct Information Service (DIS) Subscription Renewal**

**RESOLVED;** *that the Town Council's subscription to DIS Extra be renewed for a further year, for the total sum of £90 plus VAT.*

**F 1831 National Association of Local Councils (NALC)**

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

**RESOLVED:** *noted.*

**F 1832 Surrey County Association of Parish & Town Councils (SCAPTC)**

Cllr Meech informed members that a Management Committee meeting was due to take place soon.

**RESOLVED:** *noted.*

**F 1833 Police & Community Partnership Groups (PCPGs)**

Cllr George reported that a decision had been taken by the Police Authority to disband the PCPGs, with effect from 31 March. He added that both the Banstead and Horley & Salfords Groups were keen to continue, however Police Officers were unable to say whether they would be able to attend. There were plans for the Neighbourhood Panels to become multi agency, however there would be no opportunity to question the Inspector at these meetings, neither would any crime statistics be available.

Cllr Miller was of the opinion that the Police Authority had acted hastily. He suggested that a letter be sent to the Chairman of Surrey Police Authority and the Chief Constable for Surrey, outlining the benefits and success of the local PCPGs and offering the necessary funding, to enable the Horley & Salfords PCPG, or a similar body, to continue.

**RESOLVED:**

- i) *that the Clerk write to the Chairman of the Surrey Police Authority and the Chief Constable for Surrey outlining the benefits and success of the Horley & Salfords PCPG and stressing the need for it to continue.***
- ii) *that this Council, using its powers under the Crime and Disorder Act 1998, make a grant of up to £500 available to enable the Horley & Salfords PCPG, or a replacement body, to operate for the coming year.***

**F 1834 Surrey County Council Local Committee (Reigate & Banstead) Allocation**

The Clerk informed members that the Local Committee (via County Cllrs Mrs K Hammond and Mrs D Ross-Tomlin) had approved the allocation of £600 to purchase additional speakers for the PA system.

**F 1834) *RESOLVED: that letters of thanks be sent to the County Councillors concerned.***

**F 1835 Borough Councillors' Community Awards**

The Clerk reported that Cllr Hagerty had allocated £1,000 to support the continued development of the Emlyn Meadows Nature Trail and Cllr Banwait had allocated £250 for the purchase of a lapel microphone to be used with the PA system.

***RESOLVED: that letters of thanks be sent to the Borough Councillors concerned.***

**F 1836 Incident at A23 Recreation Ground, 4 November 2006**

The Clerk told members that a claim had been received regarding an incident which had occurred at the A23 Recreation Ground last November. He reminded members that a Police Community Support Officer had tripped over a tree stump at the Recreation Ground on the evening of the Bonfire & Firework Display, suffering cuts and bruises in the process. The Clerk explained that the tree had been felled a few months beforehand as it was dangerous but, as the tree was quite some distance from the footpaths, the tree stump had not been ground out when the accident happened. The work was subsequently carried out approximately one week after the incident occurred. The Clerk explained that the claim had been forwarded to the Town Council's Insurers, along with photographs and details of tree inspection reports.

***RESOLVED: noted.***

**Town Centre Hanging Baskets**

**F 1837** The Deputy Clerk confirmed that forty hanging baskets had been ordered from Amethyst Horticulture, who would also be watering the baskets on a regular basis.

***RESOLVED: noted.***

**F 1838** The Deputy Clerk confirmed that sponsorship for the baskets would be sought from local businesses and added that, additional baskets could be ordered if sufficient sponsorship was forthcoming. It was noted that Southern Rail had already agreed to sponsor hanging baskets at Horley Station.

***RESOLVED: noted.***

**F 1839 Memorial Gardens – Summer Planting**

***RESOLVED: that payment of £1495 to Amethyst Horticulture to remove the winter bedding from the Gardens and plant the beds up for the summer be approved.***

**F 1840 Albert Rooms – Fencing**

The Clerk told members that the resident of a property adjoining the Albert Rooms had recently had some fencing repairs carried out and the contractor had left large pieces of concrete and broken fence panels in the Albert Rooms gardens. These presented a serious health and safety hazard to Albert Rooms hirers, particularly as they had been left there for several days. The Clerk said that he had written to the resident, requesting that the items be removed immediately, otherwise the Town Council would have to remove the items and invoice the resident accordingly. The items had subsequently been removed the following day.

**RESOLVED:** *noted.*

**F 1841 Albert Rooms – Request from Kidzone to install Metal Shed**

The Clerk told members that the planning application by the Kidzone After School Club to erect a metal shed to the rear of the Albert Rooms had now been approved. Members were mindful that the siting of the shed might interfere with future development plans at the Albert Rooms. The Clerk reminded members that the request to install a shed for additional storage had been made as a result of a recent Ofsted inspection. He added that Kidzone had year round use of a storage cupboard inside the Albert Rooms, however they only paid hire charges during term time.

After further discussion the following was resolved:

**RESOLVED:**

- i) that Kidzone be given temporary permission to install a metal shed to the rear of the Albert Rooms (to be reviewed once development plans are known).*
- ii) that, with effect from 1 May 2007, Kidzone be charged an additional £10 per week (£2 per session) for the hire of the Albert Rooms.*
- iii) that Kidzone be involved in discussions about future storage etc at the Albert Rooms, as part of plans to refurbish the building.*

**F 1842 Improved Security at Town Council Owned Buildings**

Members agreed that this should be considered once development plans at the Albert Rooms were known.

