

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 30 April 2013 at 7.30 p.m.

Present: Cllr R Sherwin – Chairman
C Austin, J Baird, R Bethell, J Chapman, M George,
M Goldsmith, Samantha Marshall, V Marshall, R Olliver and
D Powell.

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
R Cavanagh – Finance Officer
D Cox, local resident

F 3169 Apologies and Reasons for Absence

There were no apologies for absence. (Cllrs Miller and Robinson were absent.)

RESOLVED: noted.

F 3170 Declarations of Interest & Dispensations

There were no Declarations of Interest, specific to the meeting, neither were there any requests for Dispensations for Disclosable Pecuniary Interests.

F 3171 Public Forum

Local resident, Doug Cox, spoke about his research into the names of servicemen on the War Memorial. Of the 132 names, he had so far managed to research 125 of them. He explained that not all the names had an obvious Horley connection. He told members that, to mark the centenary of the outbreak of World War One next year, he was keen to have some form of book produced, which could be placed on a dedicated table, preferably in the library, but alternatively in St Bartholomew's Church. Cllr Samantha Marshall volunteered to help with any further research and Cllr Powell suggested that all the names on the Memorial be read out at the Remembrance Day Service in 2014. In conclusion Mr Cox asked whether the Town Council might feel able to support such a project.

RESOLVED: noted.

F 3172 Centenary of World War One – Production of Memorial Book

Members considered ways in which the Town Council might support this project. They agreed that they would like to see the Town Council as the main supporter. The Clerk also confirmed that the Horley Branch of the Royal British Legion would be kept abreast of the project developments.

After further discussion the following was resolved:

- F 3172) RESOLVED:**
i) that the Town Council agree in principle to support the project.
ii) that Cllrs Bethell and Powell meet with Doug Cox and then put forward a plan regarding costings.
iii) that the matter be re-considered at a future meeting.
- F 3173 Approval of Minutes**
Finance & General Purposes Committee, 19 March 2013
- 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 3174 Former Horley Anderson Centre Site (including Car Park) – Deed of Surrender and Deed of Variation**
- The Clerk reported that the matter was still outstanding.
- RESOLVED: noted.**
- F 3175 Presentation on Neighbourhood Planning**
- The Clerk said that a date for this still had to be agreed.
- RESOLVED: noted.**
- F 3176 Councillors' Audit for March 2013**
- RESOLVED: that the Councillors' Audit Certificate and Clerk's responses (where applicable), be received. (A copy is appended.)**
- F 3177 Financial Reports for March 2013**
- 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 £37,948.28 plus VAT (£43,196.19)*
 - iv) Receipts List totalling £8,915.60 (no VAT)*
- Annual Audit for the Year Ending 31 March 2013**
- F 3178** The Clerk updated members on information received from external auditor, BDO LLP. He explained that the Annual Return and supporting documentation were to be submitted by the audit date of 22 July 2013. He reminded members that section one of the Annual Return was required to be approved by Full Council before 30 June 2013.

F 3178) RESOLVED: noted.

F 3179 The Committee Chairman added that the end of year accounts would be ready for the next Finance & General Purposes Committee meeting in June. He added that there were likely to be Reserves of approximately £176,000, having adjusted for the website redevelopment costs, which would now fall into the 2013/2014 financial year and not the previous year, as had been forecast.

RESOLVED: noted.

F 3180 Newsletter no 26

RESOLVED: that payment of £50 to Cherry Larcombe for design costs be ratified.

F 3181 Annual Report 2012 – 2013

RESOLVED: that payment of £220 plus VAT to MAD Ideas for design costs be ratified.

F 3182 Cycle of Meetings 2013 – 2014

RESOLVED: that the Cycle of Meetings, as appended, be approved.

“Meet Your Councillor”

F 3183 RESOLVED: that the schedule of “Meet Your Councillor” events for 2013 – 2014, subject to the minor changes agreed at the meeting, be approved. (A copy is appended.)

F 3184 RESOLVED: that fliers be circulated to local residents, prior to the events held at the Barratt Show House, Langshott.

F 3185 RESOLVED: that local Police be invited to attend the events.

