

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 18 January 2011 at 7.30 p.m.

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

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

F 2709 Apologies and Reasons for Absence

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

F 2710 Declarations of Interest

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

RESOLVED: noted.

F 2711 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 2712 Approval of Minutes
Finance & General Purposes Committee, 22 November 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 2713 Councillors' Audit for October and November 2010

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

F 2714 Financial Report for October

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Receipts List totalling £4,951.67 plus VAT.***
- iv) Payments List totalling £37,755.78 plus VAT.
(copies are appended to these minutes)***

RESOLVED: noted.

F 2715 Financial Report for November

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Receipts List totalling £4,576.11 plus VAT.***
- iv) Payments List totalling £32,711.64 plus VAT.
(copies are appended to these minutes)***

F 2716 Electronic Payments

The Clerk advised members that he was investigating whether payments to suppliers might be made electronically, rather than by cheque, whilst still adhering to Local Government regulations.

RESOLVED: that an update be given at a future meeting.

F 2717 Internal Audit Review 2010/11

RESOLVED: that the annual review of the effectiveness of the Town Council's system of internal audit be conducted by the Internal Audit Sub-Committee, for consideration at the next meeting of this Committee.

F 2718 Borough Standards Committee

It was noted that the Committee was due to meet on 9 February.

RESOLVED: noted.

F 2719 Albert Rooms – Hire Charges

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

F 2720 Horley Town Meeting

RESOLVED: that Mr Brian Buss of the Horley Local History Society be invited to give a presentation at the meeting.

F 2721 Town Guide 2011/2012

The Clerk reported that the new Town Guide was expected to be published in June or July and would include the results of the May elections. He added that the publisher, Mad Ideas, was happy to continue on the same basis as for previous guides.

RESOLVED: noted.

F 2722 Surrey County Association of Parish & Town Councils (SCAPTC) –

The Committee Chairman reported that the last meeting of the SCAPTC Management Committee had been held here at the Albert Rooms and had included a presentation by the Chief Executive of Surrey County Council. The Clerk added that SCAPTC would also be holding a training session here for new Councillors on 26 May.

RESOLVED: noted.

Horley Sports Social Club (HSSC)

F 2723 Cllr George reported that he had attended the last committee meeting, when the new Chairman, Clive Allard, had been elected. He added that he would be attending another committee meeting on the following day.

RESOLVED: noted.

F 2724 The Clerk reported that he had attended a meeting with HSSC representatives, accompanied by Cllrs George and Simon Marshall. (Notes of the meeting, as written by the HSSC Treasurer, are appended to these minutes.)

RESOLVED: noted.

**F 2725 Reigate & Banstead Borough Council
Corporate Plan 2011 2015 – Consultation Draft**

RESOLVED; that the Town Council's response, as appended to these minutes, be ratified.

**F 2726 Electoral Review of Surrey
Stage One – Initial Consultation on Electoral Arrangements**

The Clerk explained that the Local Government Boundary Commission for England had previously consulted on the proposed council size for Surrey and was recommending 80 elected members. The Commission was now 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 Clerk and Cllr George prepare a response, for consideration at the next meeting of this Committee.

**F 2727 Surrey County Council (SCC) Local Committee (Reigate & Banstead)
Allocation to Horley Town Council for Marker Posts in Balcombe Gardens**

The Clerk reported that £1880 had been received from Cllr Dorothy Ross-Tomlin's SCC Members' Allowance. He added that instructions had been given to Langshott Landscapes to proceed with the works, which were scheduled for completion by mid February.

RESOLVED: noted.

F 2728 Surrey Future Jobs

The Clerk reported that, although the funding for work placements was due to end at the end of January, a few of the young people were to be given twelve month contracts by Reigate & Banstead Borough Council. These included Bob Freestone, who had been working in Horley for three afternoons a week, and had now been employed as a town centre caretaker, working in Horley five days a week. The Clerk suggested that members report any areas requiring extra litter clearance etc, so that Bob could attend to them.

RESOLVED: noted.

F 2729 Letters Received

RESOLVED; that receipt be noted of correspondence announcing the proposed merger of Brewer Jewel Architects with Nye Saunders Ltd.

F 2730 Diary Dates

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

The meeting closed at 8.15 pm.

Date of Next Meeting: 15 March 2011