

**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 16 March 2010 at 7.30 p.m.

**Present:** Cllr R Olliver – Chairman  
Cllrs R Bethell, D Brooke-Harte, J Chapman, P Chapman,  
M George, M Goldsmith, M Miller (part meeting), D Powell,  
V Snowball and S Thomas.

**In Attendance:** A Jones – Town Clerk  
C Fenton – Deputy Town Clerk  
S Dalley – Finance Officer

**F 2520 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs P Avis, S Marshall and V Marshall be accepted (for reasons as specified in the Attendance Register).***

**F 2521 Declarations of Interest**

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

***RESOLVED: noted.***

**F 2522 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 2523 Approval of Minutes  
Finance & General Purposes Committee, 19 January 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.***

**F 2524 Councillors' Audit for January 2010**

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

**F 2525 Financial Reports for January 2010**

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

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £2,484.60 plus VAT.**
- iv) Payments List totalling £23,430.70 plus VAT.  
(copies are appended to these minutes)**

**F 2526 Banking Arrangements for Town Council's Fixed Deposits**

**RESOLVED; that the Approved Borrowers' List, as appended to these minutes, be adopted.**

**F 2527 Electronic Authorisation of Payments**

The Clerk explained that, under the original terms of the Local Government Act 1972, no provision for electronic payments had existed. However a viable solution was now available which would require pin numbers and associated information to be issued to members. This would then allow the authorisation of payments electronically and reduce the number of cheques issued. The Clerk stated he would follow up the matter with HSBC, Horley Branch.

**RESOLVED:**

- i) that the Clerk seek further information from HSBC Bank.**
- ii) that the matter be re-considered at a future meeting of this Committee.**

**F 2528 Re-appointment of Internal Auditor**

**RESOLVED: that Mr Paul Hartley be re-appointed as Internal Auditor to Horley Town Council for the financial year 2010 / 2011, at a fixed annual rate of £650.**

**F 2529 Borough Standards Committee**

Cllr Bethell reported that there was to be a meeting of the Standards Committee on the following day.

**RESOLVED: noted.**

**F 2530 Power of Well Being (PWB)**

The Clerk reported that sixteen members had now been trained (88% of the Town Council) and that he had also submitted the additional module, required as part of his Clerk's qualification. He added that once this had been approved and all the certificates received, then this Council would be able to formally adopt the Power of Well Being.

**RESOLVED: noted.**

**F 2531 Surrey County Association of Parish & Town Councils (SCAPTC) – Future Membership**

Members reviewed the earlier private meeting. (The discussion paper from the meeting is appended to these minutes.) After further discussion the following was resolved:

**RESOLVED:**

- i) that Horley Town Council continue as a member of SCAPTC for the coming financial year.**
- ii) that the Clerk write to the SCAPTC Director, expressing this Council's concern at the high level of fees and suggesting a meeting. (A copy of the letter is appended to these minutes.)**
- iii) that the Clerk write to the NALC Chairman, expressing this Council's concerns and suggesting a meeting. (A copy of the letter is appended to these minutes.)**

**F 2532 Other SCAPTC Matters**

**RESOLVED: that receipt be noted of the SCAPTC Winter Bulletin.**

**F 2533 National Association of Local Councils (NALC)**

It was noted that NALC had recently published the revised Model Standing Orders. The Clerk told members that the SCAPTC advice would be followed and no review of the Town Council's standing orders would be carried out before the new Municipal Year.

**RESOLVED: noted.**

**F 2534 Albert Rooms – Maintenance Agreement for Heating System**

It was noted that a maintenance agreement had been set up with British Gas at a charge of £41 per month.

**RESOLVED: noted.**

**F 2535 Town Council Offices – Update on Building Works**

The Clerk reported that faults affecting the heating system had, for the most part, been rectified and final snagging issues were being resolved. It was anticipated that the final payment would be made to Farnrise Construction (approximately £16,000) next month.

**RESOLVED: noted.**

**F 2536 Horley Highlights Newsletter No 20**

The Clerk told members that the latest edition of the newsletter had just been published. Members agreed that, following a number of requests, a certain amount of paid advertising be permitted in future publications.

**F 2536) RESOLVED:**

- i) that advertising be permitted in future publications.*
- ii) that the Clerk and Committee Chairman agree a schedule of rates.*

**F 2537 Freedom of Information Act– Model Publication Scheme**

***RESOLVED: that the Scheme be reviewed and adopted. (A copy is appended to these minutes.)***

**F 2538 Councillor and MP Surgeries**

It was noted that no MP surgeries were currently planned. Members agreed to defer any further surgeries until details of future MP surgeries were known.

***RESOLVED: that members details be made available to members of the public wishing to speak with a Councillor.***

**F 2539 Horley Edmonds Community Fund**

The Clerk reported receipt of the Estate, which included a final payment of £1244.77. The Clerk added that several grant applications were pending and that a report would be made at the Town Meeting on Friday 30 April.

***RESOLVED: noted.***

**F 2540 Horley (Sports) Social Club (HSSC)**

The Committee Chairman reported that he had recently attended a Club meeting, where he had made it clear that the Club needed to apply formally to the Town Council before making any structural changes to the building. He added that the Club was still concerned about its future, once the Horley Anderson Centre was no longer in use.

***RESOLVED; noted.***

**F 2541 Town Award and Grant Schemes**

***RESOLVED: that both schemes be launched. (Press Releases are Appended to these minutes.)***

**F 2542 Town Meeting, 30 April 2010**

Members were updated on arrangements made. The Clerk explained that, as well as the formal business, awards would be presented to the winners of the Horley in Spring competition and the Horley in Bloom categories of Horley Country Markets. It was noted that there would also be a presentation by Mr Pete Crawford on the work of the Gatwick Greenspace Partnership and light refreshments would be served prior to the meeting. The Clerk added that it was hoped to see as many members there as possible.

***RESOLVED: noted.***

**F 2543 Horley Saturday Market**

The Clerk told members that the Market Sub-Committee had met several times recently to plan the “Super Saturday” event, planned for 3<sup>rd</sup> April. Live music and refreshments had been arranged and members’ survey teams would be out in the town seeking residents’ views on the market. It was noted that Mitchells of Horley was providing a generator for the event which would be free of charge. The Clerk added that the number of stalls had recently increased and was now up to ten. Cllr Powell said that, longer term, consideration might be given to moving the market into the Central Car Park where it would be more visible, subject to consent being received from Reigate & Banstead Borough Council.

**RESOLVED: noted.**

**F 2544 Work Experience Student**

It was noted that an Oakwood School student would be attending the Town Council Offices for the week commencing 26 April.

**RESOLVED: noted.**

**F 2545 Albert Rooms - Modifications to Front Wall**

**RESOLVED: that the matter be deferred until further clarification has been received.**

**F 2546 Albert Rooms – Modifications to Taps**

**RESOLVED: that the matter be deferred until further clarification has been received.**

**F 2547 Diary Dates**

**RESOLVED: that forthcoming events be noted**

**F 2548 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 2549 Regular Hirer at Albert Rooms**

**CONFIDENTIAL**

Members were updated on recent action taken.

**The meeting closed at 9.10 pm. Date of Next Meeting – 27 April 2010**