

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a meeting of the above-named Committee held at the Old Town Council Offices, Albert Road, Horley on Tuesday 28 August 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, D Powell, Miss S Rogers and Ms v Snowball.

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

F 1911 Apologies and Reasons for Absence

There were no apologies for absence.

RESOLVED: noted.

F 1912 Declarations of Interest

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

RESOLVED: noted.

F 1913 Public Forum

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

RESOLVED: noted.

F 1914 Innes Pavilion Water Usage

The Clerk reported that the site meeting had yet to take place as the exact location of the meter had still to be verified.

RESOLVED: noted

**F 1915 Approval of Minutes
Finance & General Purposes Committee 3 July 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 1916 Borough Standards Committee

Cllr Olliver advised that the next meeting of the Standards Committee was due to take place on 24 September.

RESOLVED: noted.

F 1917 National Association of Local Councils (NALC)

The Clerk reported receipt of information about the timetable for the approval of annual accounts. He reminded members that accounts for the year ending 31 March 2007 had to be approved by 31 August 2007 and for the year ending 31 March 2008 would have to be approved by 31 July 2008. He added that accounts for the year ending 31 March 2009 and each year beyond were to be approved by 30 June, although NALC planned to make representations to the Audit Commission about this earlier deadline.

RESOLVED: noted.

F 1918 Surrey County Association of Parish & Town Councils (SCAPTC)

Members were informed that the SCAPTC Management Committee had resolved to move the adoption of the 3rd revision of the SCAPTC Constitution (with minor variations) at an AGM of SCAPTC to be held in March next year. Member Councils would be required to take forward a minuted approval of the Constitution and the revised Constitution would be circulated to member Councils well in advance of the meeting.

RESOLVED: noted.

F 1919 Review of Polling Places and Polling Districts

RESOLVED: that the Town Council's response to the Borough Council's Review of Polling Places and Polling Districts be approved. (A copy is appended to these minutes.)

F 1920 Local Council Advisory Service – Membership Renewal 2007/2008

RESOLVED: that payment of £135 plus VAT be approved.

F 1921 Certificates to Retired Councillors

RESOLVED: that the certificates be presented at the Full Council meeting on 18 September 2007.

F 1922 Production of Members' Identity Cards and Business Cards

RESOLVED: that payment of £248.70 plus VAT to MAD Ideas be approved.

F 1923 Request for Improved Communication with Surrey Police

It was noted that, following recent correspondence with the Chief Constable of Surrey Police, an exploratory meeting had been arranged to take place on 14 September between the Borough Inspector Clive Davies, Sergeant Con Morrissey and Cllrs S Marshall, J Chapman, M George and M Miller.

RESOLVED: *noted.*

F 1924 Freedom of Information Act 2000

RESOLVED:

- i) that the Clerk seek clarification regarding charging procedures.*
- ii) that the matter be referred for further consideration at the Full Council meeting on 18 September 2007.*

F 1925 Risk Assessment and Management Paper 2007 – 2008

RESOLVED:

- i) that the paper be amended to include details of servicing etc of alarms.*
- ii) that the matter be referred for further consideration at the Full Council meeting on 18 September 2007.*

F 1926 Weekly Playground Inspection Reports

The Clerk advised that, following discussion at the recent Leisure & Amenities Committee meeting, he, the Deputy Clerk and the Council Chairman had met with Mr Alan Storer, the Borough Council's Head of Neighbourhood Services, to discuss the removal of weekly playground inspections from the Grounds Maintenance Contract. He added that he had also been in contact with Bennett & Sons, with a view to the work being carried out by this company. It was noted that Bennetts was currently carrying playground repairs for the Town Council.

RESOLVED:

- i) that weekly playground inspections be removed from the Grounds Maintenance Contract with Reigate & Banstead Borough Council. (A reduction of £2783 per annum.)*
 - ii) that A Bennett & Sons carry out weekly playground inspections at a cost of £2860 per annum.*
- (Copies of relevant correspondence are appended to these minutes.)*

F 1927 Donation to Surrey Crimestoppers

RESOLVED: *that this Council, using its powers under Section 31 of the Local Government and Finance Act 1997, make a donation of £40 to Surrey Crimestoppers.*

F 1928 Licensing Act 2003 – Review of Statement of licensing Policy

RESOLVED: *that the Committee Chairman and the Clerk respond to the draft revised Policy.*

F 1929 Fallen Tree to the Rear of 2 & 3 Churchview Close

The Clerk reported that the resident of 9 Churchview Close had now paid the full cost of the work carried out by Advanced Tree Services. The Clerk added that the Town Council's Solicitor was still attempting to ascertain the ownership of other trees adjoining the footpath.

RESOLVED: *noted.*

F 1930 Emlyn Meadows Bund

The Clerk reported that the Town Council's Solicitor was still in contact with the Land Registry, attempting to identify any definitive rights across Emlyn Meadow.

RESOLVED: *noted.*

F 1931 Emlyn Meadows Environmental Art Day, 13 October 2007

RESOLVED: *that the Clerk be authorised to spend up to £500 for the hire of toilets etc.*

F 1932 Councillors' Internal Audit for June and July 2007

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

F 1933 Financial Reports as at 30 June 2007

RESOLVED: *that the following reports be approved:*

- i) Bank Reconciliations*
 - ii) Summary of Receipts and Payments Compared with Estimates*
 - iii) Payments List totalling £ 44,212.90 plus VAT*
 - iv) Receipts Lists totalling £3,982.83 plus VAT*
- (Copies are appended to these minutes).*

F 1934 Financial Reports as at 31 July 2007

RESOLVED: *that the following reports be approved:*

- i) Bank Reconciliations*
 - ii) Summary of Receipts and Payments Compared with Estimates*
 - iii) Payments List totalling £27,970.58 plus VAT*
 - iv) Receipts Lists totalling £10,444.26 plus VAT*
- (Copies are appended to these minutes).*

F 1935 Local Council Audit – Review of Effectiveness of Internal Audit

It was noted that a review of the effectiveness of internal audit procedures was required during this financial year.

RESOLVED: that the matter be referred for consideration at the next meeting of this Committee.

F 1936 Precept 2008/2009 – Informal Briefing

RESOLVED: that an informal briefing be held on 9 October 2007.

F 1937 Insurance Policy Schedule (Effective Date 1 June 2007)

RESOLVED: that the Insurance Policy Schedule be approved.

F 1938 Improved Security at the Albert Rooms

RESOLVED: that the installation of CCTV cameras at the Albert Rooms be approved in principle, the financial details to be approved at the Full Council meeting on 18 September.

F 1939 Horley Citizens Advice Bureau

RESOLVED: that recent correspondence received be reviewed by Cllrs Avis, S Marshall and Miller and the matter be considered in confidential session at the next meeting of this Committee.

F 1940 Letters Received

RESOLVED: that, following the recent meeting with Borough and County officers, receipt be noted of a progress update from the Reigate & Banstead Local Highways Manager.

F 1941 Press Release

RESOLVED: that a press release be issued, giving information about the recent highways meeting and details of the retired Town Councillors who will be receiving certificates.

F 1942 *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 1943 Relocation of Town Council Offices
1944**

CONFIDENTIAL

Members recommended an application to the Public Works Loan Board for approval at the Full Council meeting on 18 September 2007.

F 1945 Horley Sports (Social) Club

CONFIDENTIAL

Members were updated on recent events.

The meeting closed at 9.08 pm.

Date of Next Meeting – 16 October 2007