

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 25 September 2012 at 7.30 p.m.

Present: Cllr R Sherwin – Chairman
C Austin, J Baird, J Chapman, M George,
M Goldsmith, Samantha Marshall, V Marshall, M Miller
and R Olliver

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
R Cavanagh – Administrative Assistant
Cllr Simon Marshall

F 3043 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs R Bethell, D Powell and M Robinson be accepted, for reasons as specified in the Attendance Register.

F 3044 Declarations of Interest

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

RESOLVED: noted.

F 3045 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3046 Approval of Minutes
Finance & General Purposes Committee, 31 July 2012**

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 3047 Investment Policy (Approved Borrowers)

The Clerk confirmed that a Nationwide Business Account was being opened.

RESOLVED: noted.

F 3048 Councillors' Audit for July and August 2012

RESOLVED: that the Councillors' Audit Certificate and Clerk's responses (where applicable), as appended to these minutes, be received.

F 3049 Attendance at next Councillors' Audit

RESOLVED: that a rota for Councillors' Audit be put in place and be circulated to all members. (A copy is appended.)

F 3050 Appointment of External Auditor

The Clerk confirmed that BDO LLP had been appointed to audit the annual return of Horley Town Council for five years from 2012/13.

RESOLVED: noted.

F 3051 Financial Reports for July 2012

RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Payments List for July totalling £18,796.58 plus VAT (£19,639.73)**
- iv) Receipts List for July totalling £7,448.63 plus VAT (£7,464.33)**

F 3052 Financial Reports for August 2012

RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Payments List for August totalling £37,208.34 plus VAT (£42,420.63)**
- iv) Receipts List for August totalling £4,633.01 (no VAT)**

F 3053 "Meet Your Councillor"

Members agreed that the event held recently in the Town Centre Precinct had been worthwhile. It was agreed that the November surgery be held at the Barratt Show House at The Acres and the value of this venue be evaluated afterwards. Cllr Simon Marshall stressed the need for leaflets to be delivered beforehand, advertising the event. Members also agreed that the attendance of a Borough and County Councillor at this venue would be beneficial.

RESOLVED: that venues be added to the "Meet Your Councillor" rota for the remainder of the municipal year. (A copy is appended.)

F 3054 Town Council Web Site

The Clerk advised that he was seeking quotations for web site

- F 3054)** enhancements, to include in particular a Content Management System, which would enable the web site to be updated in house.

RESOLVED: *that the matter be considered in greater detail at a future meeting.*

Communications Working Group

- F 3055** **RESOLVED:** *that notes of the recent meeting be received. (A copy is appended.)*
- F 3056** **RESOLVED:** *that Cllr George be invited to attend the next meeting of the Group to discuss the possible introduction of a Members' Text Alert System (dependent on costs involved).*
- F 3057** **RESOLVED:** *that, following a proposal from Cllr Baird (details appended) the Communications Working Group become a formal Sub-Committee, reporting to this Committee.*

- F 3058** **Social Networking Policy**

RECOMMEND: *that the Policy, with some minor amendments, be referred for approval at the Full Council meeting in October.*

- F 3059** **Borough Standards Committee**

RESOLVED: *that Cllrs Austin and Bethell agree member and substitute representation on the Borough Standards Committee.*

- F 3060** **Surrey County Association of Parish & Town Councils (SCAPTC) & National Association of Local Councils (NALC)**

Cllr Olliver advised that he had recently attended a SCAPTC Management Committee meeting, where there had been discussion about the updated SCAPTC web site. He added that SCAPTC was considering a cap on subscription fees for larger councils, which might lead to a reduction in the fees paid by the Town Council next year.

RESOLVED: *noted.*

- F 3061** **Quality Parish Scheme (QPS)**

The Clerk advised that the QPS Steering Group was currently conducting a review of the Scheme and had agreed to freeze the Quality Parish Status of those councils whose accreditation was due to end from 1 September 2012. Once the Scheme was re-launched, those councils whose accreditation would have lapsed during the period of the freeze would be given at least three months, in which to re-accredit. The Clerk added that the Town Council's Quality status was due to expire early in 2013.

RESOLVED: *noted.*

F 3062 Localising Support for Council Tax

RESOLVED: *that this Council's response to the Consultation issued by the Department for Communities and Local Government (DCLG) be approved. (A copy is appended.)*

F 3063 Draft Scheme Proposals for Council Tax Support

RESOLVED: *that this Council's response to the Consultation issued by Reigate & Banstead Borough Council be approved. (A copy is appended.)*

F 3064 Charges for the Hire of the Albert Rooms 2013/2014

RESOLVED

- i) that the current charges be circulated to all members prior to the next meeting of this Committee.*
- ii) that charges for 2013/2014 be considered at the next meeting of this Committee.*

Innes Pavilion / Horley Sports (Social) Club

F 3065 Cllr George updated members on recent committee meetings. He said that the newly elected committee appeared to be better organised and was looking to create more revenue opportunities. (Cllr George's notes of recent meetings are appended.)

RESOLVED: *noted.*

F 3066 **RESOLVED:** *that the Clerk seek clarification from the Town Council's Solicitor, regarding changes of Trustees and how this might affect the validity of the lease between the Club and the Town Council*

F 3067 Innes Pavilion Easements

The Clerk updated members on information received from the Borough Council's Asset Manager. (Details are appended.) Members agreed that all easement payments should be retained.

RESOLVED: *noted.*

Christmas 2012

F 3068 It was noted that local businesses might be prepared to sponsor the town centre tree and lights, in return for advertising being placed on a banner surrounding the tree.

RESOLVED: *that a thirty five foot Christmas tree be purchased for the town centre and any sponsorship acknowledged accordingly.*

F 3069 **RESOLVED:** *that the Churches of Horley be invited to hold their town centre Carol Service on Saturday 15 December and members provide*

- F 3069) *hospitality after the event at the Albert Road Sports & Social Club.***
- F 3070 *RESOLVED: that the Town Council Offices close on the evening of Friday 21 December 2012 and re-open on the morning of Wednesday 2 January 2013.***
- F 3071 IT Support Contract**
- RESOLVED: that Micro Maintenance be appointed to provide a support contract at a cost of £150 per month.***
- F 3072 Precept 2013/2014**
- RESOLVED: that draft estimates be placed on the intranet for members to review.***
- F 3073 Letters Received**
- RESOLVED: that receipt be noted of details of the “Anything You Can Do” Day, due to be held at Oakwood School on 20 November 2012.***
- F 3074 Diary Dates**
- RESOLVED: that forthcoming events be noted, in particular the Horley in Bloom Awards evening, due to be held at Regent Hall on Friday 28 September 2012.***
- F 3075 Urgent Business for Future Agenda**
- RESOLVED: that the Town Council’s continued membership of NALC and SCAPTC be considered at the next meeting of this Committee***

Meeting closed at 9.30 pm. Date of next meeting: 20 November 2012