

**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 November 2007 at 7.30 p.m.

**Present:** Cllr M Miller – Chairman  
Cllrs P Avis, R Bethell, Mrs D Brooke-Harte, J Chapman,  
P Chapman, Ms M Goldsmith, S Marshall, Mrs V Marshall,  
R Olliver, Miss S Rogers and Ms V Snowball.

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

**F 1974 Apologies and Reasons for Absence**

***RESOLVED: that the apology of Cllr D Powell be accepted (for reasons as specified in the Attendance Register).***

***RESOLVED: noted.***

**F 1975 Declarations of Interest**

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

***RESOLVED: noted.***

**F 1976 Public Forum**

There were no questions or comments from members of the public.

***RESOLVED: noted.***

**F 1977 Approval of Minutes  
Finance & General Purposes Committee 16 October 2007**

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 1978 Outside Bodies**

***RESOLVED: that receipt be noted of Cllr George's report of the recent meeting of the Horley Learning Partnership Steering Committee. (A copy is appended to these minutes.)***

**F 1979 Borough Standards Committee**

Members were updated on recent meetings.

**RESOLVED: noted.**

**F 1980 National Association of Local Councils (NALC)**

The Clerk reported that no new information had been received.

**RESOLVED: noted.**

**F 1981 Surrey County Association of Parish & Town Councils (SCAPTC)**

Cllr Olliver reported on the recent General Meeting. He confirmed that fee proposals for 2008/2009 had been agreed and that Horley Town Council would be paying £1774.24, an increase of £43.26. He added that capping for larger councils had been agreed and that discussion had also taken place about the Power of Well Being.

**RESOLVED: noted.**

**F 1982 Staff Salaries 2007/2008**

Members noted that a meeting of the Staff Sub-Committee was due to take place on 4 December 2007.

**RESOLVED: noted.**

**Audit for Year Ending 31 March 2007 – Issues Arising**

**F 1983 RESOLVED: that receipt be noted of the Issues Arising Report from BDO Stoy Hayward. (A copy is appended to these minutes.)**

**F 1984 RESOLVED: that the Clerk's response be approved. (A copy is appended to these minutes.)**

**F 1985 Interim Internal Audit Report**

**RESOLVED: that receipt be noted of the Interim Internal Audit Report and the Clerk's response. (A copy is appended to these minutes.)**

**F 1986 Review of Effectiveness of Internal Audit**

**RESOLVED: that the report, as appended to these minutes, be adopted.**

**F 1987 Councillors' Internal Audit for October 2007**

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

**F 1988 Financial Reports as at 31 October 2007**

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

- i) Bank Reconciliations***
- ii) Summary of Receipts and Payments Compared with Estimates***
- iii) Payments List totalling £57,865.73 plus VAT***
- iv) Receipts Lists totalling £ 3,270.79 plus VAT.***  
***(Copies are appended to these minutes).***

**F 1989 Meeting with Citizens Advice Bureau (CAB) Representatives**

The Clerk told members that Mr Peregrine Lavington had recently been elected CAB Chairman and that a meeting with him and the District Manager was due to take place early next year.

***RESOLVED: noted.***

**F 1990** ***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 1991 Relocation of Town Council Offices** **CONFIDENTIAL**

Members were updated on recent developments.

**F 1992 Town Council Estimates and Precept 2008/2009** **CONFIDENTIAL**

Members considered draft estimates and put forward recommendations, for consideration by Full Council.

**The meeting closed at 8.50 pm.**

**Date of Next Meeting – 29 January 2008**