

**HORLEY TOWN COUNCIL**  
**Finance & General Purposes Committee**

Minutes of a meeting of the above-named Committee held at Regent Hall,  
Albert Road, Horley on Tuesday 25 November 2008 at 7.30 p.m.

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

**In Attendance:** A Jones – Town Clerk  
Mrs C Fenton – Deputy Town Clerk  
Cllr M George

**F 2160 Apologies and Reasons for Absence**

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

**F 2161 Declarations of Interest**

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

***RESOLVED: noted.***

**F 2162 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 2163 Approval of Minutes  
Finance & General Purposes Committee 14 October 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 2164 Borough Standards Committee**

There was nothing new to report.

***RESOLVED: noted***

**F 2165 Communities in Control: Real People, Real Power –  
Codes of Conduct for Local Authority Members and Employees**

***RESOLVED: that receipt be noted of the above Consultation.***

**F 2166 Quality Status Re-accreditation Submission**

The Clerk told members that the submission was required by the end of December.

***RESOLVED: noted.***

**F 2167 National Association of Local Councils (NALC)**

***RESOLVED: that receipt be noted of the NALC Annual Report.***

**F 2168 New Town Council Offices**

The Clerk told members that he had recently met with David Jewel, the architect, to discuss outstanding items on the snagging list.

***RESOLVED: noted.***

**F 2169 Christmas & New Year Opening Hours**

***RESOLVED: that the Town Council Offices close on the evening of Monday 22 December 2008 and re-open on the morning of Friday 2 January 2009.***

**F 2170 Members' Training**

Members agreed that the recent training evening had been very worthwhile.

***RESOLVED: noted.***

**F 2171 Health & Safety Policy**

***RESOLVED: that the Health & Safety Policy, recently devised by WPS Insurance Brokers, be reviewed by the Risk Assessment Sub-Committee and be forwarded for approval by Full Council.***

**F 2172 Standing Orders**

The Clerk told members that the NALC Model Standing Orders were not expected to be updated until mid 2009. He added that the Town Council's Standing Orders had been revised in line with the existing NALC model and would be reviewed by the Standing Orders Sub-Committee, before being considered by this Committee and then by Full Council.

***RESOLVED: noted.***

**F 2173 Active Citizen System**

Members were asked whether they would be willing to complete the recently received Active Citizen Forms, which had been received from Surrey Police. The Clerk explained that the information would be placed in a stand alone database containing details of individuals, with whom Surrey Police were likely to be in regular contact.

**RESOLVED: noted.**

**F 2174 Councillors' Internal Audit for September**

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

**F 2175 Financial Reports for September**

**RESOLVED: that the following reports be approved:**

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Payments List totalling £79,037.85 plus VAT. (Includes a payment of £57,874 to Farnrise Construction Ltd)**
- iv) Receipts Lists totalling £ 2,298.66 plus VAT. (Copies are appended to these minutes).**

**Audit for year ended 31 March 2008 – Issues Arising Report**

**F 2176** The Clerk confirmed that he had written to BDO Stoy Hayward regarding points raised in the Issues Arising Report. Copies of the correspondence are appended to these minutes.

**RESOLVED: noted.**

**F 2177** The Clerk confirmed that the level of Fidelity Guarantee, as raised in the Issues Arising Report, needed to be reviewed at a future meeting.

**RESOLVED: noted.**

**F 2178 Innes Pavilion and Horley Sports (Social) Club**

The Clerk told members that a meeting with Club representatives had taken place in October. He said that the meeting had been very positive and improvements to the Club had been noted. The Clerk confirmed that the increased rental was still being paid.

**RESOLVED: noted.**

**F 2179 Michael Crescent Scout Hut**

The Clerk told members that he had inspected the building, along with the Chairman of the Council and Cllr Jack Chapman, and confirmed that the building had been completely cleared. He added that the Contractor ASBIT was to carry out a feasibility study of the building, with a view to, longer term, providing a second community facility.

**RESOLVED: noted.**

**Christmas Lights**

**F 2180** The Clerk confirmed that a Christmas tree had been selected and that the Chamber of Commerce had provided new lights for the tree. He added that the Gatwick Guesthouse Association had made a donation of £250 towards the cost of the tree. It was noted that a number of the existing town centre lights were no longer working.

**RESOLVED: noted.**

**F 2281** Members were reminded that this was the last year of the current phase of funding for the lights from Reigate & Banstead Borough Council and that there was unlikely to be any further funding for the foreseeable future. The Clerk pointed out that the current stock of lights was already deteriorating.

**RESOLVED: that, with effect from 2009:**

- i) Horley Town Council provide the town centre Christmas tree only.**
- ii) The Chairman of the Council and the Clerk discuss possible future options with the Chairman of the Horley Chamber of Commerce.**

**F 2282 Town Centre Health Check**

The Clerk agreed to investigate whether any grants might be available towards the costs of carrying out the Health Check. Members agreed that the exercise would raise the Town's profile, although it did not need to be carried out immediately.

**RESOLVED: that the matter be re-considered at a future meeting.**

**F 2283 Circus**

**RESOLVED: that the request to hold an all human circus at the Horley Recreation Ground be referred for consideration at Full Council**

**F 2284 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 2285 Relocation of Town Council Offices – Financial Update      CONFIDENTIAL**

Members were updated on costs.

**F 2286 Refurbishment of Ornamental Gardens      CONFIDENTIAL**

Members considered quotations received and approved the appointment of Horley Garden Design and Landscaping.

**F 2287 Town Council Estimates and Precept      CONFIDENTIAL**

Members finalised draft estimates and agreed a Precept for 2009/10, for recommendation to Full Council on 9 December 2009.

**The meeting closed at 9.02 pm.**

**Date of Next Meeting – 20 January 2009**