

**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 September 2011 at 7.30 p.m.

**Present:** Cllr R Olliver – Chairman  
J Baird, R Bethell, J Chapman, M George, M Goldsmith,  
K Hagerty, Simon Marshall, V Marshall, M Miller, D Powell  
and R Sherwin.

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

**F 2841 Apologies and Reasons for Absence**

***RESOLVED: that the apology of Cllr M Robinson be accepted, for reasons as specified in the Attendance Register. (Cllr Bethell was absent.)***

**F 2842 Declarations of Interest**

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

***RESOLVED: noted.***

**F 2843 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 2844 Approval of Minutes  
Finance & General Purposes Committee, 26 July 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 2845 Adjustment to Minute F 2781**

It was noted that, when approval was given to appoint Lion Security to carry out wireless modifications to some of the CCTV cameras, although the costs shown in the supporting paperwork were correct (£10,947 plus VAT) due to a typing error, the costs recorded in the above minute were incorrectly shown as £10,497 plus VAT.

**F 2845) RESOLVED: that Minute F 2781 be amended to read as follows:  
“that Lion Security be appointed to carry out the modifications for the  
total sum of £10,947 plus VAT.....”**

**F 2846 Councillors’ Audit for July and August 2011**

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

**F 2847 Financial Reports for July and August 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 £64,643.76 plus VAT (£72,618.62)**
- iv) Receipts List totalling £14,912.84 plus VAT (£22,234.12)  
(includes VAT refund of £7,011.18)**

**F 2848 Electronic Payments**

The Clerk reported that he anticipated that the system would be fully “live” by mid-October, with all major suppliers being paid electronically.

**RESOLVED: noted.**

**F 2849 Borough Standards Committee**

It was noted that, due to a lack of business, no meetings had taken place.

**RESOLVED: noted.**

**Audit for Year Ended 31 March 2011**

**F 2850** The Clerk reported that the external audit was unqualified. He explained that the completed Annual Return would be presented to the next Full Council meeting for approval and the Issues Arising Report considered at a future meeting.

**RESOLVED: noted.**

**F 2851 RESOLVED that payment of £1,050 plus VAT to external auditor BDO  
LLP, for auditing the Annual Return, be approved.**

**F 2852 RESOLVED: that the Clerk contact Sam Gyimah MP and raise this  
Council’s concerns about the high charges levied by the external  
auditor.**

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

**F 2853** It was noted that the Annual General Meeting of SCAPTC had taken place earlier in the day, when Cllr Liz Cutter of Burstow Parish Council had been elected as SCAPTC Chairman and Cllr Richard Olliver elected as the Vice-Chairman.

**RESOLVED: noted.**

**F 2854** The Clerk told members that three members (Cllrs James Baird, Samantha Marshall and Jan Spratt) had attended a SCAPTC training session this month and Cllr Celia Austin was to attend a training session at the end of October. It was noted that both sessions included Power of Well Being training.

**RESOLVED: noted.**

**F 2855** **RESOLVED: that receipt be noted of recent SCAPTC newsletters.**

**F 2856** Cllr Miller sought clarification of the timescale for determining this Council's continued membership of SCAPTC from April 2012. The Clerk explained that any decision needed to be taken by the end of December this year. He agreed to circulate any available background information to members.

**RESOLVED: that members consider this Council's future membership of SCAPTC at the next meeting of this Committee and formulate a recommendation for consideration by Full Council.**

**F 2857** **Community Foundation for Surrey (Horley Edmonds Community Fund)**

**RESOLVED: that the Annual Fund Report be received.**

**F 2858** **New Electoral Arrangements for Surrey County Council – Draft Recommendations**

**RESOLVED: that this Council's response, as appended to these minutes, be approved.**

**F 2859** **2013 Review of Parliamentary Constituencies in England**

**RESOLVED:**

- i) that the Clerk ascertain whether any changes are proposed for Charlwood.**
- ii) that the Boundary Commission's initial proposals for new Parliamentary Constituencies in England be considered at the next meeting of this Committee.**

**Arrangements for Christmas 2011**

**F 2860** The Clerk confirmed that the town Centre Christmas tree had been ordered and would be collected, installed and decorated by Mitchells of Horley.

**F 2860)    *RESOLVED: noted.***

**F 2861**    It was noted that the Horley & District Chamber of Commerce had planned a Christmas Lights Switching on Ceremony to take place on 26 November and had arranged to have some of the existing lights (lamp post lights and transverse) installed.

***RESOLVED: noted.***

**F 2862**    The Clerk told members that the Town Centre Carol Service was due to take place by the Christmas Tree (weather permitting!) on the morning of 17 December and members agreed that hospitality (funded by Town Councillors at £10 per member) be provided afterwards at the Albert Road Sports & Social Club.

***RESOLVED: that members fund the cost of the hospitality to be provided following the Town Centre Carol Service on 17 December and assist staff with the preparation and serving.***

**F 2863    Diary Dates**

***RESOLVED: that forthcoming events be noted, in particular the Horley Environment Week commencing on 24 September and the “Horley Happy Dogs Day” on 29 September.***

**F 2864    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 2865    Innes Pavilion and Horley Sports (Social) Club (HSSC)**

**F 2866    CONFIDENTIAL**

Members were updated on recent developments.

**The meeting closed at 9.05 pm.**

**Date of Next Meeting: 22 November 2011.**