

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a meeting of the above-named Committee held at the Council Offices, Albert Road, Horley on Tuesday 23 January 2007 at 7.30 p.m.

Present: Cllr T Breen - Chairman
Cllrs Mrs D Andrews, Ms D Ashley-Smith,
Ms M Goldsmith, A Kent, S Marshall, J Meech and M Miller

In Attendance: Mr A Jones Clerk to the Council
Mrs C Fenton Deputy Clerk to the Council
Cllr M George

F 1777 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs E Andrews, Mrs D Brooke-Harte, J Kendall, Mrs A Venn and B Weston be accepted (for reasons as specified in the Attendance Register.)

F 1778 Declarations of Interest

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

RESOLVED: noted.

F 1779 Public Forum

No members of the public were present.

RESOLVED: noted.

F 1780 Borough Standards Committee

Cllr Kent reported that there had been some training offered to Committee members, however he had been unable to attend.

RESOLVED: noted.

F 1781 Review of Members' Allowances

Members considered the third report of the Parish Remuneration Panel. It was noted that travel allowances had been brought in line with the Inland Revenue's Approved Mileage Allowance Payments (AMAP) which were 40p per mile for cars, 24p per mile for motorcycles and 20p per mile for bicycles. Subsistence and overnight rates had been increased in line with inflation.

RESOLVED:

- i) that the Third Report of the Parish Remuneration Panel be adopted.***
- ii) that the Borough Council be informed accordingly.***

F 1782 Town Guide 2007

The Clerk told members that he was due to meet with representatives of the publishing company (Mad Ideas) within the next two weeks.

RESOLVED: noted.

F 1783 Newsletter – Issue No 11

The Clerk told members that the latest edition of the newsletter was currently in production and should be available within the next two weeks.

RESOLVED: noted.

F 1784 National Association of Local Councils (NALC)

The Clerk told members that no new information had been received.

RESOLVED: noted.

Surrey County Association of Parish & Town Councils (SCAPTC)

F 1785 Members were informed that Cllr Meech had recently attended a Special meeting of SCAPTC, where it had been agreed that subscriptions for larger councils would only increase by approximately 2%.

RESOLVED: noted.

F 1786 The Clerk told members that another training weekend would be available in February.

RESOLVED: noted.

F 1787 Local Government White Paper – “Strong and Prosperous Communities”

It was noted that nine members had attended the recent Briefing, which had been led by Cllr Miller.

RESOLVED: that a response, summarising points raised at the Briefing, be circulated to all members prior to submission.

F 1788 Surrey Police Authority and Police & Community Partnership Groups (PCPGs)

Cllr George reported on the recent PCPG Chairmen’s meeting, where he had learned that the future of PCPGs could be in doubt. He reminded members that PCPGs had been set up in the early 1980s as a forum for discussion between the Police and the public. Generally speaking, however, they were not well attended and the Surrey Police Authority had a duty to consult more widely with members of the public than most PCPGs allowed. The one exception to this was the Horley & Salfords PCPG which was extremely

F 1788) successful and very well attended. Cllr George went on to explain that the current situation was very muddled with no alternative to the PCPGs currently in place but with the likelihood of funding for PCPGs being withdrawn. (Currently £1000 per annum for the Horley & Salfords PCPG.) Cllr George added that both the Borough Inspector and the Chairman of the Surrey Police Authority were keen for the local PCPG to continue but noted that this would not be possible without funding. He concluded that a committee meeting was planned for mid February when more information might be forthcoming.

RESOLVED: *that the matter be reviewed at the next meeting of this Committee*

F 1789 **RECOMMEND:** *that, meanwhile, the Clerk write to the Chairman of the Surrey Police Authority, detailing the benefits of the Horley & Salfords PCPG and stressing the need for its funding to continue.*

F 1790 **Albert Rooms – Annual Inspection**

The Clerk confirmed that he and Cllr Meech had recently carried out the annual inspection, where it had been noted that the exterior of the building, particularly the front section, was in need of re-decoration.

RESOLVED: *that quotations for the work be considered at a future meeting of this Committee.*

Albert Rooms – Repairs to Roof

F 1791 The Clerk reported that the roof of the Albert Rooms had been damaged during the recent inclement weather.

RESOLVED: *that a quotation from Mitchells of Horley to repair the roof for the total sum of £1489 plus VAT be approved.*

F 1792 **RESOLVED:** *that the Clerk contact the Town Council's insurers to make a claim for the costs.*

F 1793 **Albert Rooms – Correspondence from Neighbour**

The Clerk reported receipt of correspondence from a resident living next door to the Albert Rooms, in which complaints had been made about the conduct of hirers, the layout of the car park and other matters. The Clerk's response was noted. (A copy is appended to these minutes.)

RESOLVED: *noted.*

Albert Rooms – New Fire Regulations

F 1794 The Clerk told members that some work was required at the Albert Rooms, to bring the building in line with the new Fire Regulations. In addition, the fire alarm was to be tested weekly by Town Council staff.

1794) **RESOLVED: noted.**

F 1795 **RESOLVED: that Firetronics be appointed to carry out inspection and maintenance of the fire alarm and emergency lighting at the Albert Rooms, for the next twelve months, at a cost of £103.75 per visit (two visits included).**

F 1796 **RESOLVED: that Harris Electrical carry out repairs to the emergency lighting for the total sum of £160 plus VAT.**

F 1797 **Albert Rooms – Kidzone Planning Application**

It was noted that the planning application by Kidzone to erect a metal shed to the rear of the Albert Rooms had now been lodged with the Borough Council. The Clerk reminded members that this was in response to a recent Ofsted inspection of Kidzone when it had been suggested that more outdoor play equipment be provided.

