

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 27 April 2010 at 7.30 p.m.

Present: Cllr R Olliver – Chairman
Cllrs P Avis, R Bethell, J Chapman, P Chapman, M George,
M Goldsmith, S Marshall, V Marshall, M Miller, V Snowball
and S Thomas.

In Attendance: C Fenton – Deputy Town Clerk
S Dalley – Finance Officer
E Grigas (Work Experience Student)
Cllr F Stimpson

F 2550 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs D Brooke-Harte, D Powell and the Clerk be accepted (for reasons as specified in the Attendance Register).

F 2551 Declarations of Interest

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

RESOLVED: noted.

F 2552 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 2553 Approval of Minutes
Finance & General Purposes Committee, 16 March 2010**

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 2554 Matters Arising – Town Award and Grant Schemes

It was noted that, to date, one Town Award nomination and one Grant application had been received.

RESOLVED: noted.

F 2555 Councillors' Audit for February and March 2010

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

F 2556 Financial Reports for February and March 2010

It was noted that the overspend shown against Cost Centre 6 (Maintenance and Repair) was due to electrical works, drain clearance, car park repairs and additional cleaning costs.

RESOLVED: noted.

F 2557 Financial Report for February

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Receipts List totalling £5,689.75 plus VAT.***
- iv) Payments List totalling £21,181.98 plus VAT.
(copies are appended to these minutes)***

F 2558 Financial Report for March

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Receipts List totalling £5,443.70 plus VAT.***
- iv) Payments List totalling £22,462.13 plus VAT.
(copies are appended to these minutes)***

F 2559 External Audit for Year ended 31 March 2010

It was noted that the final audit date was 30 July 2010. The annual return and associated financial accounts had to be approved by the Town Council before 30 June 2010. Notices would be displayed about the exercise of electors' rights from 14 – 27 June 2010 and records would be made available from 28 June - 23 July 2010.

RESOLVED: noted.

F 2560 Borough Standards Committee

Cllr Bethell reported on the meeting held on 17 March. A copy of his report is appended to these minutes.

RESOLVED: noted.

F 2561 Cycle of Meetings 2010 – 2011

RESOLVED: *that the cycle of meetings, as appended to these minutes, be approved.*

F 2562 Surrey County Association of Parish & Town Councils (SCAPTC) – Subscription 2010 - 2011

Members considered payment of the subscription fees of £2,729.26 plus VAT. It was noted that the fee was marginally lower than that for 2009 – 2010 (£2901 plus VAT). Members asked whether there had been any response to the recent letters sent to SCAPTC and NALC, expressing concern about the level of the fees and were advised that there had been none. After further discussion the following was resolved

RESOLVED:

- i) that the Clerk write further letters to the SCAPTC Director and NALC Chairman, requesting a response to this Council's concerns.**
- ii) that any decision about payment be deferred until the next meeting of this Committee.**

Other SCAPTC Matters

F 2563 Cllr Olliver reported that he had attended a recent General Meeting of SCAPTC, where there had been a presentation by the Surrey County Council Highways Group Manager on plans for the re-shaping the Highways Service in Surrey. Cllr Olliver added that support was being given to the possible devolution of powers to Parish and Town Councils with regard to the maintenance of verges, filling of potholes etc, leading to greater accountability at local level.

RESOLVED: *noted.*

F 2564 **RESOLVED:** *that receipt be noted of the SCAPTC 2010 Training Programme.*

F 2565 Town Council Offices – Update on Building Works

It was noted that a few minor queries were still outstanding, prior to the final payment being made to Farnrise Construction (approximately £16,000).

RESOLVED: *noted.*

Horley (Sports) Social Club (HSSC)

F 2566 The Committee Chairman reported that he had recently attended a Club meeting, where concern had been expressed about the future of the Innes Pavilion once the Horley Anderson Centre was no longer in use. Cllr Olliver added that he had told Club representatives that the Borough Council had given assurance that the Innes Pavilion would remain.

F 2566) **RESOLVED; noted.**

F 2567 **RESOLVED: that the Clerk request the Club to send out financial Information with minutes of meetings.**

F 2568 **Horley Saturday Market**

It was noted that the number of stalls had increased since the "Super Saturday" event. Leaflets were being distributed to help raise awareness of the market and Cllr Bethell was currently analysing the data received from the survey forms. Another event with live entertainment was planned for the summer and the Market Sub-Committee was due to meet in mid May.

RESOLVED: noted.

St George's Day Event

F 2569 Members reviewed the Town Council's participation in the Chamber of Commerce event, which was held on 24 April. Members generally felt that there had been a good response to the Town Council's stall, which was much enhanced with the new information banners. Thanks were recorded to Cllr Stimpson for the loan of her gazebo.

RESOLVED: noted.

F 2570 **RESOLVED: that a letter be sent to the Chairman of the Chamber of Commerce, thanking the Chamber for organising such a successful event for the town and suggesting a meeting between Chamber representatives and Town Councillors.**

F 2571 **Letters Received**

RESOLVED: that receipt be noted of a letter of thanks from the Mayor of Crawley to the Town Council Chairman for the hospitality at his recent Charitable Curry Evening.

F 2572 **Diary Dates**

RESOLVED: that forthcoming events be noted, in particular the Town Meeting on 30 April.

F 2573 **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 2574 **Albert Rooms - Modifications to Front Wall** **CONFIDENTIAL**

Members considered quotations received and approved the appointment of Mitchells of Horley to carry out the work.

F 2575 Albert Rooms – Modifications to Taps

CONFIDENTIAL

Members considered quotations received and approved the appointment of Mitchells of Horley to carry out the work.

Prior to the close of the meeting the Committee Vice-Chairman thanked the Committee Chairman for his hard work during the past year. The Committee Chairman thanked members for their ongoing support.

The meeting closed at 8.58 pm. Date of Next Meeting – 8 June 2010