

**HORLEY TOWN COUNCIL**  
**Finance & General Purposes Committee**

Minutes of a meeting of the above-named Committee held at the Council Offices, Albert Road, Horley on Tuesday 15 November 2005 at 7.30 p.m.

**Present:** Cllr T Breen – Chairman  
Cllrs Mrs D Andrews, E Andrews, Ms D Ashley-Smith,  
Mrs D Brooke-Harte, Ms M Goldsmith, J Kendall, A Kent,  
S Marshall, M Miller, Mrs A Venn and B Weston.

**In Attendance:** Mr A Jones Clerk to the Council  
Mrs C Fenton Deputy Clerk to the Council  
Cllr M George

**F 1493 Apologies and Reasons for Absence**

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

**F 1494 Declarations of Interest**

There were no declarations of interest, specific to the meeting.

***RESOLVED: noted.***

**F 1495 Public Forum**

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

***RESOLVED: noted.***

**F 1496 Deed of Easement – Supplementary Agreement**

The Clerk told members that he was still awaiting information from the Borough Council about the likely increased costs of hot water, prior to the Supplementary Agreement being signed.

***RESOLVED: noted.***

**Albert Rooms – Safety and Security**

**F 1497** The Clerk told members that medical bills received from a member of the public, following her recent fall whilst leaving the Albert Rooms, had been forwarded to the Town Council's Insurers.

***RESOLVED: noted.***

**F 1498** Several members pointed out that exterior lighting still appeared to be inadequate and the Clerk agreed to investigate.

**F 1498)    *RESOLVED: that the matter be re-considered at a future meeting.***

**F 1499    Borough Standards Committee**

Cllr Kent reported that, due to a lack of business, the last meeting had been cancelled and that nothing of any real significance had been discussed at the previous meeting.

***RESOLVED: noted.***

**F 1500    Christmas Opening Hours**

***RESOLVED: that the Town Council Offices close on the evening of Thursday 22 December and re-open on the morning of Thursday 29 December 2005.***

**F 1501    Charges for Use of Town Council Facilities**

***RESOLVED: that the charges, as appended to these minutes, be approved.***

**Public Address System**

**F 1502    *RESOLVED: that the purchase of additional storage boxes and covers at a cost of £91.91 plus VAT be approved.***

**F 1503    *RESOLVED: that a hiring out procedure be finalised, for consideration at the next meeting of this Committee.***

**F 1504    Town Guide 2007**

Members discussed the merits of the offers made by two publishing companies for the 2007 Town Guide. Members were concerned that advertising should be available at a reasonable rate for smaller companies. It was also noted that one company was offering a two guide contract whilst the other company was offering a three guide contract..

After further discussion, the following was resolved:

***RESOLVED:***

- i) that the Clerk seek further information about other councils' publications.***
- ii) that the Editorial Sub-Committee meet to review the two offers.***
- iii) that the matter be re-considered at the next meeting of this Committee.***

**F 1505    National Association of Local Councils (NALC)**

The Clerk told members that no papers had been received.

***RESOLVED: noted.***

**F 1506 Surrey County Association of Parish & Town Councils (SCAPTC)**

**RESOLVED: that receipt of the following be noted:**

- i) Autumn newsletter**
- ii) Agenda for a General Meeting of the Association to be held on 19 November 2005.**
- iii) Details of a Councillors' training course to be held from 2 – 4 December 2005.**

**F 1507 Albert Rooms Inspection**

Members reviewed the recent inspection, which had been carried out by the Clerk and Cllr Meech. It was noted that the front path required urgent attention and that the exterior lighting required some modification. New chairs were also required. The Clerk told members that he would include the trees there in the next tree audit. Cllr Kent suggested that a Health and Safety inspection should also be carried out.

After further discussion the following was resolved:

**RESOLVED:**

- i) that the list of repairs be prioritised.**
- ii) that quotations be sought for the urgent repairs at the earliest opportunity.**

**F 1508 Michael Crescent Centenary Park – Improvements to Front Fencing**

**RESOLVED: that the quotation from Bennetts Playcare to fit kick boards to the front fencing for the sum of £429.00 plus VAT be approved.**

**F 1509 Remembrance Programme 2005**

Members reviewed the recent services and events. It was noted that the Sunday service had been very well attended and that even more people were likely to attend next year.

