

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 24 March 2009 at 7.30 p.m.

Present: Cllr M Miller – Chairman
Cllrs P Avis, R Bethell, J Chapman, P Chapman,
M Goldsmith, S Marshall, V Marshall, R Olliver and
V Snowball.

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

F 2314 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs D Brooke-Harte, D Powell and S Rogers be accepted, for reasons as specified in the Attendance Register.

F 2315 Declarations of Interest

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

RESOLVED: noted.

F 2316 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 2317 Approval of Minutes
Finance & General Purposes Committee, 20 January 2009**

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 2318 Borough Standards Committee

It was noted that the recent meeting had been cancelled.

RESOLVED: noted

F 2319 Surrey County Association of Parish & Town Councils (SCAPTC)

Members considered the invoice received from SCAPTC for the joint SCAPTC / NALC subscription for 2009/10, totalling £2,434.79 plus VAT. The Clerk explained that the invoice included a credit of £481.05 to partly offset the very large increase in the SCAPTC element of the subscription for 2008/09 (over 100%). Members expressed great concern at these recent large increases and it was noted that a number of larger Surrey councils were unhappy with the current levels of subscriptions.

After further discussion the following was resolved:

RESOLVED:

- i) that the Clerk complain to the SCAPTC Executive Officer about the recent level of increases. (A copy of the letter is appended to these minutes.)**
- ii) that the matter be referred for consideration at the next Full Council meeting on 7 April 2009.**

F 2320 Direct Information Service – Subscription Renewal

RESOLVED: that the subscription renewal be declined.

F 2321 Local Council Review – Subscription Renewal

RESOLVED: that payment of £13.50 be approved.

F 2322 Larger Councils' Conference, 16 April 2009

RESOLVED: that the attendance of the Clerk at the SLCC Larger Councils' Conference, for the total sum of £100, be approved.

F 2323 Standing Orders and Associated Documents

It was noted that the Standing Orders Sub-Committee had recently met to review the Standing Orders, Supplementary Information, Financial Regulations and Complaints Procedures. A few minor queries had been raised which had subsequently been resolved (details are appended to these minutes).

RECOMMEND: that the Standing Orders, Supplementary Information, Financial Regulations and Complaints Procedures be referred for approval by Full Council.

F 2324 Town Meeting, 24 April 2009

The Clerk told members that two brass plaques had been ordered, at a cost of £25 each, re-naming the main hall at the Albert Rooms the Edmonds Community Hall. These would be fixed to each of the Hall doors. A small reception was to be held at 7.00 pm, which would be followed by the Rededication Ceremony, presentations to Horley in Spring winners, the formal business of the evening and finally a presentation by Mr Andy Thompson entitled "Remembrance – for those who made the supreme sacrifice."

F 2324) RESOLVED: that the Clerk's actions be approved.

F 2325 Annual Report 2008 – 2009

RESOLVED: that MAD Ideas produce the art work for the Annual Report at a cost of approximately £150 plus VAT.

F 2326 Corporate Plan

RESOLVED: that the Corporate Plan be updated and reviewed by the Editorial Sub-Committee.

F 2327 Town Guide

The Clerk told members that there had been a good response for advertising space in the guide and that it was planned to publish the guide in June or July.

RESOLVED: noted.

F 2328 Risk Assessments

RESOLVED: that the Fire Risk Assessment, General Risk Assessment, Hire of Hall Risk Assessment and Council Office Risk Assessment, produced by WPS Insurers, be approved. {To be reviewed in twelve months time} (Copies are appended to these minutes.)

F 2329 Fire Safety Training

It was noted that the staff, Chairman of the Council and Chairman of the Leisure & Amenities Committee had recently attended a very informative training session.

RESOLVED: noted.

F 2330 Albert Rooms - Charges for Hire of Main Hall

RESOLVED:

- i) that the Committee Chairman and Vice-Chairman review the proposals.**
- ii) that the matter be referred for consideration at the Full Council meeting on 7 April 2009.**

F 2331 Albert Rooms – Exterior Works to Rear of Building

RESOLVED: that the following quotations from the Contractor ASBIT be approved:

- i) Supply and installation of concrete area to rear of building to store refuse bins (following advice from WPS Insurers) for the total sum of £530 plus VAT.**
- ii) Supply and installation of tarmac area along the edge of the rear ramp for the total sum of £306.24 plus VAT.**

F 2331) iii) Supply and installation of turf to the rear of the building for the total sum of £198.55 plus VAT.

F 2332 Additional CCTV Cameras – Albert Rooms

RESOLVED: that the quotation from Lion Security to supply and install four additional cameras and re-position two others, for the total sum of £1,740 plus VAT, be approved.