F 3186 Redevelopment of Town Council Web Site

The Clerk reported that he and Cllr Baird had met for an introductory meeting with a representative of Jarrett & Lam Consulting, the company appointed to redevelop the website.

RESOLVED: noted.

F 3187 Residents’ Questionnaires

It was noted that, to date, 140 completed forms had been received. Members stressed the need for as many forms as possible to be returned by the end of May, in particular from younger age groups. Cllrs Powell and Bethell agreed to contact the Head Teacher of Oakwood School and it was suggested that contact be made with other schools, with a view to getting responses from parents. It was also suggested that members may wish to collect responses

F 3187) from commuters at Horley Station. The Clerk agreed to make the questionnaire available to download from the website, whilst at the same time adding return details for residents.

RESOLVED: noted.

F 3188 Town Meeting, 26 April 2013

Members agreed that the recent meeting had been well attended. The Clerk confirmed that a letter of thanks had been sent to the guest speaker, Mr Kevin Hurley, Police and Crime Commissioner for Surrey. The Chairman of the Council confirmed that he was happy with the content of the Chairmen's reports and added that the Town Council had a duty to keep confidential matters to a minimum. The Clerk added that a press release had been issued. (A copy is appended.)

RESOLVED: noted.

F 3189 Renewal of Town Council Insurance

It was noted that the Policy was due for renewal on 1 June and that quotations were still being sought.

RESOLVED: that the matter be considered at a future meeting, once all quotations have been received.

F 3190 Borough Standards Committee

Nothing further was reported.

RESOLVED: noted.

Surrey Association of Local Councils (Surrey ALC, formerly SCAPTC) & National Association of Local Councils (NALC)

F 3191 Cllr Olliver reported on recent meetings, including a meeting with the new Chairman of NALC, where the larger councils' concerns about the value received from NALC had been discussed. He talked about proposals to allow councils to de-couple from the national organisation, whilst still remaining members of County Associations. Cllr Olliver explained that Surrey ALC was now a limited company by guarantee, alongside the two Sussex associations. The Sussex and Surrey Association of Local Councils (SSALC) was also a limited company by guarantee. It was noted that Surrey ALC had agreed to cap its subscription for larger councils at £1,600 and was encouraging NALC to do likewise. Cllr Olliver added that one larger Sussex council had withheld payment of its annual NALC subscription. He explained that the NALC decision making process was very slow and NALC received far less attention from Central Government than the Local Government Association (LGA), which mainly represented Borough and District Councils. NALC was currently seeking clarification from Central Government regarding future arrangements for Council Tax Support and was also looking to upgrade its website. SSALC was encouraging members to request their MPs to lobby for

F 3191) greater Government attention for NALC. Cllr Olliver concluded that there was no suggestion that SSALC would disassociate from NALC in the short term and said that discussions would continue.

RESOLVED: noted.

F 3192 **RESOLVED: that receipt be noted of correspondence from the new Chairman of NALC, as well as the SSALC quarterly newsletter.**

F 3193 **Horley Edmonds Community Fund**

RESOLVED: that receipt be noted of Annual Fund Statements from April 2012 to March 2013. (Copies are appended.)

Horley Henry Smith Charity

F 3194 **RESOLVED: that the appointment of Mrs Sandie Penfold as Clerk to the Charity be approved.**

F 3195 **RESOLVED: that thanks be recorded to the outgoing Clerk, Mrs Ann Middlecote, for her long and dedicated service to the Charity.**

F 3196 **Brambles Respite Care Centre**

Members noted that the existing service at Brambles was to close on 4 May.

RESOLVED: noted.

F 3197 **Diary Dates**

RESOLVED: that forthcoming events be noted, in particular the Horley Lions Skittles Tournament in mid-June and Horley Carnival on 13 July.

F 3198 **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 3199 **CCTV Enhancements and Repairs** **CONFIDENTIAL**

Members considered quotations received and agreed the way forward.

F 3200 **Innes Pavilion / Horley Sports (Social) Club** **CONFIDENTIAL**

Members were updated on recent meetings.

Prior to the close of the meeting, the Committee Chairman thanked members for their support during the previous year and Cllr Olliver thanked the Chairman for overseeing the Council's finances.

Meeting closed at 9.28 pm. Date of next meeting: 11 June 2013