After further discussion the following was resolved:

**RESOLVED: that, for next year:**

- i) additional seating be provided for the elderly and the infirm.**
- ii) additional plastic matting be provided.**
- iii) consideration be given to purchasing, rather than hiring the plastic matting.**
- iv) consideration be given to purchasing an additional loud speaker.**

**F 1510 Donation to Royal British Legion Poppy Appeal**

**RECOMMEND: that this Council, using its powers under Section 137 of the Local Government Act 1972, make a donation of £200 to the Royal**

**F 1510) *British Legion Poppy Appeal, the recommendation to be referred to Full Council for approval.***

**F 1511 **Christmas Lights****

The Clerk explained that the Christmas tree had been ordered and the new contractor, Lamps & Tubes Illuminations Ltd, would be putting up the lights during the last week in November. He added that Gladedale Homes and the Guesthouse Association had been approached regarding sponsorship of the Christmas Tree.

Members were reminded that the Christmas Lights were due to be switched on by members of the cast from the Harlequin pantomime. The ceremony was due to take place in the Pedestrian Precinct at 4.00 pm on Saturday 3 December 2005.

***RESOLVED: noted.***

**F 1512 **Councillors' Hospitality, 17 December 2005****

The Clerk confirmed that this would take place in the Back Room of the Horley Royal British Legion and added that the room had been provided free of charge. It was agreed that members contribute £10 towards the costs involved.

***RESOLVED: noted.***

**F 1513 **Surrey County Council – Proposals to Change Schools Admissions Criteria from September 2007****

Receipt was noted of the Consultation, a response to which was required by 16 December 2005.

***RESOLVED: that Cllr Kent co-ordinate members' responses.***

**F 1514 **Surrey County Council - Outline Children and Young People's Plan****

Receipt was noted of the Consultation, a response to which was required by 9 January 2005.

***RESOLVED: that Cllrs Ms D Ashley-Smith and Mrs D Brooke-Harte prepare a response.***

**F 1515 **Councillors' Internal Audit for August and September 2005****

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

**F 1516 **Financial Reports as at 31 August and 30 September 2005****

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

- F 1516) i) **Bank Reconciliations**  
ii) **Summaries of Receipts and Payments Compared with Estimates**  
iii) **Payments Lists**  
iv) **Receipts Lists**  
(Copies are appended to these minutes.)

F 1517 **Recommendations to Finance & General Purposes Committee**

**Leisure & Amenities Committee, 25 October 2005**

**Playground Repairs**

Payment of £288.00 plus VAT to Bennetts Playcare Ltd for playground repairs identified in the Wicksteed inspection report.

**Swing Seats, A23 Recreation Ground**

Payment of £216.00 plus VAT to Record Playground Equipment Ltd for two new cradle swing seats for the A23 Playground.

**Repairs to Street Lamps, A23 Recreation Ground**

Payment of £505.00 plus VAT to Raynesway Construction for the repairs.

**Winter Planting, Memorial Gardens**

Payment of £855.10 plus VAT to SJM Landscapes for clearing the summer bedding and planting winter flowering plants in some of the beds.

**Fencing at Michael Crescent Centenary Park**

Payment of £250.00 plus VAT to Bennetts Playcare Ltd for tidying up the fencing to the rear of Delta Bungalows.

***RESOLVED: that the payments be approved.***

F 1518 **Clerk's Networking Day**

***RESOLVED: that the attendance of the Clerk at the event, for the total sum of £30 plus VAT, be approved.***

F 1519 **Licence Applications**

The Clerk reported that no "old style" applications had been received.

***RESOLVED: noted.***

F 1520 **Request from Horley Sports (Social) Club**

***RESOLVED: that the Club's request, that the Town Council pay for a replacement fire extinguisher for the changing rooms be refused.***

**F 1521 Urgent Business**

The Clerk reported that the culprit who had attempted to break into the Council Office toilet had been apprehended. The cost of the window repair had been submitted to the Police.

**RESOLVED: noted.**

**F 1522 Press Release**

The Clerk reported that he had already forwarded photographs of the recent Remembrance Day services to the local press.

**RESOLVED: noted.**

**F 1523** **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 1524 Relocation of Town Council Offices CONFIDENTIAL**

Members received an update from the Clerk.

**F 1525 Town Council Estimates and Precept – 2006/2007 CONFIDENTIAL**  
**F 1526**

Members finalised draft estimates and agreed a provisional precept for 2006/2007, for recommendation to Full Council.

**Standing Order no 9 was suspended at 9.30 pm and the meeting closed at 9.45 pm.**

**Date of Next Meeting – 24 January 2006**