F 2333 Councillors' Audit Procedures

RESOLVED: that the revised procedures be approved. (A copy is appended to these minutes.)

F 2334 Councillors' Audit for December 2008 and January 2009

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

F 2335 Financial Reports for December 2008

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Payments List totalling £40,322.92 plus VAT.**
- iv) Receipts Lists totalling £ 4,043.62 plus VAT. (Copies are appended to these minutes).**

F 2336 Financial Reports for January 2009

RESOLVED: that the following reports be approved:

- v) Bank Reconciliations**
- vi) Summary of Receipts and Payments Compared with Estimates**
- vii) Payments List totalling £ 24,225.00 plus VAT.**
- viii) Receipts Lists totalling £ 3,495.74 plus VAT (Copies are appended to these minutes).**

F 2337 Internal Audit Reports

RESOLVED: that the Internal Audit Reports and Clerk's responses be received. (Copies are appended to these minutes.)

Issues Arising Report (Audit for Year Ending 31 March 2009)

F 2338 RESOLVED: that correspondence addressing issues in the report be noted. (Copies are appended to these minutes.)

F 2339 It was noted that the external auditor, BDO Stoy Hayward, had suggested that the level of fidelity guarantee cover appeared to be insufficient, in the light of the bank balances held as at 31 March 2008. The Clerk reminded members that, at that time, the balances had been inflated by £105,000 which had subsequently been transferred to the Surrey Community Foundation. He

F 2339) therefore recommended that the level of fidelity guarantee cover remain unaltered.

RESOLVED: that the Clerk's recommendation be approved and the level of fidelity guarantee cover remain unaltered.

F 2340 Town Awards

RESOLVED: that nominations be sought. (A copy of the press release is appended to these minutes.)

F 2341 Horley Town Council Grants Scheme

RESOLVED: that the Grants Scheme be launched for 2009. (A copy of the press release is appended to these minutes.)

F 2342 Cycle to Work Initiative

RESOLVED: that Horley Town Council join the Government scheme, allowing employees to purchase bicycles as a tax free benefit.

F 2343 Maintenance of CCTV Cameras in Recreation Grounds

The Clerk reminded members that ADK Security was no longer able to maintain the CCTV cameras. He had therefore sought a quotation from Lion Security, the company responsible for all other areas of Town Council security.

RESOLVED: that quotation from Lion Security to maintain the CCTV cameras at a cost of £400 per site be approved.

F 2344 Event at Horley Recreation Ground

RESOLVED: that the request from the Churches of Horley to hold the "Ultimate Life Show" at Horley Recreation Ground on 16 May 2009 be approved, subject to the Town Council's usual terms and conditions. (A copy of the correspondence is appended to these minutes.)

F 2345 Town Council Participation in the St George's Day Event, 25 April 2009

RESOLVED: that a maximum budget of £300 be set for the event.

F 2346 Horley Market

The update from the Clerk was received. (A copy is appended to these minutes.)

RESOLVED: that the Town Council approve, in principle, taking responsibility for the operation of the Horley Saturday Market, at a date to be agreed. (To be reviewed after twelve months.)

Hanging Baskets

- F 2347** Members were reminded that, for the past four years, Amethyst Horticulture had been responsible for the supply of the town centre hanging baskets. Members agreed that the baskets had always been of a very high standard and represented very good value for money and confirmed that they had no wish, at present, to seek an alternative supplier.

RESOLVED: that the Financial Regulation requiring three quotations to be sought be waived and Amethyst Horticulture be appointed to supply, install and maintain (water etc) sixty hanging baskets for the total sum of £5,079.12 plus VAT.

- F 2348** **RESOLVED: that local businesses be invited to sponsor hanging baskets at a charge of £85 per basket, to include watering. (A copy of the flier is appended to these minutes.)**

F 2349 **Horley Sports (Social) Club**

It was noted that a meeting with Club representatives had recently taken place at the Innes Pavilion. Internal improvements to the Club had been noted. The Clerk told members that the Club was now completely run by volunteers.

RESOLVED: noted.

Letters Received / Sent

- F 2350** **RESOLVED: that receipt be noted of the following:**
i) Details of the "Love Where You Live" campaign.
ii) Letter of thanks for the grant given to Manorfield School for their Class Garden Project.

- F 2351** It was noted that a letter had been sent to Police Community Support Officer, Andy Bridgman, wishing him luck in his year, working in Los Angeles.

RESOLVED: noted.

- F 2352** **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 2353 **Horley Recreation Ground – Drainage Proposals for Playground**

CONFIDENTIAL

Members considered quotations received and approved the appointment of A Bennett & Sons to carry out the work.

The meeting closed at 9.15 pm.

Date of Next Meeting – 28 April 2009