

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 14 June 2011 at 7.30 p.m.

Present: Cllr R Olliver – Chairman
J Baird, J Chapman, M George, M Goldsmith,
Simon Marshall, V Marshall and R Sherwin.

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
S Dalley – Finance Officer
Two members of the public

F 2784 Election of Committee Chairman (Cllr S Marshall in the Chair)

Cllr Chapman proposed and Cllr Goldsmith 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 2011/2012.

Cllr Olliver in the Chair

F 2785 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs R Bethell, M Miller and M Robinson be accepted, for reasons as specified in the Attendance Register. (Cllr Hagerty was absent.)

F 2786 Declarations of Interest

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

RESOLVED: noted.

F 2787 Election of Committee Vice-Chairman

Cllr S Marshall proposed and Cllr Baird seconded that Cllr R Sherwin be nominated as Committee Vice-Chairman. There were no further nominations for the post.

RESOLVED: that Cllr R Sherwin be elected Vice-Chairman of the Finance & General Purposes Committee for the Municipal Year 2011/2012.

F 2788 Public Forum

A member of the public sought clarification regarding the nature of the Town Council's confidential minutes. The Clerk explained that competitive quotes,

- F 2788)** security and staffing matters would always be discussed confidentially, with a brief description of the matter under consideration appearing in the public minutes. He added that, where a matter placed on the public part of an agenda was considered to be particularly sensitive, members could, during the meeting, resolve to move the item to the confidential section.

RESOLVED: noted.

- F 2789** **Approval of Minutes
Finance & General Purposes Committee, 19 April 2011**

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 2790** **RESOLVED: that no appointment be made to the Citizens Advice Bureau at the present time.**

- F 2791** **RESOLVED: that the appointments be approved (Details are appended to the minutes of the Annual Meeting held on 17 May 2011.)**

- F 2792** **Rota for Town Councillors' Audit**

RESOLVED: that the rota be received.

- F 2793** **Councillors' Audit for April 2011**

RESOLVED: that the Councillors' Audit Certificate be received at the Full Council meeting on 28 June 2011.

- F 2794** **Financial Report for April 2011**

RESOLVED: that the report be received at the Full Council meeting on 28 June 2011.

- F 2795** **Internal Audit 2010/2011**

RESOLVED: that the internal audit report be received. (A copy is appended to these minutes.)

- F 2796** **Unaudited Balance Sheet and Associated Documents for FY 2010/2011**

RECOMMEND: that the Unaudited Balance Sheet as at 31 March 2011, the Income & Expenditure Account for 1 April 2010 to 31 March 2011, Reserve Analysis as at 31 March 2011 and other associated documents

F 2796) *be referred for approval at the Full Council meeting on 28 June 2011.*

F 2797 **Electronic Payments**

RESOLVED: *that Cllrs M George, S Marshall, R Olliver and R Sherwin be approved to be included in the initial set up for the authorisation of payments.*

F 2798 **Borough Standards Committee**

It was noted that the last meeting of the Committee had been cancelled.

RESOLVED: *noted.*

F 2799 **Surrey County Association of Parish & Town Councils (SCAPTC) –**

It was noted that three Town Councillors had attended the recent training session held here at the Albert Rooms and the Power of Well Being training which had followed.

RESOLVED: *noted.*

F 2800 **Environment Campaign 2011**

RESOLVED: *that a request for a grant to offset costs associated with Horley's schools be referred for consideration by Full Council.*

Innes Pavilion and Horley Sports Social Club (HSSC)

F 2801 The Clerk reported that, following recent meetings, all three parties (the Town Council, Borough Council and HSSC) had agreed that the new boiler to provide hot water and heating for the changing rooms be sited in the rear of the existing garage. A full survey would be carried out and the Borough Council was prepared to build on additional storage, should this prove necessary. The Clerk added that this option would cause the least disruption. He reminded members that, once the new system was in place, there would need to be a re-negotiation of the apportionment of the heating costs between the Town Council and the Club.

RESOLVED: *noted.*

F 2802 **RESOLVED:** *that a report of a recent Committee Meeting at the Club be considered in the confidential part of this meeting.*

F 2803 **New Community Facilities in the North East Sector**

RESOLVED: *that the notes of a recent meeting, as appended to these minutes, be noted.*

F 2804 **Use of Text Message System to update Members**

RESOLVED: *that this be included as part of planned improvements to*

F 2804) *the Town Council's computer systems, for consideration at the next meeting of this Committee.*

F 2805 Horley Town Guide 2011 – 2012

The Clerk reminded members that the Guide was being produced by Mad Ideas with all production costs being met by the company through advertising. He explained that the main text and listings had now been updated and thoroughly checked by Town Council staff and would be circulated to the Editorial Sub-Committee for their comments. Cllr S Marshall thanked the staff for their hard work. The Clerk added that distribution costs would be approximately £500 and added that it was not planned to purchase extra copies of the Guide.

RESOLVED: noted.

Town Council Insurance

F 2806 The Clerk explained that the renewal premium from Aviva Insurance was £9,686.36, compared with £9,577.02 last year. He added that this was the last year of being "locked in" to Aviva and a review could be carried out next year.

RESOLVED: noted.

F 2807 *RESOLVED: that receipt be noted of the Schedule of Insurance Cover from 1 June 2011.*

F 2808 Smiths Charity, Horley – Appointment of New Trustee

RESOLVED: that the appointment of Mrs Olive Longhurst be confirmed.

F 2809 Works by Volunteers from Scotia Gas Networks (SGN)

It was noted that volunteers from SGN had today painted the Michael Crescent former Scout Hut, as part of their Community Action Programme. The Clerk added that a letter of thanks would be sent.

RESOLVED: noted.

F 2810 Letters Received

RESOLVED: that receipt be noted of the following:

- i) Newsletter from the Royal British Legion County Field Officer.***
- ii) News release from the Revd Simon Holloway, announcing his planned move to a new post in South East Cyprus this October.***

F 2811 Diary Dates

RESOLVED: that forthcoming events be noted, in particular the free Brambles town centre concert on 25 June.

F 2812 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 2813 Horley Sports (Social) Club

CONFIDENTIAL

Members were updated on recent committee meetings.

The meeting closed at 9.10 pm.

Date of Next Meeting: 26 July 2011.