

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 24 January 2006 at 7.30 p.m.

Present: Cllr T Breen – Chairman
Cllrs Mrs D Andrews, E Andrews, Ms D Ashley-Smith,
Mrs D Brooke-Harte, Ms M Goldsmith, S Marshall, J Meech,
M Miller, Mrs A Venn and B Weston.

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

F 1527 Apologies and Reasons for Absence

RESOLVED: that the apology of Cllr A Kent be accepted (for reasons as specified in the Attendance Register.)

Declarations of Interest

F 1528 Cllr E Andrews declared a personal interest in the Church Road Allotments item, in view of his position as an allotment holder.

RESOLVED: noted.

F 1529 Cllr Breen and Cllr Mrs Venn declared personal interests in the Town Guide item in view of business connections.

RESOLVED: noted.

F 1530 Public Forum

There were no questions or comments from members of the public.

RESOLVED: noted.

F 1531 Remembrance Programme 2005 – Purchase of Plastic Matting

The Clerk told members that the matting would cost £10 per square metre to purchase, plus the installation and removal cost. It would also be necessary to have storage facilities. As the hire charge, including installation, was currently only £3.75 per square metre, this appeared to be the better option at present.

RESOLVED: noted.

F 1532 Surrey County Council – Proposals to Change Schools Admissions Criteria from September 2007

The Clerk confirmed that the Town Council's response to the Consultation had been submitted.

RESOLVED: noted.

F 1533 Surrey County Council - Outline Children and Young People's Plan

The Clerk confirmed that the Town Council's response to the Consultation had been submitted.

RESOLVED: noted.

F 1534 Borough Standards Committee

The Clerk told members that there was nothing to report.

RESOLVED: noted.

F 1535 Standards of Conduct in English Local Government: The Future

The Clerk reported receipt of the Government's Discussion Paper.

RESOLVED: that a small group comprising the Clerk and Cllrs Mrs Brooke-Harte, Kent, Meech and Miller formulate a response.

F 1536 Surrey County Council Pension Fund Employer Contributions 2006-2007

The Clerk reported receipt of correspondence from Surrey County Council, explaining that the Town Council's contribution for 2006/2007 would be 14.4% of the payroll plus a monetary sum of £8,129, an increase of £343. Whilst agreeing that these amounts had to be paid, members expressed their concern at the current performance of the Pension Fund.

RESOLVED: that the Clerk seek details of ways, in which the Town Council might be able to have a greater say in the fund's operation.

F 1537 Town Awards

RESOLVED:

- i) that members of the public be invited to submit nominations.**
- ii) that a closing date of 24 March 2006 be agreed.**
- iii) that the Awards Committee meet to consider the nominations and report back to the Full Council meeting on 4 April 2006.**
- iv) that a press release be issued at the earliest opportunity. (Copy attached.)**

Additional CCTV Cameras

- F 1538** The Clerk confirmed that the application to the Crime and Disorder Reduction Partnership for £10,000 for additional cameras at the A23 Recreation Ground had been successful. (A copy of the bid is attached.) He added that he would now be seeking formal quotations from ADK Security Services.

RESOLVED: noted.

- F 1539** The Clerk added that a further £1200 had been raised to provide an additional camera at the Michael Crescent Centenary Park, which would focus on the Scout Hut there. £400 had come from the Local Community Action Plan (LCAP), £400 from the Borough Council's Air Quality Monitoring budget and £400 from Surrey County Council's Local Members' Initiative Funding (put forward by Cllr Mrs Dorothy Ross-Tomlin). The Clerk said that he would again be seeking a formal quotation from ADK Security Services.

RESOLVED: noted.

Improvements to Town Council Website

- F 1540** **RESOLVED: that the following improvements be put in place:**
- i) Implementation of a Document Management System at a cost of £1600 plus VAT.**
 - ii) Use of horleysurreytc.gov.uk at a cost of £160 plus VAT.**
 - iii) Installation of Text View (to aid visitors with special needs) at a cost of £160 plus VAT.**
- F 1541** **RESOLVED: that the expenditure of £1920 be funded as follows:**
- i) £900 from this years underutilised office equipment budget.**
 - ii) £1020 from next year's Website budget (out of a total of £1500).**

