

**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 March 2013 at 7.30 p.m.

**Present:** Cllr R Sherwin – Chairman  
C Austin, R Bethell, J Chapman, M George,  
M Goldsmith, Samantha Marshall, V Marshall and R Olliver.

**In Attendance:** A Jones – Town Clerk  
C Fenton – Deputy Town Clerk  
Cllr Simon Marshall  
Cllr F Stimpson

**F 3135 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs J Baird, M Miller D Powell and the Administrative Assistant be accepted, for reasons as specified in the Attendance Register. (Cllr Robinson was absent.)***

**Declarations of Interest**

**F 3136** Cllrs Samantha and Valerie Marshall declared non-pecuniary interests in the Website Redevelopment item.

***RESOLVED: noted.***

**F 3137** Cllr Stimpson declared a non-pecuniary interest in the Horley Expo item.

***RESOLVED: noted.***

**F 3138 Dispensations**

There were no requests for Dispensations for Disclosable Pecuniary Interests.

***RESOLVED: noted.***

**F 3139 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 3140 Approval of Minutes  
Finance & General Purposes Committee, 22 January 2013**

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.

**F 3140) RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved.**

**F 3141 Former Horley Anderson Centre Site (including Car Park) – Deed of Surrender and Deed of Variation**

The Clerk reported that he was still consulting with the Town Council's Solicitor regarding items such as the relining of the car park and the repair of potholes by the recycling area.

**RESOLVED: noted.**

**F 3142 Councillors' Audit for January and February 2013**

**RESOLVED: that the Councillors' Audit Certificate and Clerk's responses (where applicable), be received. (A copy is appended.)**

**F 3143 Financial Reports for January 2013**

**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) Explanations of significant variations**
- iv) Payments List totalling £22,786.89 plus VAT (£25,281.29)**
- v) Receipts List totalling £11,822.54 (no VAT)**

**F 3144 Financial Reports for February 2013**

**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 £24,183.80 plus VAT (£26,268.39)**
- iv) Receipts List totalling £10,212.63 (no VAT).**

**F 3145 Internal Audit – Interim Report no 2**

**RESOLVED: that the Interim Report and Clerk's responses be received.**

**F 3146 Appointment of Internal Auditor for 2013 – 2014**

**RESOLVED: that the continued appointment of Mr Paul Hartley be approved, up to a maximum annual charge of £750.**

**F 3147 Neighbourhood Plan**

Members remarked that the Internal Auditor had suggested that the desirability of a Neighbourhood Plan be considered.

**F 3147)    *RESOLVED: that the Borough Council's Head of Policy Development & Property be invited to give a presentation on Neighbourhood Planning. (A "spare" Tuesday to be used.)***

**F 3148    Internal Control Review 2012 – 2013**

***RECOMMEND: that the report be referred for approval at the Full Council meeting on 9 April 2013.***

**F 3149    "Meet Your Councillor"**

Members reviewed the recent "Meet Your Councillor" events. It was noted that there had been no visitors at The Acres event and members stressed the need for fliers to be circulated before this particular venue being used. Cllr Chapman reported that representatives of Surrey Police had been in attendance at the recent surgery at Waitrose Supermarket and were keen to be involved with future events.

***RESOLVED: that a schedule of "Meet Your Councillor" events be prepared for the coming year, using Waitrose Supermarket, Horley Leisure Centre and a show house at The Acres as venues.***

**F 3150    Communications Sub-Committee**

***RESOLVED: that the minutes of a recent meeting of the Sub-Committee be received. (Copies are appended.)***

**Redevelopment of Town Council Web Site**

**F 3151    *RECOMMEND: that the quotations received be considered in confidential session at the Full Council meeting on 9 April 2013.***

**F 3152    *RESOLVED: that the Clerk and representatives of the Communications Sub-Committee make a presentation to members from 7.00 pm until 7.30 pm on 9 April 2013.***

**F 3153    Town Meeting, 26 April 2013**

It was noted that two nominees would be receiving Town Awards at the meeting as well as presentations being made to the winners of the Horley in Spring competitions. Members were reminded that Mr Kevin Hurley, the Police and Crime Commissioner for Surrey, would be the guest speaker.

***RESOLVED: noted.***

**F 3154    Borough Standards Committee**

It was noted that that there had been no further meetings of the Committee, although an independent member had now been appointed.

***RESOLVED: noted.***

**F 3155 Standing Orders, Financial Regulations and other Associated Documents**

***RECOMMEND: that these be referred for consideration by Full Council on 9 April 2013.***

**Surrey Association of Local Councils (Surrey ALC, formerly SCAPTC) & National Association of Local Councils (NALC)**

**F 3156** Cllr Olliver reported on recent meetings. He explained that the three County Associations (East Sussex, West Sussex and Surrey) were looking to form limited companies, with a view to moving to new offices and employing staff directly. The larger councils' continuing dissatisfaction with the effectiveness of NALC was still under discussion and the County Association Chairmen had communicated to the NALC Executive that, unless there was a dramatic improvement to the services delivered, SSALC would implement the offer of an alternative membership model to its larger councils.

***RESOLVED: noted.***

**F 3157** Members were invited to attend the Surrey Local Council's Forum in May.

***RESOLVED: noted.***

**F 3158 Quality Parish and Town Council Scheme Review**

***RESOLVED: that members respond individually to the on line survey.***

**F 3159 Freedom of Information Act – Model Publication Scheme**

***RESOLVED: that the Scheme be adopted. (A copy is appended.)***

**St George's Day Event, 20 April 2013**

**F 3160** ***RESOLVED: that the Town Council participate in the event at a cost of £30 for a stall.***

**F 3161** The Clerk added that the High Street car park was to be used for the St George's Day event and said that the Saturday Market traders would have the opportunity to trade in the High Street instead.

***RESOLVED: noted.***

**F 3162 Horley Business Expo, 26 April 2013**

Cllr Stimpson told members that, as there was no guaranteed parking at the Holiday Inn, Gatwick, she was looking to operate a shuttle bus to transfer visitors to the Business Expo from Hookwood Tesco's (where parking had been allocated), Horley Train Station and the Basepoint Business Centre in Crawley. Cllr Stimpson went on to explain that Reigate and Banstead Borough Council had agreed to sponsor part of the cost of the shuttle service and, speaking as Chairman of the Horley & District Chamber of Commerce,

**F 3162)** she asked whether the Town Council would be prepared to do the same.

After further discussion, the following was resolved:

**RESOLVED:** *that Horley Town Council, using the General Power of Competence, make a donation of £170 towards the provision of a shuttle bus at the Horley Business Expo 2013.*

**F 3163** Future Tax Proposals

**RECOMMEND:** *that the paper regarding the proposals be considered in confidential session at the Full Council meeting on 9 April 2013.*

**F 3164** Horley Lions Skittles Tournament

**RESOLVED:** *that the Town Council enter a team in the competition in June 2013, at a cost of £32.*

**F 3165** Diary Dates

**RESOLVED:** *that forthcoming events be noted, in particular the Mayoral Concert on 22 March and the launch of Ping Pong in the Park on 30 March.*

**F 3166** Confidential Business

**RESOLVED:** *that, "in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw."*

**F 3167** Innes Pavilion / Horley Sports (Social) Club

**CONFIDENTIAL**

**F 3168**

Members were updated on recent meetings and received details of a recent survey of the building.

**Meeting closed at 9.29 pm. Date of next meeting: 30 April 2013**