

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 29 April 2008 at 7.30 p.m.

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

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

F 2048 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllr P Chapman be accepted (for reasons as specified in the Attendance Register).

RESOLVED: noted.

F 2049 Declarations of Interest

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

RESOLVED: noted.

F 2050 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 2051 Approval of Minutes
Finance & General Purposes Committee 18 March 2008**

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 2052 Borough Standards Committee

Cllr Olliver told members that he had nothing new to report.

RESOLVED: noted

F 2053 National Association of Local Councils (NALC)

The Clerk reported receipt of details of the NALC Annual Conference, to be held in Eastbourne.

RESOLVED: noted.

F 2054 Surrey County Association of Parish & Town Councils (SCAPTC)

Cllr Olliver explained that one council had proposed some minor changes to the revised Constitution, so it was possible that there would be some minor adjustments, prior to the Constitution being presented for adoption at the Annual Meeting in July.

RESOLVED: noted.

F 2055 Staffing Review

The Clerk reported that the Staffing Review was ongoing.

RESOLVED: noted.

F 2056 Review of Town Meeting

Members agreed that the meeting had been successful. Cllr George reported that several of those attending to receive Horley in Spring awards had found the meeting very interesting.

RESOLVED: noted.

F 2057 Cyril Edmonds Fund

Cllr Olliver told members that he had been contacted by one of the Trustees of the Cyril Edmonds will, expressing concern that the Town Council was not promoting the Fund. Members were reminded that it was hoped that the fund would be administered by the Surrey Community Foundation. The Committee Chairman agreed to contact the trustee concerned.

RESOLVED: noted.

Draft Cycle of Meetings 2008 – 2009

F 2058 RESOLVED: that the proposed number of meetings of the Planning & Development Committee be reduced.

F 2059 RECOMMEND: that the revised cycle of meetings be presented for approval at the Annual Meeting on 13 May 2008.

F 2060 Computer Equipment

RESOLVED: that two new computers be purchased from Micro Maintenance Ltd for the sum of £938 plus VAT.

F 2061 Audit for Year Ending 31 March 2008

The Clerk explained that the notice advertising the audit was to be displayed from 9 June until 22 June. The Annual Return had to be received by BDO Stoy Hayward LLP by 25 July. The Clerk added that all the necessary financial documents would be received at the next meeting of this Committee, for recommendation to Full Council on 8 July.

RESOLVED: noted.

F 2062 Internal Audit 2007/2008

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

F 2063 Councillors' Internal Audit for March 2008

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

F 2064 Financial Reports as at 31 March 2008

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
 - ii) Summary of Receipts and Payments Compared with Estimates***
 - iii) Payments List totalling £32,605.48 plus VAT***
 - iv) Receipts Lists totalling £ 6,702.68 plus VAT.***
- (Copies are appended to these minutes).***

F 2065 Michael Crescent Scout Hut

The Clerk confirmed that he was to meet with the Leader of 1st Horley Scouts to discuss the future use of the building.

RESOLVED: noted.

F 2066 Relocation of Town Council Offices

The Clerk told members that monthly review meetings were taking place with representatives of Farnrise Construction Ltd and Brewer Jewel Architects. He added that the work was on target to finish by the end of the second week in September and that the portakabin was to be retained until the end of September. The Clerk said that decisions were still awaited from Surrey County Council regarding outstanding rent and the continued usage of the garage adjacent to the wooden hut.

F 2066) *RESOLVED: noted.*

F 2067 Press Release

RESOLVED: that a press release be issued, giving details of the Annual Report and Corporate Plan.

Prior to the close of the meeting, the Committee Vice-Chairman thanked the Committee Chairman for his leadership during the past Municipal Year.

The meeting closed at 8.16 pm.

Date of Next Meeting – 24 June 2008