

**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 19 January 2010 at 7.30 p.m.

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

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

**F 2492 Apologies and Reasons for Absence**

***RESOLVED: that the apology of Cllr P Chapman be accepted (for reasons as specified in the Attendance Register).***

**F 2493 Declarations of Interest**

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

***RESOLVED: noted.***

**F 2494 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 2495 Approval of Minutes  
Finance & General Purposes Committee 24 November 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 2496 Councillors' Audit for November and December 2009**

***RESOLVED: that the Councillors' Audit Certificate, as appended to these minutes, be approved. (Cllr Miller apologised that he had been unable to attend.)***

**F 2497 Financial Reports**

Cllr George thanked the Clerk for the new style of reporting. The Clerk added that, in future, all financial reports would be made available on the Friday preceding the Finance Committee Meeting, otherwise the report would be held over to the next meeting of the Committee.

**RESOLVED: noted.**

**F 2498 Financial Reports for November 2009**

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

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £4,089.50 plus VAT.**
- iv) Payments List totalling £30,818.47 plus VAT.  
(copies are appended to these minutes)**

**F 2499 Financial Reports for December 2009**

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

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £3,573.18 plus VAT**
- iv) Payments List totalling £9,033.08 plus VAT.  
(copies are appended to these minutes)**

**F 2500 Banking Arrangements for Town Council's Fixed Deposits**

**RESOLVED; that the Clerk draw up options to be considered at the next meeting of this Committee.**

**F 2501 Proposal for a Card Processing Facility**

Members considered the proposals put forward for a Card Processing Facility, which would enable the Town Council to receive payments by debit and credit cards. (Details of the proposals are appended to these minutes.) After discussion the following was resolved:

**RESOLVED:**

- i) that a Card Processing Facility be implemented with HSBC and be reviewed after twelve months.**
- ii) that both credit and debit cards be accepted.**
- iii) that a minimum of £10 per transaction be accepted.**

**F 2502 Internal Audit Review 2009/10**

**RESOLVED: that the review of the effectiveness of the Town Council's system of internal audit, as recently conducted by the Internal Audit Sub-Committee, be accepted. (A copy is appended to these minutes.)**

**F 2503 Re-appointment of Internal Auditor**

The Clerk advised members that this Committee would be required to confirm the re-appointment of the Internal Auditor at its next meeting. Members suggested that charges made by other potential internal auditors be considered, before the re-appointment was made.

**RESOLVED;**

- i) that the Clerk seek information about charges levied by other potential internal auditors.**
- ii) that the matter be considered at the next meeting of this Committee.**

**F 2504 Audit for Year Ended 31 March 2010**

The Clerk advised that the annual accounts would require approval by 30 June 2010 and the Annual Return plus attachments would need to be submitted to the external auditor by the end of July.

**RESOLVED: noted.**

**F 2505 Borough Standards Committee**

Cllr Bethell reported that there had been no further meeting of the Standards Committee.

**RESOLVED: noted.**

**F 2506 Power of Well Being (PWB)**

The Clerk reminded members that a PWB training event was to be held here on 9 February and added that it was hoped that as many members as possible would attend. He reminded members that, to qualify for the Power of Well Being, 80% of the Council's members needed to have attended a training session.

**RESOLVED: noted.**

**F 2507 South & South East in Bloom Seminar**

**RESOLVED: that the attendance of the Deputy Clerk and Cllr Stimpson at a Seasonal Bedding Workshop, for the total cost of £50, be approved.**

**F 2508 Training Statement of Intent 2010/2011**

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

**F 2509 Surrey County Association of Parish & Town Councils (SCAPTC) – Future Membership**

**RESOLVED: that a private members' meeting be held prior to the next**

**F 2509) *meeting of this Committee, to consider whether this Council should continue as a member of SCAPTC.***

**F 2510 Other SCAPTC Matters**

It was noted that Cllrs S Marshall, R Olover and M George were attending a meeting at Burstow Parish Council, where the Chief Constable and Chairman of Surrey Police Authority were to speak about their future aims for the Force.

***RESOLVED: noted.***

**F 2511 National Association of Local Councils (NALC) – Development Strategy and Business Plan**

***RESOLVED: that a response to the Consultation Document be considered at the Full Council meeting on 16 February 2010.***

**F 2512 Town Council Offices – Update on Building Works**

The Clerk told members that there continued to be concerns about outstanding works and that issues surrounding the erratic operation of the central heating boiler were of particular concern. He added that a further meeting was planned with representatives of Farnrise (the building firm) and Brewer Jewel (the architects) later this week. The Clerk reiterated that the retention payment of approximately £15,000 would not be released to Farnrise Construction until all the outstanding issues had been resolved.

***RESOLVED: noted.***

**F 2513 Town Council Offices – Additional Storage Facility**

The Clerk told members that quotations had been received for both a wooden storage facility and also sectional garage style concrete facilities. Costs were in the region of £6,500. Members were of the opinion that a concrete building would require less maintenance and would be less of a fire risk. They also expressed no wish to have any windows installed. They agreed that funding for the building should not be taken from the remainder of the Edmonds Fund, rather that it should be taken from either reserves or from the Community Action Fund.

***RESOLVED: that planning permission be sought on the basis of a sectional concrete building of approximate dimensions, 6 metres by 5 metres. (Exact position behind existing building to be finalised.)***

**F 2514 Horley Edmonds Community Fund**

The Clerk confirmed that half of the Edmonds Fund (£50,000) had already been invested in the Newton Global Growth and Income Fund for Charities. The Clerk reminded members that the Horley Edmonds Community Fund was administered by the Community Foundation for Surrey, whose Executive Director was recommending that the remaining £50,000 be invested in an M & G Charibond, which would generate a yield of at least 5%.

**F 2514) RESOLVED;**

- i) that the remaining £50,000 of the Horley Edmonds Community Fund be invested in an M & G Charibond.**
- ii) that the investments be kept under regular review.**
- iii) that the Clerk ascertain whether a minimum income is guaranteed by the Community Foundation for Surrey.**
- iv) that the Horley Edmonds Community Fund become a standing item on this agenda.**

**F 2515 Horley (Sports) Social Club (HSSC)**

The Clerk reported that he, Cllr J Chapman and Cllr R Olliver had recently met with HSSC Club representatives. It was noted that improvements to the Club were continuing and that all payments of rent and easements were fully up to date. Cllr George stressed the need for formal consents to be sought by the Club before any further structural alterations were made to the building and suggested that the Clerk put this in writing to the Club Treasurer. The Clerk added that Club members continued to be concerned about the future of the building, once the Horley Anderson Centre was no longer required.

**RESOLVED; noted.**

**F 2516 Michael Crescent Scout Hut**

The Clerk reported that he had a meeting planned with a local firm of architects regarding the feasibility study into re-building options at Michael Crescent Centenary Park. He explained that the Council and the Committee Chairmen would also be attending the meeting. He added that this particular company also had knowledge of grant funding, which might be available for the project.

**RESOLVED: noted.**

**F 2517 Horley Saturday Market**

The Clerk told members that recent attendance at the market had been poor, but it was hoped that this would improve as warmer weather approached. It was noted that the Market Sub-Committee was keen to explore the possibility of moving the market into the Precinct to generate trade and that it was also keen to carry out a survey to ascertain local shoppers' views on the market.

**RESOLVED: noted.**

**F 2518 Work Experience Student**

**RESOLVED: that a placement be offered to a work experience student.**

**F 2519 Diary Dates**

**RESOLVED: that forthcoming events be noted.**

**The meeting closed at 9.14 pm. Date of Next Meeting – 16 March 2010**