

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 June 2008 at 7.30 p.m.

Present: Cllr M Miller – Chairman
Cllrs P Avis, Mrs D Brooke-Harte, J Chapman,
Ms M Goldsmith, S Marshall, Mrs V Marshall, R Olliver,
and Mrs V Snowball.

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

F 2068 Election of Committee Chairman (Cllr S Marshall in the Chair)

Cllr R Olliver proposed and Cllr J Chapman seconded that Cllr M Miller be nominated as Committee Chairman. There were no further nominations.

RESOLVED: that Cllr M Miller be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2008/2009.

Cllr Miller in the Chair

F 2069 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs R Bethell, P Chapman, D Powell and Miss S Rogers be accepted (for reasons as specified in the Attendance Register.)

F 2070 Declarations of Interest

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

RESOLVED: noted.

F 2071 Election of Committee Vice-Chairman

Cllr J Chapman proposed and Cllr Mrs D Brooke-Harte seconded that Cllr R Olliver be nominated as Committee Vice-Chairman. There were no further nominations.

RESOLVED: that Cllr R Olliver be elected Vice-Chairman of the Finance & General Purposes Committee for the Municipal Year 2008/2009.

F 2072 Public Forum

No members of the public were present.

RESOLVED: noted.

F 2073 Appointments to Sub-Committees and Outside Bodies Reporting to the Finance & General Purposes Committee

RESOLVED: that the appointments be approved (Details are appended to the minutes of the Annual Meeting held on 13 May 2008.)

**F 2074 Approval of Minutes
Finance & General Purposes Committee 29 April 2008**

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 2075 Borough Standards Committee

It was noted that, from September 2008, it was likely that Horley Town Council would have a second representative on the Borough Standards Committee.

RESOLVED: noted

National Association of Local Councils (NALC)

F 2076 *RESOLVED: that the £500 prize money received for winning the Website of the Year be used to purchase a new digital camera for Council business.*

RESOLVED: noted.

F 2077 The Clerk reported that he hoped to have further information about the re-accreditation process for Quality Status by the Full Council meeting in July. He added that, at the present time it appeared likely that NALC would be insisting upon a full re-accreditation process.

RESOLVED: noted.

F 2078 Surrey County Association of Parish & Town Councils (SCAPTC)

It was noted that the Annual Meeting of SCAPTC was due to take place on 12 July 2008.

RESOLVED: noted. ;

F 2079 Cyril Edmonds Fund

The Clerk reported that it was proposed to approve the Fund Agreement with the Surrey Community Foundation at the Full Council meeting in July and to have a formal launch soon afterwards.

F 2079) RESOLVED: noted.

Horley Town Council Grants Scheme

F 2080 It was noted that, to date, three grant applications had been received. (Closing date for applications: 30 June.)

RESOLVED: noted.

F 2081 The Clerk reported receipt of a letter from the Chairman of the Management Committee of Strawson Hall, seeking funding to refurbish the building and suggesting that the Cyril Edmonds Bequest might be able to provide financial assistance. Members were mindful of the fact that the Hall was owned by Surrey County Council.

RESOLVED: that the Clerk write to the person concerned, suggesting possible sources of funding. (A copy of the letter is appended to these minutes.)

F 2082 Town Awards

It was noted that, to date, two nominations for Town Awards had been received. (Closing date for nominations: 30 June 2008.)

RESOLVED: noted.

F 2083 Governance and Accountability for Local Councils

RESOLVED: that receipt of the Practitioners' Guide be noted.

F 2084 Councillors' Audit Rota 2008/2009

RESOLVED: that the rota be approved.

F 2085 Councillors' Internal Audit for April and May 2008

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

F 2086 Financial Reports as at 30 April 2008

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations**
 - ii) Summary of Receipts and Payments Compared with Estimates**
 - iii) Payments List totalling £ 11,091.40 plus VAT**
 - iv) Receipts Lists totalling £143,680.85 plus VAT. (Includes first Precept instalment.)**
- (Copies are appended to these minutes).**

F 2087 Financial Reports as at 31 May 2008

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Payments List totalling £ 56,377.81 plus VAT***
- iv) Receipts Lists totalling £305,850.34 plus VAT. (Includes receipt of loan from Public Works Loan Board.)***
(Copies are appended to these minutes).

