

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 22 January 2013 at 7.30 p.m.

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

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
R Cavanagh – Administrative Assistant
Cllr T Schofield

F 3110 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs M Miller and Simon Marshall be accepted, for reasons as specified in the Attendance Register.

F 3111 Declarations of Interest & Dispensations

There were no Declarations of Interest, specific to the meeting, neither were there any requests for Dispensations for Disclosable Pecuniary Interests.

RESOLVED: noted.

F 3112 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3113 Approval of Minutes
Finance & General Purposes Committee, 20 November 2012**

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 3114 Former Horley Anderson Centre Site (including Car Park) –
Deed of Surrender and Deed of Variation**

The Clerk reported that the Town Council's Solicitor was still working on the draft Deeds.

RESOLVED: noted.

Councillors' Audit for November and December 2012

- F 3115** **RESOLVED: that the Councillors' Audit Certificate and Clerk's responses (where applicable), be received. (A copy is appended.)**
- F 3116** **RESOLVED: that the Administrative Assistant contact the members scheduled to carry out future audits to arrange a suitable date and time.**
- F 3117** **Financial Reports for November 2012**
- 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 for November totalling £23,627.89 plus VAT (£24,125.05).**
 - iv) Receipts List for November totalling £4,393.77 plus VAT (£4,404.27).**
- F 3118** **Financial Reports for December 2012**
- 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 for December totalling £24,484.03 plus VAT (£26,479.29)**
 - iv) Receipts List for December totalling £8,038.83 (no VAT).**
- F 3119** **Upgrade of Sage Payroll Package**
- RESOLVED: that payment of £150 be approved.**
- F 3120** **"Meet Your Councillor"**
- The Deputy Clerk reported that Borough and County Councillors, although invited to the recent surgery at Horley Leisure, had not been in attendance. It was however noted that Cllr Schofield, who had attended in his capacity as a Town Councillor, was also a Borough Councillor. Members stressed the importance of contacting attendees at a later date to check that any queries were being or had been resolved. The Clerk added that office staff were also in contact with those residents who had attended. It was noted that representatives of Surrey Police were keen to join the "Meet Your Councillor" sessions.
- RESOLVED: noted.**
- F 3121** **Communications Sub-Committee**
- RESOLVED: that the minutes of recent meetings of the Sub-Committee be received. (Copies are appended.)**

F 3122 Redevelopment of Town Council Web Site

Cllr Baird explained that the redevelopment of the web site had been discussed in more detail at the January meeting of the Communications Sub-Committee. Tenders were to be sought from the current web hosting company plus two other local providers. The Committee Chairman said that the tender documents may require written explanations so that all members could understand the differences. The Clerk said that it was hoped to bring the tenders to either the March or April F&GP Committee meeting. It was expected to take around three months to install the new web site and staff would need to start to transfer data once the new provider had been selected.

RESOLVED: noted.

F 3123 Town Meeting, 26 April 2013

The Clerk confirmed that Mr Kevin Hurley, the Police and Crime Commissioner for Surrey, would be speaking at the meeting. The Deputy Director of the Community Foundation for Surrey would also be present and the Trustees of Smiths Charity would, as usual be invited to present their accounts. The Clerk requested that Council and Committee Chairmen submit their annual reports before Easter (29 March).

RESOLVED: noted.

F 3124 Borough Standards Committee

RESOLVED: that the Clerk inform the Borough Council's Democratic Services Manager that Cllr Austin will be the Town Council's representative and Cllr Bethell the substitute.

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

F 3125 Cllr Olliver reported on recent meetings. He explained that, at a meeting today, larger councils' continuing dissatisfaction with the effectiveness of NALC had been discussed. The County Association was looking at ways, in which larger councils might be able to continue to receive its services (possibly via a service level agreement or as a "training partner") without the need to pay the NALC subscription. He stressed that such talks were still at a very early stage.

RESOLVED: noted.

F 3126 Cllr Olliver went on to explain that Action in Rural Sussex (AirS), the organisation that owned the offices occupied by Sussex & Surrey ALCs, had recently given notice that the rent for the Surrey element was to increase by 12%. He went on to explain that consideration was being given to the formation of a new limited company of the County Associations to manage a new building and associated staff directly. Cllr Olliver added that he would provide further updates at future meetings.

F 3126) *RESOLVED: noted.*

F 3127 Town Guide 2013/2014

The Clerk told members that MAD Ideas, the design company responsible for the recent editions of the Town Guide, was keen to produce the 2013/2014 edition, at no cost to the Town Council. This would include 16,000 copies of the guide and an interactive version for use on the web site. Members agreed that recent Town Guides had been of exceptional quality.

RESOLVED: that the Financial Regulation requiring the seeking of three competitive tenders be waived and MAD Ideas be appointed to produce the Horley Town Guide for 2013/2014.

F 3128 Innes Pavilion – Installation of External CCTV Cameras

RESOLVED: that extra installation costs be approved and an extra £631 plus VAT be paid to Lion Security Services. (Total: £1984 plus VAT)

F 3129 Horley Sports (Social) Club

RESOLVED: that receipt be noted of Cllr George’s report of the Club’s Annual General Meeting (a copy is appended).

Community Foundation for Surrey

F 3130 *RESOLVED: that receipt be noted of the Fund Statements for the period up to the end of the third quarter, April to December 2012. (Copies are appended.)*

F 3131 The Clerk added that two grant applications were pending.

RESOLVED: noted.

F 3132 Diary Dates

RESOLVED: that forthcoming events be noted, in particular the Police Liaison meeting on 1 February and Air Quality Presentation on 5 February.

F 3133 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 3134 Innes Pavilion / Horley Sports (Social) Club CONFIDENTIAL

Members were updated on recent meetings.

Meeting closed at 8.35 pm. Date of next meeting: 19 March 2013