

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 August 2009 at 7.30 p.m.

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

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

F 2404 Apologies and Reasons for Absence

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

F 2405 Declarations of Interest

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

RESOLVED: noted.

F 2406 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 2407 Approval of Minutes
Finance & General Purposes Committee 23 June 2009**

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 2408 Councillors' Audit for May and June 2009

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

F 2409 Financial Reports for May 2009

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***

- F 2409) *iii) Receipts List totalling £3,406.61 plus VAT (plus £16,090 VAT reclaim)*
iv) Payments List totalling £56,576.24 plus VAT. (copies are appended to these minutes)

F 2410 Financial Reports for June 2009

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations*
ii) Summary of Receipts and Payments Compared with Estimates
iii) Receipts List totalling £4,068.86 plus VAT
iv) Payments List totalling £27,044.45 plus VAT. (copies are appended to these minutes)

F 2411 Borough Standards Committee

Cllr Bethell reported that he had attended a recent meeting of the Borough Standards Committee, where the Committee Chairman and Vice-Chairman had been elected. It was noted that one independent member had resigned.

RESOLVED: noted.

F 2412 Surrey County Association of Parish & Town Councils (SCAPTC)

Cllr Olliver reported that he had attended a recent meeting of the Management Committee. (A copy of his report is appended to these minutes.) It was noted that the SCAPTC element of the fees for 2010/2011 was likely to be about £1,850 and the NALC element around £850, making a total of £2,700, compared to £2,900 last year. Cllr Olliver told members that he had requested that Ann Bott from SCAPTC visit Horley to discuss matters. The Clerk pointed out that this Council would be required to give notice to SCAPTC if it intended to leave the organisation.

RESOLVED:

- i) that this Council delay any decision about future SCAPTC membership until a SCAPTC representative has visited this Council.*
ii) that the Clerk and Chairman of the Council accompany Cllr Olliver to the annual meeting of SCAPTC on 6 October 2009.

F 2413 National Association of Local Councils (NALC)

RESOLVED: that receipt be noted of the latest NALC E-bulletins.

F 2414 Additional Member of Staff

The Clerk reported that nineteen applications had been received and three candidates had been shortlisted. These would be interviewed by the Clerk, Cllr Simon Marshall and Cllr George in September.

RESOLVED: noted.

F 2415 New Office Equipment

RESOLVED: *that the purchase of a desk monitor for the new member of staff (maximum cost, £150 plus VAT) be approved.*

Inventory of Assets

F 2416 **RESOLVED:** *that the Inventory of Assets be received. (A copy is appended to these minutes.)*

F 2417 **RESOLVED:** *that the Clerk review the insurance valuation of the Christmas lights.*

F 2418 Risk Assessment and Management Paper 2009 – 2010

RESOLVED: *that the paper be approved. (A copy is appended to these minutes.)*

F 2419 Review of Effectiveness of Internal Audit

Members noted that the Internal Audit Review Sub-Committee would be carrying out the Review, for recommendation to a future meeting of this Committee.

RESOLVED: *noted.*

F 2420 Courier Service for Agenda and Minutes

RESOLVED: *that the continuation of the service by Lion Security, at an approximate annual cost of £700 plus VAT, be approved.*

Horley Saturday Market

F 2421 **RESOLVED:** *that the production of art work for an advertising flier by MAD Ideas, at a cost of £70, be approved.*

F 2422 **RESOLVED:** *that the production of a two sided banner by KM Vinyl Graphics, at a cost of £90 (including installation) be approved.*

F 2423 **RESOLVED:** *that Horley Lions and other local charities be given permission to have a stall at the market free of charge.*

F 2424 The Clerk explained that a rota of staff and Councillors had been drawn up for the collection of stallholders' fees. He said that the market was to be publicised in the free RH6 magazine and that it was hoped to have performers there (Morris Dancers etc) on certain occasions. The Clerk added that he would also be meeting an Environmental Health Officer there soon.

RESOLVED: *noted.*

Horley Calendar 2011

F 2425 *RESOLVED; that the Clerk approach Mad Ideas regarding possible production costs.*

F 2426 *RESOLVED: that the matter be re-considered at the next meeting of this Committee.*

F 2427 **CHASE Hospice Care for Children**

RESOLVED: that the request for a donation be declined, due to the Hospice being based in Guildford.

F 2428 **Letters Received**

RESOLVED: that receipt be noted of a letter from Raven Housing Trust, outlining the services provided to residents living in sheltered accommodation.

F 2429 **Compass Bus Travel**

It was noted that the Chairman of the Council would be launching the new Horley Town Bus service on 7 September.

The meeting closed at 8.37 pm.

Date of Next Meeting – 13 October 2009