RESOLVED: noted.

F 1798 **Incident by Court Lodge Fields**

The Clerk explained that, during the recent inclement weather, a tree to the rear of Court Lodge Fields had fallen across two gardens in Church View Close on 18 January, causing damage to fences and garden furniture. The Clerk said that he had employed Advanced Tree Services to clear away the tree and had now requested the assistance of the Town Council's solicitor to ascertain ownership of the tree, as he was not of the opinion that it belonged to this Council.

RESOLVED:

- i) that the Clerk's actions be approved.**
- ii) that the matter be considered at a future meeting.**

F 1799 **Horley Youth Council - HYPE Event**

The Clerk reported receipt of information from the Horley Youth Council, giving details of Youth Council meetings and details of an ice skating event, planned to take place in the Market car park on 14 February. Cllr Marshall confirmed that he had attended a recent Youth Council meeting, along with Cllr Chapman.

Members expressed concern that the information had only very recently been received by the Town Council. The Clerk said that he understood that the event was costing £2100 and was to be paid for by LCAP (Local Community Action Plan) funding with any proceeds being put towards a future event.

RESOLVED:

- i) that the Clerk seek further information about the event from Simon Bland, the Borough Council's Community Liaison Manager.**
- ii) that the matter be re-considered at a future meeting.**

F 1800 Office Photocopier

The Clerk told members that the office photocopier had developed serious problems and was now beyond economic repair. He explained that the photocopier was currently leased from a local company and just under three years of the contract remained. The company planned to supply a temporary replacement machine until a decision about our future requirements was made.

RESOLVED: that the matter be re-considered at a future meeting.

Charges for use of Town Council Buildings – 2007/2008

F 1801 RESOLVED: that the charges, as appended to these minutes, be approved.

F 1802 RESOLVED: that gas/electricity costs be kept under review and the hire charges amended as necessary.

F 1803 Crime and Disorder Reduction Partnership – Funding Bid for 2006/2007

The Clerk confirmed that a revised application had been submitted. (A copy is appended to these minutes.)

RESOLVED: noted.

F 1804 Correspondence from Horley Bowling Club

The Clerk reported receipt of a letter from the Club Secretary, explaining that major repairs were about to be carried out to the edges around the bowling green (total cost £12,619.52 plus VAT) and asking whether the Town Council would be able to assist with the costs.

RESOLVED:

- i) that the Club Secretary be informed that the Town Council is unable to assist with the costs.**
- ii) that the Clerk suggest that the Club make an application to this year's Town Council Grant Scheme.**

F 1805 Improved Security at Town Council Owned Buildings

RESOLVED: that, in the absence of Cllr Kendall, the matter be considered at the next meeting of this Committee.

F 1806 Horley Sports (Social) Club

The Clerk told members that he had written to the Club Treasurer, requesting that, in accordance with a letter previously sent to the Club, 50% of each outstanding easements invoice be paid immediately and responding to other points raised. The Clerk added that he had also requested that a meeting take place with Club representatives at the earliest opportunity. (A copy of the letter

is appended to these minutes.)

F 1806) *RESOLVED: that the Clerk request a meeting with Club representatives within the next two weeks.*

F 1807 Christmas Lights

The Clerk reported that he and the Town Centre Manage Group (TCMG) Chairman had recently met with representatives of Millennium Quest, where proposals for tree lights for next year had been considered. The Clerk added that these proposals would be considered at the next TCMG meeting.

RESOLVED: noted.

F 1808 Sane Planning in the South East (SPISE)

RESOLVED: that payment of £30, being the Town Council's subscription for 2007, be approved.

F 1809 Councillors' Internal Audit for October, November & December 2006

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

F 1810 Financial Reports as at 31 October 2006

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
 - ii) Summary of Receipts and Payments Compared with Estimates***
 - iii) Payments List totalling £18,765.96 plus VAT***
 - iv) Receipts Lists totalling £3,626.38 plus VAT***
- (Copies are appended to these minutes.)***

F 1811 Financial Reports as at 30 November 2006

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
 - ii) Summary of Receipts and Payments Compared with Estimates***
 - iii) Payments List totalling £19296.35 plus VAT***
 - iv) Receipts Lists totalling £4,211.08 plus VAT***
- (Copies are appended to these minutes.)***

F 1812 Financial Reports as at 31 December 2006

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
 - ii) Summary of Receipts and Payments Compared with Estimates***
 - iii) Payments List totalling £18,317.02 plus VAT***
 - iv) Receipts Lists totalling £2,904.69 plus VAT***
- (Copies are appended to these minutes.)***

F 1813 Recommendations to Finance & General Purposes Committee

Leisure & Amenities Committee, 9 January 2007

Churchyards Maintenance Grant

Payment of £2000, being the fifth instalment of the grant.

Playground Repairs

Payment of £630 plus VAT for playground repairs carried out by Bennetts Playcare.

Playground Inspections

Payment of approximately £400 plus VAT to RoSPA for playground inspections.

Town Centre Hanging Baskets

Amethyst Horticulture Ltd to supply forty hanging baskets at a cost of £30 plus VAT per basket plus watering charges of £120 plus VAT per week.

RESOLVED: that the payments be approved.

F 1814 ***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 1815 Relocation of Town Council Offices

CONFIDENTIAL

Members were updated on recent action taken and agreed that a meeting of the Relocation of Town Council Offices Sub-Committee take place on 30 January 2007.

The meeting closed at 9.08 pm.

Date of Next Meeting – 13 March 2007