

**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 14 March 2006 at 7.30 p.m.

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

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

**F 1569 Apologies and Reasons for Absence**

***RESOLVED: that the apology of Cllr E Andrews be accepted (for reasons as specified in the Attendance Register.)***

**F 1570 Public Forum**

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

***RESOLVED: noted.***

**F 1571 Borough Standards Committee**

Cllr Kent reported that he had attended a recent meeting, where the Government's response to the Standard's Board's recommendations for the review of the Code of Conduct had been discussed. It was noted that these changes would require an Act of Parliament. A summary of the Government's proposed changes was circulated to members and is appended to these minutes.

***RESOLVED: noted.***

**Freedom of Information Act 2000**

**F 1572** Members reviewed the adopted scheme.

***RESOLVED: that the charge for a detailed search be set at an hourly rate no less than that earned by the Clerk (subsequently agreed at £25.00 per hour).***

**F 1573** ***RESOLVED: that the adopted scheme, subject to the amendment recorded under minute F 1572, be approved. (A copy is appended to these minutes.)***

**F 1574      Improvements to Town Council Website**

The Clerk reported that the improvements were in place and that the new web site address and e mail addresses were operational.

**RESOLVED: noted.**

**F 1575      Town Awards**

The Clerk reminded members that the closing date for nominations was 24 March and that the recommendations of the Awards Committee would be considered at the April Full Council meeting. He added that, to date, four nominations had been received.

**RESOLVED: noted.**

**F 1576      National Association of Local Councils (NALC) –  
Direct Information Service (DIS)**

**RESOLVED: that payment of £90 plus VAT, being the Town Council's subscription to DIS for the coming year, be approved.**

**F 1577      Surrey County Association of Parish & Town Councils (SCAPTC)**

It was noted that the next General meeting of SCAPTC was due to take place on 25 March 2006. Cllr Meech said that members were welcome to attend.

**RESOLVED: noted.**

**Horley Highlights – Issue No 9**

**F 1578**      The Clerk advised that the latest issue was now in circulation and was available from various outlets around the town, as well as being available on the web site.

**RESOLVED: noted.**

**F 1579**      Cllr Mrs Andrews suggested that it would be useful to have a further article about the Albert Rooms in a future edition, showing the interior of the hall and giving details of charges.

**RESOLVED: noted.**

**F 1580      Town Centre Floral Displays**

The Clerk advised that, in the light of advice from the Sutton and East Surrey Water Company, it had been decided not to purchase any hanging baskets this summer. It was hoped to still plant up some fixed planters and the Memorial Gardens, using plants that were as drought resistant as possible and would therefore require minimal watering. The possibility of using "grey water" was also being investigated. (A copy of a recent press release is

F 1580) appended to these minutes.)

**RESOLVED: noted.**

F 1581 **Horley in Bloom**

Member were reminded that the Horley in Bloom Committee was due to meet later this week and that the competition categories were very likely to be modified, to take account of the current drought conditions.

**RESOLVED; noted.**

**Albert Rooms**

F 1582 The Clerk confirmed that the risk assessments were now complete.

**RESOLVED: noted.**

F 1583 The Clerk confirmed that the repairs to the front path were now complete. Members were reminded that that the cost of the repairs would be taken from next year's estimates.

**RESOLVED: noted.**

F 1584 The Clerk told members that the new gas cooker had now been installed and was in use by hirers.

**RESOLVED: that payment of £270.04 plus VAT to CPM Services for the supply of the cooker and £105.00 to M G Russell for its installation be approved.**

F 1585 **New Internal Auditor**

The Clerk confirmed that the new Internal Auditor, Mr Paul Hartley, had attended a recent handover meeting with the outgoing Internal Auditor, Mrs Christine Lane.

**RESOLVED: noted.**

F 1586 **Councillors' Internal Audit for January and February 2006**

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

F 1587 **Financial Reports as at 31 January and 28 February 2006**

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

**i) Bank Reconciliations**

**ii) Summaries of Receipts and Payments Compared with Estimates**

**iii) Payments Lists**

**iv) Receipts Lists**

F 1587) *(Copies are appended to these minutes.)*

F 1588 Recommendations to Finance & General Purposes Committee

**Leisure & Amenities Committee, 21 February 2006**

**Dog Bins for Emlyn Meadows**

Payment of £518.55 plus VAT to Earth Anchors Ltd for the supply of three dog bins.

Payment of £117.00 plus VAT to Maltaward Ltd for the installation of the three dog bins.

**Planning & Development Committee, 28 February 2006**

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

Payment of £3.00, being the Town Council's membership fee for 2006.

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

F 1589 Surrey County Council – Review of Council Services

***RESOLVED:***

- i) that receipt be noted of the letter.***
- ii) that the letter be circulated to all members.***

**Urgent Business**

F 1590 Chairmen's Reports

Committee Chairmen were reminded that their yearly reports, which were to be presented at the Town Meeting, were required by 31 March, to enable them to be included in this year's Annual Report.

***RESOLVED: noted.***

F 1591 Bank Mandate – Cllr R Olliver

Members were told that Cllr Olliver was required to sign the HSBC Bank Mandate at the earliest opportunity.

***RESOLVED: that Cllr Olliver's signature be received at the Full Council meeting on 4 April 2006.***

F 1592 Press Release

***RESOLVED: that a press release be issued, giving details of the new web site address and information about the availability of the new Horley Highlights.***

