

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 25 April 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, A Kent, S Marshall,
J Meech, M Miller and Mrs A Venn.

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

F 1598 Apologies and Reasons for Absence

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

F 1599 Public Forum

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

RESOLVED: noted.

F 1600 Borough Standards Committee

Cllr Kent reported that there had been no further meetings.

RESOLVED: noted.

F 1601 Town Awards

The Clerk told members that the nominee had declined to accept the Town Award for personal reasons.

RESOLVED: noted.

F 1602 Town Meeting

Members were reminded that this was due to take place this Thursday (27 April) in the Albert Rooms. The Clerk told members that no resolutions had been received and that the public address system would be available, if required.

RESOLVED: noted.

F 1603 Cycle Of Meetings 2006/2007

RESOLVED: that the Town Council's Cycle of Meetings be approved. (A copy is appended to these minutes.)

F 1604 Borough Council Elections, 4 May 2006

It was noted that the Town Council offices would be closed for normal business on Thursday 4 May as the building would be used as a polling station.

RESOLVED: noted.

F 1605 Town Guide 2007

The Clerk told members that he had recently met with the proprietor of MAD Ideas, the company responsible for the production of the 2007 Town Guide. A letter to local businesses, offering advertising space, had been drafted and a database of local companies was currently being set up by the Company.

RESOLVED: noted.

F 1606 Local Council Administration

RESOLVED: that the purchase of the 7th edition of Local Council Administration by Charles Arnold-Baker for the discounted sum of £48.00 plus VAT and postage and packing be approved.

F 1607 Surrey County Association of Parish & Town Councils (SCAPTC)

RESOLVED: that receipt of the following be noted:

- i) Spring Newsletter***
- ii) Minutes of the General Meeting held on 25 March 2006.***

F 1608 National Association of Local Councils (NALC)

The Clerk reported that no information had been received.

RESOLVED: noted.

F 1609 Clean Neighbourhoods and Environment Act 2005

Members considered information received from the Department for Environment Food and Rural Affairs. The Clerk explained that the Act allowed Parish Council to issue Fixed Penalty Notices for littering, graffiti, flyposting and dog fouling. The Clerk added that it was possible to outsource these duties to, for example, the Borough Council.

RESOLVED:

- i) that the Clerk seek further information form the Borough Council.***

- F 1609) *ii) that a sub-committee comprising Cllrs Mrs Brooke-Harte, Ms Goldsmith, Meech and Marshall be formed to meet, if necessary.*
iii) that the matter be referred for further consideration at the next Full Council meeting.

F 1610 Clerks and Councils Direct – Subscription Renewal

RESOLVED: *that subscriptions, at a cost of £9 per Councillor, be renewed for Cllrs Mrs Brooke-Harte, Chapman, Kendall and Kent.*

F 1611 Courier Service – Delivery of Agenda and Minutes

RESOLVED: *that the courier service continue for a further year.*

F 1612 Fire Precautions Workplace Regulations

RESOLVED:

- i) that the Fire Marshal Training be declined.*
ii) that the Clerk renew his First Aid at Work Certification.

F 1613 Albert Rooms Heating – Maintenance Agreement

RESOLVED: *that a maintenance Agreement be taken out with British Gas at a cost of £20 per month.*

F 1614 Internal Audit Report

RESOLVED:

- i) that the internal audit report and Clerk's responses be received.*
ii) that the suggestion in the report regarding the election of Committee Chairmen be declined.

F 1615 Councillors' Internal Audit for March 2006

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

F 1616 Financial Reports as at 31 March 2006

RESOLVED: *that the following reports be approved:*

- i) Bank Reconciliation*
ii) Summary of Receipts and Payments Compared with Estimates
iii) Payments List totalling £32052.68 plus VAT
iv) Receipts Lists totalling £14139.59 plus VAT
(Copies are appended to these minutes.)

F 1617 Balance Sheet for Year Ending 31 March 2006

The Clerk told members that this would be available soon and would, as usual, be shown on an income and expenditure basis.

F 1617) *RESOLVED: noted.*

F 1618 Recommendations to Finance & General Purposes Committee

Leisure & Amenities Committee, 11 April 2006

Churchyards Maintenance Grant

Payment of £2500 in May, the remainder to be paid in five instalments of £2000 every two months, subject to satisfactory work being carried out.

Playgrounds – Annual Inspection and Risk Assessment

RoSPA to carry out accompanied inspections and risk assessments for the approximate sum of £300 plus VAT.

Cleaning of War Memorial

Payment of approximately £350 plus VAT to Mitchells of Horley for the hire of a platform, to enable the War Memorial to be cleaned.

Memorial Gardens – Planting of Roses

Payment of £350 plus VAT to Amethyst Horticulture Ltd to supply and plant roses in the Memorial Gardens.

Watering of Memorial Gardens Flowers

Reigate & Banstead Borough Council to water the flowers only when strictly necessary, using grey water, at a cost of £16.35 per hour.

Replacement Gate for Court Lodge Playground

Medway Galvanising to supply a Mono Hinge gate for the total sum of £533 plus VAT.

Bennetts Playcare to install the gate for the sum of £420 plus VAT.

RESOLVED: that the payments be approved.

F 1619 Letters Received

RESOLVED: that receipt be noted of a letter of thanks from the Leader of the Borough Council for her copy of the Town Council's Corporate Plan.

F 1620 Urgent Business

RESOLVED: that the following item be referred for consideration at the Annual Meeting on 9 May 2006:

F 1620) Current action taken by Surrey County Council with regard to Court Lodge Infants School.

F 1621 ***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 1622 Outstanding Insurance Issues CONFIDENTIAL
F 1623

Members were updated on recent matters

F 1624 Relocation of Town Council Offices CONFIDENTIAL

Members were updated on recent developments

The Committee Chairman thanked members for their support throughout the past year and thanks were recorded to Cllr Breen for his Chairmanship.

The meeting closed at 8.20 pm.

Date of Next Meeting – 6 June 2006.