

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a meeting of the above-named Committee held at Regent Hall, Albert Road, Horley on Wednesday 20 August 2008 at 7.30 p.m.

Present: Cllr R Olliver – in the Chair
Cllrs R Bethell, J Chapman, P Chapman, Ms M Goldsmith,
S Marshall, Mrs V Marshall and D Powell.

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

F 2103 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs P Avis, Mrs D Brooke-Harte, M Miller, Miss S Rogers and Ms V Snowball be accepted (for reasons as specified in the Attendance Register.)

F 2104 Declarations of Interest

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

RESOLVED: noted.

F 2105 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 2106 Approval of Minutes
Finance & General Purposes Committee 24 June 2008**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Vice-Chairman.

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

F 2107 Borough Standards Committee

It was noted that there had been no recent meetings and that Cllr Stimpson would be available as a second Town Council representative on the Committee, if required.

RESOLVED: noted

F 2108 National Association of Local Councils (NALC)

The Clerk told members that SCAPTC was still lobbying NALC for a diluted Quality status re-accreditation scheme.

RESOLVED: noted.

F 2109 Surrey County Association of Parish & Town Councils (SCAPTC)

Cllr Olliver reported on the recent Annual Meeting of SCAPTC. He explained that he had been re-elected to the SCAPTC Management Committee and that the revised SCAPTC Constitution had finally been approved.

RESOLVED: noted.

F 2110 Risk Assessment and Management Paper 2008 – 2009

RESOLVED: that the Risk Assessment and Management Paper (as appended to these minutes) be approved.

F 2111 Health and Safety Policy

RESOLVED: that WPS Risk Management be appointed to draft a Health and Safety Policy and conduct a full risk assessment for a total cost not exceeding £900.

F 2112 Freedom of Information Act

RESOLVED: that the adopted scheme for 2008/2009 be approved. (A copy is appended to these minutes.)

F 2113 Standing Orders

The Clerk reported that the Standing Orders had been updated and revised and would be considered by the Standing Orders Sub-Committee soon.

RESOLVED: noted.

F 2114 Horley Edmonds Community Fund

The Clerk confirmed that £105,000 had been transferred into the Horley Edmonds Community Fund and had been placed in a high interest Charity Bond.

RESOLVED: noted.

F 2115 Town Guide 2009

RESOLVED: *that Mad Ideas Marketing and Design be re-appointed to produce the next edition of the Town Guide (at no financial cost to this Council.)*

F 2116 Councillors' Internal Audit for June 2008

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

F 2117 Financial Reports as at 30 June 2008

RESOLVED: *that the following reports be approved:*

- i) Bank Reconciliations*
- ii) Summary of Receipts and Payments Compared with Estimates*
- iii) Payments List totalling £57,156.59 plus VAT. (Includes a payment of £30,876 to Farnrise Construction Ltd)*
- iv) Receipts Lists totalling £ 7,882.13 plus VAT. (Copies are appended to these minutes).*

F 2118 Annual Return 2007/2008

The Clerk reported that the Annual Return plus appendices had been submitted in July and that, to date, nothing further had been heard from the external Auditor, BDO Stoy Hayward.

RESOLVED: *noted.*

F 2119 Precept 2009/2010

The Clerk reminded members that each committee would soon be considering its Precept requirements for 2009/2010 and advised that he also planned to hold a Precept Briefing, on a date to be arranged.

RESOLVED: *noted.*

F 2120 Citizens Advice Bureau (CAB)

The Clerk reported that he and the Chairman of the Council had recently met informally with two advisers from the Horley CAB, who were keen to use the main hall of the Albert Rooms one morning a week for drop in enquiries.

RESOLVED: *that the Clerk liaise with the CAB Area Manager regarding the use of the Albert Rooms on a Thursday morning. (The standard hire charge to apply.)*

F 2121 Innes Pavilion

The Clerk reported receipt of a letter from the Borough Council's Buildings and FM Manager, expressing concern about the poor exterior of the Innes Pavilion.

F 2121) Members were reminded that the Horley Sports (Social) Club had a full repairing lease of the building.

RESOLVED: *that the Clerk request details of planned improvements from the Club Treasurer. (A copy of the letter sent is appended to these minutes.)*

F 2122 Michael Crescent Scout Hut

The Clerk reported that the legal costs involved in preparing a Deed of Surrender were likely to be in the order of £400. The Clerk said that he had suggested to the Chairman of 1st Horley Scouts that the Scouts pay half of the legal costs, up to a maximum of £200, as well as returning the building to its condition at the time the lease was taken out (2001) and bringing the grounds up to an acceptable standard, prior to the handover taking place. This had been agreed by the Scouts.

RESOLVED: *noted.*

F 2123 Refurbishment of Albert Rooms

The Clerk reported that the building works were progressing well and members were welcome to come and see the improvements. He added that the work was due to be completed by mid September.

The Clerk went on to explain that the Albert Rooms were due to be formally opened by Peter Ainsworth MP on 31 October and Councillors, Town Award Holders and representatives of local organisations would be invited to attend. There were also two open afternoons planned for 29 and 30 October.

RESOLVED: *noted.*

F 2124 Commercial Hire of Albert Rooms

RESOLVED:

- i) that commercial hirers be charged an additional £10 per session (for the use of audio visual system, meeting furniture etc).*
- ii) that all hire charges for the building be reviewed next spring.*

F 2125 Application to the Crime and Disorder Reduction Partnership (CDRP)

The Clerk told members that an application had been made to the CDRP for enhancements to the CCTV cameras at the Horley Recreation Ground, to enable easier access to the recorded data.

RESOLVED: *noted.*

F 2126 Insurance Claims

The Clerk reported that Zurich Municipal had paid £871 in settlement of the claim made by a Police Community Support Officer, after she tripped over a

F 2126) tree stump and had paid £1100 for criminal damage to the CCTV cameras housed at the Horley Bowling Club.

RESOLVED: *noted.*

F 2127 Request for Use of Memorial Gardens

RESOLVED: *that permission be given for the Horley Detachment of the Surrey Army Cadet Force to hold a Drum Head Ceremony at the Memorial Gardens on 2 October 2008.*

F 2128 Letters Received

RESOLVED: *that receipt be noted of the following:*

- i) information from the Borough Council about “The Big Tidy Up”*
- ii) letter from Surrey County Council about a debate on Council Tax and the future provision of adult social care.*

F 2129 **RESOLVED:** *that in view of the confidential nature of the business about to be transacted, the public and press be excluded from the remainder of the meeting under the provisions of the Public Bodies (Admission to Meetings) Act 1960.*

F 2130 Relocation of Town Council Offices – Financial Update **CONFIDENTIAL**

Members were updated on likely final building costs.

F 2131 Relocation of Town Council Offices – Furnishings and Signs
- 2134 **CONFIDENTIAL**

Members considered quotations received and approved the appointments of Don Ruffles (furniture), Sheila Harvey (curtains), Sussex Blinds and Awnings (blinds) and KM Vinyl Graphics (signs).

The meeting closed at 8.34 pm.

Date of Next Meeting – 14 October 2008