Church Road Allotments – Boundary with Churchyard

- F 1542** **RESOLVED: that the recommendations of the Leisure & Amenities Committee regarding the allocation of costs to date be approved as follows:**
- To clear the boundary: £2,000 from the Earmarked Allotments Fund.**
£ 750 from this year's underutilised tree budget.
- F 1543** **RESOLVED: that the recommendations of the Leisure & Amenities Committee regarding the replacement fence be approved as follows:**
- i) that Jack King & Son install a stock fence plus quickthorn along the boundary for the total sum of £1,750 plus VAT.**
 - ii) that the work be carried out in February or March 2006.**
 - iii) that payment be made from the 2006/2007 budget.**

Proposals for Bunding at Emlyn Meadows

F 1544 **RESOLVED:** *that a site meeting be held with local residents to outline the Town Council's proposals. (A copy of the letter sent to local residents is attached.)*

F 1545 **RESOLVED:** *that further quotations be sought for the work.*

F 1546 **RESOLVED:** *that the work be funded partly from this year's underutilised tree budget, any balance to be taken from the Community Action Fund.*

F 1547 Grounds Maintenance Contract – Signs on Borough Council Vans

The Clerk told members that he had received a further quotation of £55.00 plus VAT for magnetic signs which could be placed on Borough Council vans when working in Horley. A quotation of £58.00 plus VAT had already been received.

RESOLVED:

- i) that the quotation of £55.00 per sign from PLG Signs be accepted. (Six signs required in total.)*
- ii) that the Clerk approach the Borough Council regarding a possible contribution towards the costs.*

F 1548 National Association of Local Councils (NALC)

The Clerk told members that applications were being sought for a number of NALC awards, including Clerk of the Year, Council of the Year, Website of the Year and Newsletter of the Year.

RESOLVED: *that the Clerk proceed with the applications.*

F 1549 Surrey County Association of Parish & Town Councils (SCAPTC)

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

- i) Christmas Newsletter*
- ii) Update on Staffing Matters (The Surrey Association to be operated from the Sussex Association offices for the time being.)*

Albert Rooms

F 1550 The Clerk told members that Cllr Kent had reviewed the risk assessment, which had recently been carried out at the Albert Rooms and that he planned to incorporate his comments into the report.

RESOLVED: *noted.*

F 1551 The Clerk told members that Harris Electrical had carried out modifications to the exterior lighting to enable the pathways to be lit more effectively, the cost of which had been £56.72 plus VAT.

F 1551) **RESOLVED: noted.**

F 1552 Members were reminded that the front path was in urgent need of repair. One quotation of £3,000 plus VAT had already been received.

RESOLVED:

- i) that further quotations be sought for the work.*
- ii) that the matter be re-considered at the earliest opportunity.*

F 1553 The Clerk reported that the cooker at the Albert Rooms required replacement, the cost of which was likely to be around £400 (including installation).

RESOLVED: that the Clerk liaise with the Committee Chairman, regarding the cost and style of cooker to be purchased.

Internal Audit Report

F 1554 **RESOLVED: that receipt be noted of the report from the Internal Auditor, dated 25 November 2005. (A copy is appended to these minutes.)**

F 1555 **RESOLVED: that, following concerns raised by the Internal Auditor, the Petty Cash Account be closed.**

F 1556 **Appointment of New Internal Auditor**

RESOLVED:

- i) that, following the resignation of Mrs Christine Lane, Mr Paul Hartley, retiring Clerk at Hurstpierpoint & Sayers Common Parish Council, be appointed as the Town Council's Internal Auditor, with immediate effect.*
- ii) that the rate of remuneration remain unchanged. (Subject to review at 1 April 2006.)*

F 1557 **Sane Planning in the South East (SPISE)**

RESOLVED: that payment of £30, being the Town Council's membership fee for 2006, be approved.

F 1558 **Councillors' Internal Audit for October, November and December 2005**

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

F 1559 **Financial Reports as at 31 October, 30 November and 31 December 2005**

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations*
- ii) Summaries of Receipts and Payments Compared with Estimates*
- iii) Payments Lists*

F 1559) *iv) Receipts Lists
(Copies are appended to these minutes.)*

F 1560 Recommendations to Finance & General Purposes Committee

Leisure & Amenities Committee, 3 January 2006

Skate Park Repairs

Payment of £158.00 plus VAT to the Contractor ASBIT for repairs to the railings on the skate park ramp.

