

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 November 2011 at 7.30 p.m.

Present: Cllr R Olliver – Chairman
J Baird, R Bethell, J Chapman, M George, M Goldsmith,
K Hagerty, Simon Marshall, V Marshall, M Miller (part
meeting), D Powell, M Robinson and R Sherwin.

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
S Dalley – Finance Officer
Cllr T Schofield

F 2867 Apologies and Reasons for Absence

There were no apologies for absence.

RESOLVED: noted.

F 2868 Declarations of Interest

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

RESOLVED: noted.

F 2869 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 2870 Approval of Minutes
Finance & General Purposes Committee, 27 September 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 2871 Councillors' Audit for September and October 2011

RESOLVED: that the Councillors' Audit Certificate and Clerk's response, as appended to these minutes, be received.

Financial Reports for July and August 2011

- F 2872** *RESOLVED: that for future reports, footnotes be added, explaining any major items of over-expenditure.*
- F 2873** *RESOLVED: that details of costs associated with the 2011 Environment Campaign and income received, be provided at the next meeting of this Committee.*
- F 2874** *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 £44,443.68 plus VAT (£47,961.90)*
 - iv) Receipts List totalling £151,322.29 plus VAT (£151,390.69)
(includes Precept payment of £143,680.50)*

Internal Audit 2011 – 2012

- F 2875** *RESOLVED: that receipt be noted of the Interim Audit Report No 1, prepared by the Town Council's Internal Auditor, and the Clerks response. (A copy is appended to these minutes.)*
- F 2876** Cllr Miller commented that, in recent years, different Internal Auditors had made varying comments about levels of reserves. (Cllr Miller left the meeting at this point.)
- F 2877** **Borough Standards Committee**

Cllr Bethell reported that independent member, Mr J Broadbent, had been re-elected as Chairman of the Committee. He added that the Local Government Ombudsman had raised no issues about the operation of the Committee. He told members that, at a recent meeting, there had been an update on the Localism Bill. He also said that it was believed that the conduct of Town Councillors may no longer be the responsibility of the Borough Standards Committee and added that the Town Council may need to put its own mechanism in place to deal with any issues.

RESOLVED: noted.

Audit for Year Ended 31 March 2011

- F 2878** The Clerk reported that he was still awaiting a response from External Auditor, BDO LLP, to his request for an explanation of points raised in the Issues Arising Report.
- RESOLVED: that the matter be considered at a future meeting.**
- F 2879** The Clerk confirmed that he had contacted Sam Gyimah MP, regarding this Council's concerns about the high charges levied by the external auditor. He added that the MP had raised the concerns with the Rt Hon Eric Pickles MP, Secretary of State for Communities and Local Government.

F 2879) RESOLVED: noted.

F 2880 Councillors' Surgeries

Members considered the Discussion Paper prepared by the Strategy & Forward Planning Advisory Group. (A copy is appended to these minutes.) Members discussed the advantages and disadvantages of either retaining one central venue for surgeries (e.g. Waitrose) or rotating the venue around the town's wards. After further discussion, the following was resolved:

RESOLVED:

- i) that a Pilot Surgery be arranged to take place in the foyer of Waitrose and the views of residents be sought regarding future Surgery locations.**
- ii) that possible venues in the town's wards be explored, along with any associated likely costs.**

**Surrey County Association of Parish & Town Councils (SCAPTC)
& National Association of Local Councils (NALC)**

F 2881 RESOLVED: that receipt be noted of the NALC E-bulletin.

F 2882 Members considered the merits, or otherwise, of this Council's continued membership of SCAPTC. (It was noted that this item had been placed on the agenda at the request of Cllr Miller.) The Clerk reminded members that any decision to terminate membership had to be taken before 31 December in any year. Members considered the papers which had been produced by the Clerk and the Committee Chairman. (Copies are appended to these minutes.) After further discussion the following recommendation was approved:

RECOMMEND: that this Council retain its membership of SCAPTC for 2012 / 2013, the recommendation to be referred for consideration by Full Council on 13 December 2011

F 2883 Community Foundation for Surrey (Horley Edmonds Community Fund)

RESOLVED: that receipt be noted of the Quarterly Fund Statements.

2013 Review of Parliamentary Constituencies in England

F 2884 The Clerk confirmed that no changes were proposed for Charlwood. He added that the Boundary Commission proposed to increase the electorate of the existing Reigate constituency by including the Chaldon Ward of Tandridge from the East Surrey constituency.

RESOLVED: noted.

F 2885 RESOLVED: that the Boundary Commission's initial proposals for new Parliamentary Constituencies in England be noted and a response be made accordingly.

F 2886 Office Opening Hours for Christmas 2011

RESOLVED: that the Town Council Offices close on the evening of Thursday 22 December 2011 and re-open on the morning of Tuesday 3 January 2012. (Emergency contact details to be made available as necessary during this time.)

F 2887 Risk Assessment and Management Paper 2011 – 2012

RESOLVED: that the Paper be adopted.

F 2888 Winter Treatment of Pavements

Members considered Cllr Powell's report, in which he stressed the need for additional salt bins to be placed around the town centre. The Clerk added that the Borough Council had provided a salt spreader, which would be operated by the Town Centre Caretaker during periods of inclement weather. After further discussion, members agreed that the Town Council purchase one additional salt bin.

RESOLVED: that the Town Council purchase one additional salt bin from Glasdon Manufacturing Ltd, for the total sum of £198.01 plus VAT.

F 2889 Horley Anderson Centre / Innes Pavilion Division

It was noted that the Agreement had been completed between the Town Council and the Borough Council and that all legal costs had been met by the Borough Council.

RESOLVED: noted.

F 2890 Diary Dates

RESOLVED: that forthcoming events be noted, in particular the Christmas Fayre on 26 November and Carol Service plus hospitality on 17 December.

F 2891 Letters Received

RESOLVED: that receipt be noted of the following:

- i) Letter of congratulations regarding the latest Town Guide.***
- ii) Freedom of Information Request for a copy of minutes of a meeting of the Strategy & Forward Planning Advisory Group.***
- iii) Letter of thanks from the Royal British Legion Women's Section for the donation of £50 (from the Chairman's Allowance) towards refreshments provided after the Remembrance Service.***

F 2892 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 2893 Town Council Estimates and Precept – 2012 / 2013 CONFIDENTIAL

Members considered this Council's requirements and, after considerable discussion, agreed to hold an Extraordinary Meeting of the Committee on 29 November 2011 to discuss matters further.

Standing Order no 4 was suspended at 9.30 pm and the meeting continued until 9.50 pm.

**Date of Next Meeting: 29 November 2011 (Extraordinary Meeting)
17 January 2012**