

**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 26 July 2011 at 7.30 p.m.

**Present:** Cllr R Olliver – Chairman  
J Baird, J Chapman, M George, M Goldsmith,  
Simon Marshall, V Marshall and R Sherwin.

**In Attendance:** A Jones – Town Clerk  
C Fenton – Deputy Town Clerk  
S Dalley – Finance Officer

**F 2814 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs K Hagerty, M Miller, D Powell and M Robinson be accepted, for reasons as specified in the Attendance Register. (Cllr Bethell was absent.)***

**F 2815 Declarations of Interest**

Cllr V Marshall declared a personal and prejudicial interest in the Town Guide item and left the Council Chamber whilst the matter was being discussed.

***RESOLVED: noted.***

**F 2816 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 2817 Approval of Minutes  
Finance & General Purposes Committee, 14 June 2011**

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 2818 Rota for Town Councillors' Audit**

***RESOLVED: that the current rota be disbanded and the audit take place during normal office hours, wherever possible.***

**F 2819 Councillors' Audit for May and June 2011**

***RESOLVED: that the Councillors' Audit Certificate and Clerk's response, as appended to these minutes, be received.***

**F 2820 Financial Report for May 2011**

***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 totalling £37,498.72 plus VAT (£41,440.76)***
- iv) Receipts List totalling £5,151.38 plus VAT (£10,171.92)  
(includes VAT refund of £5,020.54)***

**F 2821 Financial Report for June 2011**

***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 totalling £33,856.87 plus VAT (£36,053.12)***
- iv) Receipts List totalling £4,881.15 plus VAT (£4,895.15)***

**F 2822 Distribution of Financial Reports**

***RESOLVED: that the reports be made available by the afternoon of the day before the meeting, at the latest.***

**F 2823 Accounting Packages**

***RESOLVED: that a small working group, comprising the Committee Chairman, Committee Vice-Chairman and Cllr Baird, meet with the Clerk to review other Scribe reports which could be made available, as well as to consider other available accounts packages.***

**F 2824 Borough Standards Committee**

In the absence of Cllr Bethell, no report was received

***RESOLVED: noted.***

**F 2825 Surrey County Association of Parish & Town Councils (SCAPTC) & National Association of Local Councils (NALC)**

The minutes of the meeting of the SCAPTC Management Committee were circulated to members. Cllr Olliver told members that there had been a recent meeting of the South East Regional County Association Forum (SERCAF) where other County Associations had raised concerns about the ineffectiveness of NALC. He added that, longer term, consideration could be given to have SERCAF taking the place of NALC. He also informed

**F 2825)** members that Farnham Town Council had decided to retain its membership of SCAPTC.

**RESOLVED: noted.**

**F 2826 Horley Town Guide 2011 – 2012**

It was noted that the text and photographic content were currently being finalised, prior to publication.

**F 2827 Portable Appliance (PAT) Testing**

**RESOLVED:**

- i) that S.e.t.s. Portable Appliance Testing be appointed to carry the work at a charge of £2 per item.**
- ii) that members and hirers be invited to bring in items for testing (at their own expense).**

**F 2828 Albert Rooms – Damp Remedial Works in Small Meeting Room**

The Clerk explained to members that quotations had been considered in the previous financial year however the carrying out of the work had been deferred until the current financial year.

**RESOLVED: that Advanced Preservations carry out damp remedial works in the small meeting room for the total sum of £1,125 plus VAT. (The work to be guaranteed for twenty years.)**

**Community Foundation for Surrey (Edmonds Community Fund)**

**F 2829 RESOLVED: that the Quarterly Fund Statement be received.**

**F 2830** The Clerk informed members that the Grants Officer had informed him that there were three grant applications in progress, which may be suitable to be considered by the Edmonds Fund Management Committee.

**RESOLVED: noted.**

**F 2831 Electoral Review of Surrey – Draft Recommendations**

Receipt was noted of the draft recommendations from the Local Government Boundary Commission for England, comments on which were required by 10 October 2011. Members were concerned to learn that the draft recommendations included a change to the boundary between the Town Council's Horley North Central and Horley South Central wards, resulting in there being one additional Councillor in the South Central Ward and one less Councillor in the North Central Ward.

**RESOLVED: that a formal response be agreed at the next meeting of this Committee.**

**F 2832 Letters Received**

***RESOLVED: that receipt be noted of the following:***

- i) Update on the Surrey Poppy Appeal (record total to date).***
- ii) Update on the Borough Council's Young Worker Scheme (including the appointment of Bob Freestone as full time Horley Town Caretaker).***
- iii) Minutes of a meeting of the Court Lodge Residents Association.***

**F 2833 Diary Dates**

***RESOLVED: that forthcoming events be noted, in particular the Litter Pick at Riverside Garden Park, members' tours of Recreation Grounds and the Brambles Fun Day on 12 August.***

**F 2834 Confidential Business**

***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 2835 Office and Computer System Enhancements    CONFIDENTIAL**  
**F 2836**

Members considered quotations received and agreed the appointment of Micro Maintenance to carry out the work for the total sum of £2,594 plus VAT.

**F 2837 Redecoration of Albert Rooms                            CONFIDENTIAL**  
**F 2838**

Members considered quotations received and agreed the appointment of the Contractor Asbit to carry out the work for the total sum of £1,273 plus VAT.

**F 2839 Innes Pavilion and Horley Sports (Social) Club (HSSC)**  
**F 2840    CONFIDENTIAL**

Members were updated on recent meetings.

**The meeting closed at 9.14 pm.**

**Date of Next Meeting: 27 September 2011.**