

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 15 March 2011 at 7.30 p.m.

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

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

F 2731 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs M George, M Miller and S Thomas be accepted, for reasons as specified in the Attendance Register. (Cllr P Avis was absent.)

F 2732 Declarations of Interest

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

RESOLVED: noted.

F 2733 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 2734 Approval of Minutes
Finance & General Purposes Committee, 18 January 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.

F 2735 Councillors' Audit for December 2010 and January 2011

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

F 2736 Financial Report for December 2010

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £3,434.26 plus VAT.**
- iv) Payments List totalling £18,156.63 plus VAT.
(copies are appended to these minutes)**

RESOLVED: noted.

F 2737 Financial Report for January 2011

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £6,784.53 plus VAT.**
- iv) Payments List totalling £24,679.65 plus VAT.
(copies are appended to these minutes)**

F 2738 Publicising Expenditure over £500

The Clerk reported receipt of information from the Secretary of State for Communities and Local Government, requesting all public bodies (apparently including Town and Parish Councils) to publish on their websites details of expenditure over £500. He added that the Society of Local Council Clerks had advised that local councils, where they were able, should comply with the request without incurring too much time or expenditure. The Clerk confirmed that details of receipts and payments would be published on the Town Council web site from April 2011.

RESOLVED: noted.

F 2739 Electronic Payments

Members considered a proposal for making payments to suppliers electronically, removing this Council's dependence on cheque payments. (Details are appended to these minutes.) The Clerk explained that this was a short term objective of the Town Council's Corporate Plan and added that the costs were budgeted. After discussion the proposal was approved, subject to the approval of the Town Council's Internal Auditor.

RESOLVED: that the Town Council adopt the HSBCnet system for an initial period of 12 months from April 2011, with setup costs of £100 and a monthly charge of £21, with a review of its operation after that period.

Internal Audit Review 2010/11

F 2740 RESOLVED: that the annual review of the effectiveness of the Town Council's system of internal audit be approved. (A copy is appended to these minutes.)

F 2741 The Clerk added that the Town Council's Standing Orders and Financial Regulations would be reviewed in the new Municipal Year.

RESOLVED: *noted.*

Internal Audit

F 2742 **RESOLVED:** *that the Interim Report No 2 from the Town Council's Internal Auditor, as appended to these minutes, be received.*

F 2743 **RESOLVED:** *that the appointment of Paul Hartley as the Town Council's Internal Auditor for 2011/2012, for an unchanged annual fee of £650, be approved.*

F 2744 **Election Timetable for Borough and Town Council Elections, May 2011**

RESOLVED: *that receipt of the timetable be noted.*

F 2745 **Borough Standards Committee**

Cllr Bethell reported that he had attended a recent meeting of the Standards Committee, where he had learned that the Standards Board for England and Wales was to be abolished. He added that the Borough Council would be responsible for deciding future arrangements.

RESOLVED: *noted.*

F 2746 **Horley Town Meeting, 25 March 2011**

The Clerk reported that the notice and agenda for the meeting had both been published. The Council Chairman stressed the need for as many members as possible to attend. The Clerk added that the Annual Report for 2010/2011, with artwork produced by Mad Ideas, would also be presented at the meeting

RESOLVED: *noted.*

F 2747 **Surrey County Association of Parish & Town Councils (SCAPTC) –**

It was noted that the last General Meeting of SCAPTC had been cancelled, due to a lack of members attending. The Committee Chairman reported that he would be attending a meeting of the Management Committee on the following day. The Clerk reminded members that a SCAPTC training session for new Councillors was to be held here on 26 May.

RESOLVED: *noted.*

F 2748 **Horley Sports Social Club (HSSC)**

It was noted that the next committee meeting was due to take place the following day. The Clerk added that the Town Council had assisted with a small repair to the toilets in the Innes Pavilion and reminded members that a Legal Agreement was currently being drafted between the Town and Borough

- F 2748)** Councils, regarding the demolition of the Horley Anderson Centre and provision of separate utilities for the Innes Pavilion.

RESOLVED: *noted.*

- F 2749** **Electoral Review of Surrey
Stage One – Initial Consultation on Electoral Arrangements**

The Clerk reminded members that the Local Government Commission was consulting on possible new division arrangements, based on a council size of 80 members. All comments were to be submitted by 3 April.

RESOLVED: *that the matter be considered at the Full Council meeting on 29 March.*

- F 2750** **Review of Polling Places and Polling Districts**

The Clerk reported receipt of information from the Borough Council's Chief Executive. It was noted that all the polling places in Horley had been considered suitable by the Returning Officer. Cllr Valerie Marshall pointed out that there had previously been confusion caused by the incorrect address being given for the Pathfinder Scout Hall, however this appeared to have been rectified on the current schedule.

RESOLVED: *that the Town Council respond that current Polling Places in Horley are satisfactory.*

- F 2751** **Community Foundation for Surrey – Fund Statements**

RESOLVED: *that receipt of the statements be noted.*

- F 2752** **Security in Recreation Grounds**

The Clerk told members that a quotation had been received for wireless modifications to the CCTV cameras at Horley Recreation Ground. He explained that the works could either be carried out altogether or could be phased over three years. He added that two further quotations were still required.

RESOLVED: *that the matter be re-considered at a future meeting.*

- F 2753** **Letters Received**

The Clerk reported receipt of correspondence from Inspector Richard Haycock, the new Inspector for Reigate and Banstead. He added that it was hoped to arrange a meeting with the Inspector soon.

RESOLVED; *noted.*

F 2754 Diary Dates

RESOLVED: that forthcoming events be noted, in particular the Mayor's Charity Curry Evening on 19 March and the Charitable Quiz Evening on 15 April.

The meeting closed at 8.29 pm.

Date of Next Meeting: 19 April 2011.