

**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 April 2011 at 7.30 p.m.

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

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

**F 2755 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs P Chapman and S Thomas be accepted, for reasons as specified in the Attendance Register. (Cllr P Avis was absent.)***

**F 2756 Declarations of Interest**

Cllr George declared a Personal Interest in the Gatwick Greenspace Partnership item, in view of his chairmanship of the organisation.

***RESOLVED: noted.***

**F 2757 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 2758 Approval of Minutes  
Finance & General Purposes Committee, 15 March 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 2759 Councillors' Audit for February and March 2011**

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

**F 2760 Financial Report for February 2011**

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

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £3,997.75 plus VAT.**
- iv) Payments List totalling £12,912.51 plus VAT.  
(copies are appended to these minutes)**

**RESOLVED: noted.**

**F 2761 Financial Report for March 2011**

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

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £6,035.31 plus VAT.**
- iv) Payments List totalling £30,330.05 plus VAT.  
(copies are appended to these minutes)**

**F 2762 Financial Reports**

Members asked for comments to be attached to any significant overspends on the summary reports and the Clerk agreed to investigate the introduction of footnotes for the new Municipal Year.

**RESOLVED: noted.**

**F 2763 External Audit for Year ended 31 March 2011**

The Clerk reported receipt of information about the audit timetable from External Auditor BDO LLP. He explained that Section 1 of the Annual Return was required to be approved by this Council by 30 June 2011 and added that the Annual Return plus supporting documentation was to be submitted to BDO LLP by 8 July 2011.

**RESOLVED: noted.**

**F 2764 Borough Standards Committee**

It was noted that there had not been any meetings of the Committee.

**RESOLVED: noted.**

**F 2765 Cycle of Meetings 2011 – 2012**

**RECOMMEND: that the Cycle of Meetings be referred for approval at the Annual Meeting on 17 May 2011.**

**F 2766 Horley Town Meeting, 25 March 2011**

Members reviewed the recently held meeting. They agreed that it had been fairly well attended and that there had been good participation from those present. The Clerk confirmed that he had, as requested, been in contact with the Borough Council's Chief Executive regarding storage for the Horley Local History Society's archive material and had been made aware of some possible temporary sites.

**RESOLVED: noted.**

**Devolved Powers – Contract for the Provision of Grounds Maintenance between Horley Town Council and Reigate & Banstead Borough Council**

**F 2767** Members considered the costs associated with the areas to be managed by this Council. (Details are appended to these minutes.)

**RESOLVED: noted.**

**F 2768** Members considered ongoing issues regarding the maintenance of Church Meadows, areas of which were currently only cut once at the end of the growing season, following a number of complaints from local residents. The Clerk explained that there were plans to consult with the public regarding future mowing regimes. (Afternote: following a meeting with representatives of the Gatwick Greenspace Partnership, it was subsequently agreed that, for this season, the long grassed areas would be cut in June, August and at the end of the season.)

**RESOLVED: noted.**

**F 2769** The Clerk went on to explain that, the following day, he would be meeting with Margaret Quine of the Borough Council, Peter Boarder, the Regeneration Manager and representatives of Barratts Homes to discuss aspects of the North East Sector development such as Tanyard Barn and the allotments. Cllr Miller added that he had requested that these items, as well as shops and recycling facilities, be brought forward in the North East Sector development.

**RESOLVED: noted.**

**F 2770 Surrey County Association of Parish & Town Councils (SCAPTC) –**

**RESOLVED: that receipt be noted of the Spring Bulletin, giving details of training sessions for newly elected Councillors (including one here at the Albert Rooms on 26 May).**

**F 2771 Horley Sports Social Club (HSSC)**

Cllr George reported that he would be attending the HSSC Committee meeting the following day. He added that it would be helpful to be given more notice of meeting dates.

**RESOLVED: noted.**

**F 2772 Gatwick Greenspace Partnership – Subscription for 2011 /2012**

**RESOLVED:** *that payment of £1900, being the Town Council's subscription for 2011 /2012 be approved.*

**St George's Day Festival, 23 April 2011**

**F 2773 RESOLVED:** *that payment of £30 for a pitch for the Borough Council's Recycling Stand be approved.*

**F 2774 RESOLVED:** *that any members available to help man the Recycling Stand contact the Clerk or Cllr Bethell.*

**F 2775 Improvements to Footpaths at Horley Recreation Ground**

**RESOLVED:**

- i)** *that the recommendation of the Leisure & Amenities Committee be approved and the Financial Regulation requiring the seeking of three quotations be waived on this occasion.*
- ii)** *that Maltaward Ltd be appointed to carry out phase three of the footpaths refurbishment project at Horley Recreation Ground for the total sum of £14,802 plus VAT. (Full details are appended to these minutes.)*

**F 2776 Improvements to Junior Goal Posts**

**RESOLVED:** *that the quotation form A Bennett & Sons to re-position and re-paint three sets of junior goal posts for the total sum of £890 plus VAT be approved.*

**F 2777 Letters Received**

The Clerk reported receipt of a letter of thanks to Cllrs Simon and Valerie Marshall from the Archdeacon of Reigate, for their attendance at a Civic Reception held for the Diocesan Bishop.

**RESOLVED;** *noted.*

**F 2778 Diary Dates**

**RESOLVED:** *that forthcoming events be noted, in particular the St George's Day Festival on 23 April and the Circus starting on 29 April.*

**F 2779 Urgent Business for Inclusion on Future Agenda**

**RESOLVED:** *that, at the request of Cllr Miller, the following be included on the agenda of the Annual Meeting on 17 May 2011.*

- i)** *Consideration of future arrangements for the Horley Market*
- ii)** *Future membership of SCAPTC (decision by December 2011)*

**F 2780 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 2781**

**F 2782**

**F 2783 Security in Recreation Grounds**

**CONFIDENTIAL**

Members considered quotations received for wireless modifications to the CCTV cameras at Horley Recreation Ground and agreed the appointment of Lion Security to carry out the work.

Prior to the close of the meeting the Committee Vice-Chairman thanked the Committee Chairman for his hard work and full attendance. The Committee Chairman, in turn, thanked members and officers for their support.

**The meeting closed at 8.54 pm.**

**Date of Next Meeting: 14 June 2011.**