South East Regional Play Association (SERPA) – Contribution for 2006/2007

Payment of £20.00 to SERPA.

Summer Planting 2006

Amethyst Horticulture Ltd to supply hanging baskets for the town centre at a cost of £32 each plus VAT and provide summer bedding for the Memorial Gardens at a cost of £1700 plus VAT.

RESOLVED: that the payments be approved.

F 1561 Request from Horley Sports (Social) Club

The Clerk reported receipt of a letter from the Club Secretary, reporting that the Club roof was leaking and asking whether the Town Council could assist with the cost of repairs. Members pointed out that the Club had undertaken a full repairing lease, which included the outside structure of the building. The Town Council had undertaken the roof repairs detailed in the Agreement for Underlease and any further repairs were the responsibility of the Club. It was also noted that the Club did not appear to be spending £8,000 per year on improvements, as detailed in the Lease.

RESOLVED: that the Clerk write to the Club Secretary accordingly. (A copy of the correspondence is appended to these minutes.)

F 1562 Michael Crescent Playground – New Safety Surfacing

RESOLVED: that Matta Products be appointed to install safety matta surfacing at the Michael Crescent Playground for the total sum of £16575.00 plus VAT. (The work to be carried out at the earliest opportunity, payment to be from the 2006/2007 budget.)

F 1563 Letters Received

RESOLVED: that receipt be noted of the following:

i) Invitation to join Surrey's Consumer Support Network (accepted).

- F 1563) *ii) New Year good wishes from the Mayor of Vimy.*
ii) Request from Reigate Grammar School to offer a work placement (declined).

F 1564 **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 1565 **Horley Sports (Social) Club – Meeting with Club Trustees** **CONFIDENTIAL**

Members received a report of a recent meeting.

F 1566 **Town Guide, 2007** **CONFIDENTIAL**

Members considered proposals received and agreed the appointment of MAD Ideas.

F 1567 **Michael Crescent Playground – New Swings** **CONFIDENTIAL**

Members considered quotations received and agreed the appointment of Record Playground Equipment to carry out the work.

F 1568 **Relocation of Town Council Offices** **CONFIDENTIAL**

Members received an update from the Clerk.

Standing Order no 9 was suspended at 9.30 pm and the meeting closed at 9.38 pm.

Date of Next Meeting – 14 March 2006

CONFIDENTIAL

Finance & General Purposes Committee – 24 January 2006

F 1565 Horley Sports (Social) Club – Meeting with Club Trustees

Members received a report of a recent confidential meeting between the Chairman of the Council and one of the Club Trustees, where it had been explained that the Club would be unlikely to be able to pay the increased rental of £10,000 in 2008. The Club was only opening on three nights each week and its long term viability was in serious doubt. The Clerk told members that he had discussed the situation with the Town Council's Solicitor to find out the best course of action for the Town Council to take. (A briefing note is attached to these minutes.) Members agreed that, as the Club was fully up to date with payments to the Town Council, no action should be taken at the present time. Cllr George added that all advice offered to the Club had been ignored but, in the short term at least, the Town Council should not be seen to be forcing the Club to close.

RESOLVED: noted.

F 1566 Town Guide, 2007

Members considered proposals received for the production of the guide. Members were reminded that Plus Publishing had withdrawn their proposal and had declined to produce any further guides for Horley Town Council. A local company, MAD Ideas, had expressed a desire to be involved and had now put forward a proposal. The other interested company was IMP Publishing, the current producer of the Reigate & Banstead Town Guide. (A comparison of rates is appended to these minutes.) The Clerk pointed out that there would be no financial risk to the Town Council in either case. Several members were keen to support MAD Ideas as their rate for small advertisements was lower. Other members were concerned that MAD Ideas had not produced a Town Guide before and did not want to see the Town Council associated with a lesser quality publication.

After further discussion a vote was taken, which was in favour of MAD Ideas. (Eight members voted in favour and there were three abstentions.)

RESOLVED: that MAD Ideas be appointed to produce the Horley Town Guide for 2007/2008 at no cost to this Council.

F 1567 Michael Crescent Playground – New Swings

Members considered quotations received for the supply and installation of two new sets of swings and the removal of the old swings, which were as follows: