

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a meeting of the above-named Committee held at the Old Town Council Offices, Albert Road, Horley on Tuesday 16 October 2007 at 7.30 p.m.

Present: Cllr M Miller – Chairman
Cllrs P Avis, R Bethell, Mrs D Brooke-Harte, J Chapman,
P Chapman, Ms M Goldsmith, S Marshall, Mrs V Marshall,
R Olliver, D Powell, Miss S Rogers and Ms V Snowball.

In Attendance: A Jones – Town Clerk
Mrs C Fenton – Deputy Town Clerk
Cllr M George

F 1946 Apologies and Reasons for Absence

There were no apologies for absence.

RESOLVED: noted.

F 1947 Declarations of Interest

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

RESOLVED: noted.

F 1948 Public Forum

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

RESOLVED: noted.

**F 1949 Approval of Minutes
Finance & General Purposes Committee 28 August 2007**

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 1950 Borough Standards Committee

Members were updated on the recent Disciplinary Hearing of a Horley Borough Councillor.

F 1950) *RESOLVED: noted.*

F 1951 National Association of Local Councils (NALC)

The Clerk reported that no new information had been received.

RESOLVED: noted.

Surrey County Association of Parish & Town Councils (SCAPTC)

F 1952 Members considered the membership fee proposals for 2008/2009. They were informed that it was proposed that the larger member councils pay an increase in line with inflation, whilst the smaller councils have a reduction of a similar amount.

RESOLVED:

- i) that Cllr Olliver be directed to support the fee proposals on behalf of Horley Town Council.***
- ii) that Cllr Olliver be directed to propose a ceiling figure of, say, 15 pence per elector for the larger councils.***

F 1953 Cllr Olliver informed members that he had been appointed to serve on the sub-committee which had been set up to resolve outstanding issues surrounding the revised SCAPTC Constitution. He added that he had also been appointed as the SCAPTC representative on the Surrey Primary Care Trust.

RESOLVED: noted.

F 1954 Society of Local Council Clerks (SLCC) Regional Conference.

RESOLVED: that the attendance of the Clerk and Chairman & Vice-Chairman of the Council at the conference on 14 November be approved, at a total cost of £100 plus VAT.

F 1955 External Light for Town Council Portakabin

RESOLVED: that payment of £185 plus VAT to Portakabin Ltd be approved.

F 1956 Corporate Plan 2007 – 2011

Members were informed that the Corporate Plan Sub-Committee had met on two occasions to review the Plan. It was noted that all previous short term objectives had been met. Members were reminded that all committees had been given the opportunity to have an input to the Corporate Plan. The Committee Chairman explained that the Sub-Committee was keen for members to consider revising the current committee structure. The Clerk pointed out that this would also require a revision to Standing Orders.

F 1956) *RESOLVED: that the Corporate Plan be presented for consideration by Full Council at either its February or April '08 meeting*

F 1957 *Fallen Tree to the Rear of 2 & 3 Church View Close*

The Clerk reported that the Town Council's Solicitor had advised that a surveyor be appointed to ascertain the ownership of other trees adjoining the footpath.

RESOLVED: that White & Sons be appointed to inspect boundaries and ascertain ownership of the remaining trees.

F 1958 *RESOLVED: that payment of £395 plus VAT to R A Newman & Co for work carried out be approved.*

F 1959 *Emlyn Meadows Environmental Art Day, 13 October 2007*

The Clerk reported that the recent event had been very successful. Approximately 500 people had attended and it was hoped that a similar event might be staged in future.

RESOLVED: that thanks be recorded to members, particularly Cllr J Chapman, for their assistance with the event.

F 1960 *RESOLVED: that the Clerk liaise with the Gatwick Greenspace Partnership Manager regarding the installation of directional finger posts in the Emlyn Meadows vicinity.*

F 1961 *Horley Sports (Social) Club*

The Clerk told members that the Club Treasurer had requested that a disabled toilet be installed at the Club. The Clerk added that Mitchells of Horley had quoted £7,500 to carry out the work. Members were of the opinion that the Town Council should not bear the cost of the work, particularly as the Club had not fulfilled the terms of its lease, regarding the £8,000 which was to be spent annually on improvements to the Club building.

RESOLVED: that the Clerk write to the Club Treasurer accordingly. (A copy of the correspondence is appended to these minutes.)

Royal British Legion Remembrance Services

F 1962 The Clerk explained that the Memorial Gardens were due to be planted up with winter flowers this week. He added that the Gardens were due to be rededicated on 7 November and the Remembrance Day Parade and Service would be held the following Sunday.

RESOLVED: noted.

F 1963 *RESOLVED: that this Council, using its powers under Section 137 of the Local Government Act 1972, make a donation of £250 to the Royal British Legion (Horley Branch).*

F 1964 **Councillors' Internal Audit for August and September 2007**

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

F 1965 **Financial Reports as at 31 July 2007**

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations*
- ii) Summary of Receipts and Payments Compared with Estimates*
- iii) Payments List totalling £ £27,947.87 plus VAT*
- iv) Receipts Lists totalling £8,148.61 plus VAT*
(Copies are appended to these minutes).

Financial Reports as at 31 August 2007

F 1966 *RESOLVED: that the following reports be approved:*

- i) Bank Reconciliations*
- ii) Summary of Receipts and Payments Compared with Estimates*
- iii) Payments List totalling £30,045.85 plus VAT*
- iv) Receipts Lists totalling £136,537.19 plus VAT*
(Copies are appended to these minutes).

F 1967 The Clerk told members that the recently purchased Mayoral Chain of Office had been recorded in the accounts as an unbudgeted item.

RESOLVED: noted.

F 1968 **Precept 2008/2009**

Members were reminded that, during the next cycle of meetings, all the committees would be considering their requirements for the coming Financial Year, for consideration at the next meeting of the Finance & General Purposes Committee. A Precept would then be agreed, for recommendation to the Full Council meeting on 11 December.

RESOLVED: noted.

F 1969 **Relocation of Town Council Offices**

The Clerk told members that the tenders for the work at the Albert Rooms were due to be returned by 19 October and would be opened by the Clerk and the Chairman of the Council on that day. A Relocation meeting had been arranged to take place on 30 October, which all members were welcome to attend.

RESOLVED: noted.

F 1970 Letters Received

RESOLVED: that receipt be noted of a letter from Oakwood School, inviting Town Councillors to participate in mock interviews with interested year 11 students.

F 1971 Press Release

RESOLVED: that a press release be issued, giving information about the Town Council's involvement with the Royal British Legion Remembrance events.

F 1972 *RESOLVED: that in view of the confidential nature of the business about to be transacted, the public and press be excluded from the remainder of the meeting under the provisions of the Public Bodies (Admission to Meetings) Act 1960.*

F 1973 Emlyn Meadows Bund

CONFIDENTIAL

Members approved the recommended actions.

The meeting closed at 8.55 pm.

Date of Next Meeting – 27 November 2007