

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 18 March 2008 at 7.30 p.m.

Present: Cllr M Miller – Chairman
Cllrs R Bethell, Mrs D Brooke-Harte, J Chapman,
P Chapman, S Marshall, Mrs V Marshall and R Olliver.

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

F 2020 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs P Avis, Ms M Goldsmith, D Powell, Miss S Rogers and Mrs V Snowball be accepted (for reasons as specified in the Attendance Register).

RESOLVED: noted.

F 2021 Declarations of Interest

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

RESOLVED: noted.

F 2022 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 2023 Approval of Minutes
Finance & General Purposes Committee 29 January 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 2024 Citizens Advice Bureau (CAB)

The Clerk reported receipt of a letter of thanks from the CAB District Manager for the grant towards the Debt Counselling Service and donation towards recent relocation costs.

F 2024) *RESOLVED: noted.*

Borough Standards Committee – Changes to Terms of Reference

F 2025 Cllr Olliver reminded members that, under changes planned by Government, written allegations of alleged breaches of the Members' Code of Conduct were to be made to the local Standards Committees, rather than to the Standards Board for England. The Standards Board would, in future, be an advisory and monitoring body. It was likely that sub-committees of the Standards Committee would need to be set up to deal with the local filtering of complaints (deciding whether a complaint is worth investigating etc). It was anticipated that membership of the local Standards Committee would need to increase to twelve, with 25% of the members required to be independent. Joint working with other local Standards Committees might also be considered.

RESOLVED: noted

F 2026 *RESOLVED: that the recommendations in the report from the Borough Council's Head of Legal and Property Services be supported.*

F 2027 National Association of Local Councils (NALC)

The Clerk told members that applications had been submitted for the Clerk, Council, Web Site, Newsletter and Annual Report of the Year competitions.

RESOLVED: noted.

Surrey County Association of Parish & Town Councils (SCAPTC)

F 2028 Members' Training

The Clerk told members that he had been discussing the possibility of in-house training with the SCAPTC Chief Executive. This would encompass training for new Councillors alongside updates for existing Councillors. Cllr P Chapman stressed the need to have specialist speakers.

After further discussion the following was resolved:

RESOLVED:

- i) that the Clerk develop a programme of in-house SCAPTC training in consultation with the Committee Chairman.***
- ii) that Borough Council representatives be invited to provide training on planning issues.***

F 2029 Staffing Review

RESOLVED: that SCAPTC be invited to carry out a review of staffing levels, for consideration by the Staff Sub-Committee.

F 2030 SCAPTC Constitution

RESOLVED: that Horley Town Council's SCAPTC representatives be directed to vote in support of the Redraft of the SCAPTC Constitution at the Annual Meeting in July.

F 2031 Corporate Plan and Annual Report

The Clerk confirmed that both documents would be available for distribution at the Town Meeting on 25 April.

RESOLVED: noted.

F 2032 Computer Equipment

RESOLVED: that new computer equipment be purchased from Micro Maintenance Ltd for the approximate sum of £739 plus VAT.

F 2033 Town Council Insurance

The Clerk reminded members that the three year agreement with Zurich Municipal was due to expire this June.

RESOLVED: that updated quotations be sought, for consideration at a future meeting.

F 2034 Horley Town Council Grants Scheme

RESOLVED: that the scheme be launched. (A copy of the press release is appended to these minutes.)

F 2035 Town Awards

RESOLVED: that the scheme be launched. (A copy of the press release is appended to these minutes.)

F 2036 Review of Standing Orders

The Clerk told members that a review of the Town Council's Standing Orders was to be carried out, to bring them in line with the NALC model. The Standing Orders Sub-Committee would then meet to consider the revisions, prior to their consideration by this Committee.

RESOLVED: noted.

F 2037 Internal Audit 2007/2008

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

F 2038 Councillors' Internal Audit for January and February 2008

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

F 2039 Financial Reports as at 31 January 2008

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
 - ii) Summary of Receipts and Payments Compared with Estimates***
 - iii) Payments List totalling £26,619.45 plus VAT***
 - iv) Receipts Lists totalling £83,108.07 plus VAT.***
- (Copies are appended to these minutes).***

F 2040 Financial Reports as at 29 February 2008

RESOLVED: that the following reports be approved:

- i) Bank Reconciliations***
 - ii) Summary of Receipts and Payments Compared with Estimates***
 - iii) Payments List totalling £36,881.45 plus VAT***
 - iv) Receipts Lists totalling £ 3,582.55 plus VAT.***
- (Copies are appended to these minutes).***

F 2041 Letters Received

RESOLVED: that receipt be noted of

- i) letter from CAB adviser and Clerk's response.***
- ii) letter of thanks from Surrey Air Ambulance for recent Town Council donation.***

F 2042 Relocation of Town Council Offices

Members were reminded that the recommendations of the Relocation Sub-Committee had been approved at an Extraordinary Full Council meeting held earlier in the evening. These had included the appointment of Farnrise Construction Ltd to carry out the works at the Albert Rooms and a loan application to the Public Works Loan Board.

RESOLVED: noted.

F 2043 *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 2044 Horley Sports (Social) Club
F 2045

CONFIDENTIAL

Members received a report of a recent meeting with Club representatives.

F 2046 Michael Crescent Scout Hut

CONFIDENTIAL

Members were updated on recent correspondence.

F 2047 Surrey County Council – Awards for Volunteering 2008

CONFIDENTIAL

Members approved a nomination.

The meeting closed at 8.59 pm.

Date of Next Meeting – 29 April 2008