**RESOLVED:** *noted.*

**Horley Sports (Social) Club**

**F 1843** The Clerk reported on the recent meeting with Club Trustees and officers. He told members that the Club had offered to make an additional standing order payment of £300 per month (over and above that paid for rent) to offset the cost of the outstanding easements invoices. This had subsequently been approved by the Club's Management Committee.

**F 1843)** The Clerk added that the easements queries had now been passed to the Borough Council's Head of Leisure for resolution.

**RESOLVED:**

- i) that the Club's offer to pay £300 per month towards the outstanding cost of easements be approved.*
- ii) that the amount paid be reviewed in twelve months time.*

**F 1844** The Clerk added that it had been agreed to meet with Club representatives twice yearly in future.

**RESOLVED:** *noted.*

**F 1845** Request to hold Charity Dog Show at Court Lodge Fields

**RESOLVED:**

- i) that the request from the Horley Lions to hold a Charity Dog Show at Court Lodge Fields on 8<sup>th</sup> July 2007 be approved.*
- ii) that the Clerk write to the Horley Lions, detailing the Town Council's terms and conditions of hire.*
- iii) that the Clerk liaise with Horley Lions and the Horley Sports (Social) Club regarding the use of the Innes Pavilion toilets, electricity etc.*

**F 1846** Internal Audit Report 2006/2007

**RESOLVED:** *that the second internal audit report and Clerk's response be received. (A copy is appended to these minutes.)*

**F 1847** Councillors' Internal Audit for January 2007

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

**F 1848** Financial Reports as at 31 January 2007

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

- i) Bank Reconciliations*
  - ii) Summary of Receipts and Payments Compared with Estimates*
  - iii) Payments List totalling £20,806.09 plus VAT*
  - iv) Receipts Lists totalling £3,262.95 plus VAT*
- (Copies are appended to these minutes.)*

**F 1849** Recommendations to Finance & General Purposes Committee

**Leisure & Amenities Committee, 27 February 2007**

**Churchyards Maintenance Grant**

Payment of £2000, being the final instalment of the grant.

**F 1849) Playground Repairs**

Payment of £877 plus VAT to Happy Hedghog to carry out repairs to the larger skateboard ramps

**Tree Works – Albert Rooms**

Payment of £510 to Advanced Tree Services for works carried out.

**Improved Street Lighting – A23 Recreation Ground**

Payment of £5285.05 to Balfour Beatty for improvements to lighting. (Funded by the Crime and Disorder Reduction Partnership)

**Emlyn Meadows Bund**

Maltaward to carry out improvements to the bund at the Kingsley Road end, for the total sum of £1585 plus VAT.

**Planning & Development Committee, 20 March 2007**

**Reigate, Redhill & District Railway Users Association**

Payment of £3, being the Town Council's subscription for 2007/2008.

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

**F 1850 Update on the Former Court Lodge Infants School**

The Clerk reported that Horley Baptist Church remained in contact with the agents, however discussion seemed to be leading towards a shared community use of the site between the Church and possibly a doctor's / vet's surgery. He added that the Church was keen to acquire the front part of the site for their proposals. It was noted that the Surrey County Council Asset Review Panel meeting for the site had been postponed until April.

***RESOLVED: noted.***

**Relocation of Town Council Offices**

**F 1851** The Clerk reported that the Change of Use applications for the installation of a portakabin at the Albert Rooms site and Town Council use of the CAB offices had both been registered by the Borough Council. He added that it was hoped that they would be considered by the Borough Council's Planning Committee in April.

***RESOLVED: noted.***

**F 1852** The Clerk added that a further meeting between the Borough Council's Chief Executive and some members of the Town Council's Relocation Sub-Committee was planned to take place at Reigate Town Hall at 1.00 pm on 4 April 2007.

**RESOLVED: noted.**

**F 1853** **RESOLVED: that payment of £2193.75 to E J Slaven & Associates (Chartered Quantity Surveyors) for work in connection with 23 High Street be approved. (To be taken from the earmarked relocation fund.)**

**F 1854** **Office Photocopier**

The Clerk told members that the leased office photocopier was now beyond economic repair. Quotations had been sought to lease a new machine and there were options to lease either a traditional black and white photocopier or a multifunctional copier/printer which could produce either black and white or coloured copies, as well as being networked to the office computers as a printer. In addition the machine could be used to produce documents such as the newsletter at a reasonable cost. The cost to lease a black and white machine was approximately £465 per quarter and the cost to lease a multifunctional machine was approximately £540 per quarter.

After discussion the following was resolved:

**RESOLVED: that a multifunctional copier be leased for the approximate sum of £540 per quarter.**

**(Afternote: it was subsequently agreed to lease a multifunctional copier from SOS Systems Ltd at a cost of £539.50 per quarter {including maintenance})**

**F 1855** **Letters Received**

**RESOLVED: that receipt be noted of the following:**

- i) Details of the SLCC Annual Conference.**
- ii) Letter from the Children's Trust, Tadworth, suggesting the charity become the Mayor's Charity for 2007/2008. (The Clerk to reply that the charity is outside the Parish boundary.)**

**F 1856** **Press Releases**

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

The meeting closed at 9.29 pm.

Date of Next Meeting – 24 April 2007