Unaudited Balance Sheet and Associated Documents for FY 2007/2008

F 2088 *RECOMMEND: that the Unaudited Balance Sheet as at 31 March 2008, the Income & Expenditure Account for 1 April 2007 to 31 March 2008, the Reserve Analysis as at 31 March 2008 and other associated documents be recommended for approval at the Full Council meeting of 8 July 2008.*

F 2089 *RECOMMEND: that Part One of the Annual Return be recommended for approval at the Full Council meeting of 8 July 2008.*

F 2090 Town Council Insurance

Members were reminded that the Town Councils insurance had been due for renewal on 1st June, at which point the three year agreement with Zurich Municipal had come to an end. Quotations had been sought from three companies, including Zurich, and the cheapest quotation had been received from Norwich Union (Aviva). The Clerk explained that, following the agreement of the Chairman of the Council and the Chairman and Vice-Chairman of the Finance & General Purposes Committee, Insurance cover had been taken out with Norwich Union.

RESOLVED: that the Clerk's actions be ratified and the Town Council's insurers for the three years commencing 1 June 2008 be Norwich Union (Aviva) at a cost of £8,500 for 2008/2009.

F 2091 Inventory of Assets

RESOLVED: that the inventory of assets be received. (A copy is appended to these minutes.)

F 2092 Michael Crescent Scout Hut

The Clerk confirmed that he was to meet with the Leader of 1st Horley Scouts next week to review the condition of the building and discuss their request to surrender their tenancy of the premises.

RESOLVED: noted.

F 2093 Courier Service for Agenda and Minutes

RESOLVED: that the continuation of the service by Lion Security be approved for a further year.

F 2094 Surrey Crimestoppers

RESOLVED: that this Council, using its powers under Section 137 of the Local Government Act 1972 make a donation of £40 to Surrey Crimestoppers.

Horley Sports (Social) Club

F 2095 It was noted that minutes of recent Committee meetings had been received, although no advance notice of the meetings was being given to the Town Council.

RESOLVED: noted.

F 2096 The Clerk reported receipt of correspondence from the Club Secretary, requesting that the fees paid for cleaning the changing rooms be doubled. Members were reminded that, under the terms of the Underlease, the Club was responsible for the cleaning of the whole of the Innes Pavilion (Clause 3.6.1 refers) and that the Town Council had agreed that a charge be levied on the football clubs, only for any extra cleaning of the changing rooms, which may be required. (Currently £4 per match.)

RESOLVED: that the request be refused and the Club Secretary be informed accordingly.

F 2097 Nomination for Surrey County Council Awards for Volunteering 2008

The Clerk told members that the person nominated by the Town Council had not been selected to receive an award.

RESOLVED: noted.

F 2098 Letters Received

RESOLVED: that receipt be noted of the following:

- i) notice from hirer, ceasing use of Albert Rooms for children's music.***
- ii) letter from Trading Standards, announcing decision to disband Consumer Support Network.***
- iii) information about mentoring at Oakwood School, received from the Surrey Education Business Partnership.***

F 2099 Citizens Advice Bureau (CAB)

The Clerk reported that the Chairman of the Council had received a letter from a CAB adviser expressing concern at their difficulty in meeting with “drop in” clients.

RESOLVED: that the Clerk and Chairman of the Council meet informally with the adviser concerned.

F 2100 Urgent Business

RESOLVED: that Cllr Miller give a presentation on Reigate & Banstead Borough Council's Local Development Framework, prior to the Full Council meeting on 8 July and the matter be considered at the meeting of the Planning & Development Committee on 15 July.

F 2101 *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 2102 Relocation of Town Council Offices – Audio Visual System in Main Hall
CONFIDENTIAL**

Members considered quotations received and approved the appointment of Edvicron Electronic Services.

The meeting closed at 8.47 pm.

Date of Next Meeting – 20 August 2008