

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a Meeting of the above-named Committee held at the
Town Council Offices, Albert Road, Horley on Tuesday 3 May 2016 at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
J Baird
R Biggs
M George
D Jackson
H Kitajewski
L Mabbett
V Marshall
R Olliver
H Randall

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
R Cavanagh – Responsible Financial Officer

F 3839 Apologies and Reasons for Absence

RESOLVED: that the apology of Cllr Simon Marshall be accepted, for reasons as specified in the Attendance Register.

F 3840 Disclosable Pecuniary Interests and Non-Pecuniary Interests

No Declarations of Interest were received.

RESOLVED: noted.

F 3841 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3842 Approval of Minutes
Finance & General Purposes Committee, 15 March 2016**

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.

Audit Matters

F 3843 ***RESOLVED: that the Councillors' Audit Certificate for March 2016 and Clerk's responses (where applicable), be received. (A copy is appended).***

F 3844 **Internal Audit: Final Report 2015-16**

RESOLVED: that the Internal Audit Report and Clerk's responses, where applicable, be received. (A copy is appended.)

F 3845 **Financial Reports for March 2016:**

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) Receipts List totalling 10,024.43 plus VAT (10,037.86)***
- iv) Payments List totalling £ 45,338.62 plus VAT (£50,345.21)***

F 3846 **Annual Return, Unaudited Balance Sheet and Associated Documents For Financial Year 2015/2016**

RECOMMEND: that the following be recommended for approval at the Annual Full Council meeting on 17 May 2016:

- i) Unaudited Balance Sheet as at 31 March 2016***
- ii) Income & Expenditure Account for 1 April 2015- 31 March 2016***
- iii) Reserves Statement including recommendations for movement to earmarked funds***
- iv) Parts 2 & 4 of the Annual Return as at 31 March 2016***
- v) Assets Inventory as at 31 March 2016***

F 3847 **Communications Sub-Committee**

The minutes of the meeting of the Sub-Committee held on 15 March 2016 were received and their contents noted. (A copy is appended.) It was noted that the next meeting was to be held on 17 May 2016.

RESOLVED: noted.

F 3848 **Borough Standards Committee**

Cllr Baird reported that he had attended a Committee Meeting on 7 April to discuss how members could be made aware of those complaints which have been delegated to officers and which have not been placed before the Committee.

RESOLVED: noted.

F 3849 **Town Meeting, 29 April 2016**

Members agreed that the Town Meeting had been well received. Letters of thanks were to be sent to the Guest Speaker Peter Faulding, Chief Executive of Specialist Group International, for his entertaining and informative presentation, and also to Cllr Mrs Joan Spiers, Mayor of Reigate and Banstead Borough Council, for her presentations to Horley in Spring and Court Lodge in Colour (Juniors) winners.

Member discussed the fact that three proposed resolutions had been received prior to the meeting. One member believed that a change in the order of business may have to be considered on a future occasion but the consensus was to leave matters unchanged.

It was noted that both the Town Plan and Annual Report had been released at the Town Meeting and were available as hard copies, as well as being on the Town Council website.

RESOLVED: noted.

F 3850 Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)

Cllr Olliver reported on the recent meeting of Surrey ALC on 17 March, minutes of which had been previously circulated.

Cllr Olliver also reported that to date little progress has been made with the Three Southern Counties (3SC) Devolution proposals. Part of this was incumbent on the forming of an association between, East, West Sussex and Surrey. Once the format was agreed, it was likely that devolved activities would permeate to lower levels including parishes.

It was noted that the Surrey Local Councils' Forum had taken place on 21 April when the Guest Speaker was Michael More-Molyneux, Lord Lieutenant for Surrey. Presentations had also been made by candidates for the post of Police and Crime Commissioner for Surrey.

RESOLVED: noted.

Henry Webber Memorial and Service, 21 July 2016

F 3851 It was noted that Rev John Glasspool (Chaplain to the Horley Royal British Legion) had been requested to officiate at the outdoor Memorial Service in the Memorial Gardens on 21 July 2016.

RESOLVED: noted.

F 3852 ***RESOLVED: that up to £1,000 be allocated from the General Reserve for the purchase of a lectern with information about and pictures of Henry Webber, to be sited in the Memorial Gardens prior to the Memorial Service taking place.***
F 3852)

F 3853 Street Names in the North West Sector

Reigate and Banstead had invited the Town Council to suggest street names in the North West Sector. Members supported the view that WW1 names should be considered including Henry Webber and Geoffrey White VC. Other noteworthy names were suggested and they would all be forwarded to the Borough Council for consideration.

RESOLVED: noted.

**F 3854 Community Foundation for Surrey –
Horley Edmonds Community Fund**

RESOLVED: that receipt be noted of the Horley Edmond Fund's Grant Statement as at 31 March 2016. (A copy is appended.)

F 3855 Battle of the Somme Commemoration Service, 3 July 2016

The Royal British Legion (Horley) had advised that a service was to be held in the Memorial Gardens from 1100 am on 3 July 2016 to commemorate the centenary of the Battle of the Somme.

RESOLVED: noted.

F 3856 Fields in Trust – Renewal of Annual Membership

RESOLVED: that the membership be renewed for the sum of £50.

F 3857 Letters Received

- (i) HSBC Bank plc had advised the Victoria Road, Horley branch was to close on 22 July 2016.
- (ii) Helen and John Peters had informed the Town Council that they would be moving out of Horley after almost 39 years. Members requested a letter be sent to Mr & Mrs Peters, thanking them for their loyal support and invaluable help to the local community over many years.

RESOLVED: noted.

F 3858 Diary Dates

RESOLVED: that forthcoming events be noted, including a visit by Cllr Olliver to Vimy, as part of the Twinning Association Anniversary celebrations, where a wreath was to be presented from the Council.

Meeting closed at 8.32 pm Date of next meeting – 14 June 2016