

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 17 January 2012 at 7.30 p.m.

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

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
S Dalley – Finance Officer
Cllr T Schofield

F 2899 Apologies and Reasons for Absence

RESOLVED: that the apology of Cllr Robinson be accepted (for reasons as specified in the Attendance Register.) Cllrs Hagerty and Miller were absent.

RESOLVED: noted.

F 2900 Declarations of Interest

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

RESOLVED: noted.

F 2901 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 2902 Approval of Minutes
Finance & General Purposes Committee, 22 November 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 2903 Approval of Minutes
Finance & General Purposes Committee, Extraordinary Meeting
29 November 2011**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and

F 2903) 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 2904 **Matter Arising - Councillors' Surgeries**

The Clerk confirmed that a pilot surgery had been arranged to take place in the foyer of Waitrose on Saturday 11 February. It was agreed that Cllrs Simon Marshall and Mike George be in attendance.

RESOLVED: *that the matter be re-considered at the next meeting of this Committee.*

F 2905 **Councillors' Audit for November and December 2011**

RESOLVED: *that the Councillors' Audit Certificate and Clerk's response, as appended to these minutes, be received.*

F 2906 **Attendance at next Councillors' Audit**

RESOLVED: *that Cllrs Simon Marshall and David Powell conduct the next audit on 19 March 2012.*

Financial Reports for November and December 2011

F 2907 **RESOLVED:** *that the following reports, as appended to these minutes, be approved:*

- i) Bank Reconciliations*
- ii) Summary of Receipts and Payments Compared with Estimates*
- iii) Payments List totalling £58,187.39 plus VAT (£63,161.23)*
- iv) Receipts List totalling £12,511.31 plus VAT (£21,792.05)
(includes VAT repayment of £9,275.74)*

F 2908 The Clerk reported that the accounts for the 2011 Environment Campaign were currently showing a surplus of £110. Cllr Powell added that 150 copies of a high quality report had subsequently been ordered, which would leave a small surplus of approximately £30.

RESOLVED: *noted.*

F 2909 **Jubilee Fun Day (A Right Royal Knees Up!), 4 June 2012**

RESOLVED: *that Horley Town Council set up an account, similar to the one set up for the Mayor's Charity, to process all Jubilee Fun Day income and expenditure. (Subsequently set up as the Horley Town Jubilee Fund.)*

F 2910 Charges for External Audit

RESOLVED: *that receipt be noted of a copy of correspondence to Sam Gyimah MP regarding the external audit of Parish and Town Councils. (A copy is appended to these minutes.)*

Albert Rooms Hire Charges for 2012/2013

F 2911 **RESOLVED:** *that the charges for the hire of the Edmonds Community Hall, as appended to these minutes, be approved.*

F 2912 **RESOLVED:** *that the Charging Structure for the hire of the hall be reviewed, prior to charges being agreed for the Financial Year 2013/2014.*

F 2913 **RESOLVED:** *that charges for hall hire for 2013/2014 be agreed prior to the setting of the Precept for that year.*

F 2914 Precept Timetable 2013/2014

RESOLVED: *that consideration of requirements for 2013/2014 begin at September committee meetings.*

Town Meeting, 27 April 2012

F 2915 The Clerk explained that the Town Awards would be presented at the Town Meeting, along with certificates for the Horley in Spring competition.

RESOLVED: *noted.*

F 2916 **RESOLVED:** *that Lynne Owens, the newly appointed Chief Constable of Surrey Police, be approached to be Guest Speaker at the meeting.*

F 2917 Borough Standards Committee

It was noted that the Committee was due to meet on 1 February.

RESOLVED: *noted.*

Surrey County Association of Parish & Town Councils (SCAPTC) & National Association of Local Councils (NALC)

F 2918 Cllr Olliver updated members on recent meetings.

RESOLVED: *that minutes of meetings of the SCAPTC Management Committee be regularly circulated to all members.*

F 2919 The Clerk advised that it was proposed to increase the Town Council's SCAPTC subscription for 2012/2013 by £50.

RESOLVED: *noted.*

F 2920 Horley Anderson Centre / Innes Pavilion Division

The Clerk confirmed that the 30 days' notice for the commencement of works had been given and added that work was due to commence on 6 February. He said that a site meeting with the contractor and representatives of the Sports Social Club was due to take place on 20 January. It was agreed that a formal audit of the premises be undertaken, once the separation works had been completed.

RESOLVED: noted.

F 2921 Town Council Insurance

RESOLVED: that receipt be noted of a credit note for £192.57, following calculation of the 2010/2011 Low Claims Rebate.

F 2922 Review of Horley Town Council's Corporate Plan

The Clerk advised members that Committee Chairmen and Vice-Chairmen would be developing their particular areas of the Corporate Plan, following discussion by members at committee meetings. In addition the Strategy and Forward Planning Advisory Group (S&FPG) would be formulating ideas for the Plan and its structure. The Corporate Plan Sub-Committee would review the first draft, prior to its consideration by Full Council. Members discussed whether there was a need for the S&FPG to become a formalised committee. Cllr Powell remarked that, as a Group, the S&FPG could work more flexibly. The Clerk pointed out that Full Council would need to consider any proposed changes to the structure and Terms of Reference of the S&FP.

RESOLVED: that the Terms of Reference of the S&FP be considered by Full Council on 14 February 2012.

F 2923 Horley Town Council Grant Scheme

RESOLVED: that the recently received applications be considered by the Awards Committee.

F 2924 Diary Dates

RESOLVED: that forthcoming events be noted, in particular the Mayor's Charity Curry Evening on 10 March.

F 2925 Letters Received

RESOLVED: that receipt be noted of the following:

- i) Letter of appreciation of hard work carried by Town Centre Caretaker, Bob Freestone.**
- ii) Letter of appreciation for assistance given to local resident by Town Clerk.**

Meeting closed at 9.20 pm. Date of next meeting: 20 March 2012