

**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 11 June 2013 at 7.30 p.m.

**Present:** Cllr R Sherwin – Chairman  
J Baird, R Bethell, M George, M Goldsmith, Simon Marshall  
and R Olliver.

**In Attendance:** A Jones – Town Clerk  
C Fenton – Deputy Town Clerk  
R Cavanagh – Finance Officer

**Also Present** Nikki Cutler, Crawley & Horley Observer

**F 3201 Election of Committee Chairman (Cllr R Olliver in the Chair)**

Cllr Baird proposed and Cllr George seconded that Cllr Roy Sherwin be nominated as Committee Chairman. There were no further nominations for the post.

***RESOLVED: that Cllr Roy Sherwin be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2013/2014.***

**Cllr Sherwin in the Chair**

**F 3202 Election of Committee Vice-Chairman (Cllr R Olliver in the Chair)**

Cllr Sherwin proposed and Cllr Olliver seconded that Cllr James Baird be nominated as Committee Vice-Chairman. There were no further nominations for the post.

***RESOLVED: that Cllr James Baird be elected Vice-Chairman of the Finance & General Purposes Committee for the Municipal Year 2013/2014.***

**F 3203 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs M Miller and D Powell be accepted, for reasons as specified in the Attendance Register. (Cllr Robinson was absent.)***

**F 3204 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.

***RESOLVED: noted.***

**F 3205 Public Forum**

No members of the public were present.

F 3205) **RESOLVED: noted.**

F 3206 **Approval of Minutes  
Finance & General Purposes Committee, 30 April 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 3207 **Appointments to Sub-Committees and Outside Bodies Reporting to the Finance & General Purposes Committee**

**RESOLVED: that the appointments to the Sub-Committees and Outside Bodies be approved (Details are appended to the minutes of the Annual Meeting held on 14 May 2013.)**

F 3208 **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 3209 **Presentation on Neighbourhood Planning**

The Clerk said it was anticipated that Kathy O’Leary, the Borough Council’s Head of Policy, Development & Property, would be able to address members in September.

**RESOLVED: noted.**

**Councillors’ Audit**

F 3210 **RESOLVED: that the Councillors’ Audit Rota for 2013 / 2014 be received. (A copy is appended.)**

F 3211 **RESOLVED: that the Councillors’ Audit Certificate and Clerk’s responses (where applicable), be received. (A copy is appended.)**

F 3212 **Financial Reports for April 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 £19,369.71 plus VAT (£20,269.34)**
- iv) Receipts List totalling £157,146.19 plus VAT (£167,003.09)  
(Includes £152,365.50, Precept Payment & £9,856.90 VAT refund)**

**F 3213 Financial Reports for May 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 £28,052.19 plus VAT (£29,208.86)*
- iv) Receipts List totalling £3,713.73 plus VAT (£3,722.73)*

**Internal Auditor**

**F 3214** **RESOLVED:** *that receipt be noted of the final report for 2012 / 2013 from the Internal Auditor, Paul Hartley. (A copy is appended.)*

**F 3215** **RESOLVED:** *that payment of £700, being the fee plus expenses for the Internal Auditor for 2012 – 2013, be approved.*

**F 3216 Annual Audit for the Year Ending 31 March 2013 -  
Unaudited Balance Sheet and Associated Documents**

**RECOMMEND:** *that the following be recommended for approval at the Full Council meeting on 25 June 2013:*

- i) Unaudited Balance Sheet as at 31 March 2013*
- ii) Income & Expenditure Account for 1 April 2012 to 31 March 2013*
- iii) Reserves Statement*
- iv) Parts 1 & 4 of the Annual Return as at 31 March 2013 and other associated documents.*

**F 3217 “Meet Your Councillor”**

The Clerk explained that, due to refurbishment work being carried out at Waitrose, the next event would instead be held in the Town Centre Precinct. Cllrs Baird and Chapman were due to be at the event and it was hoped that representatives of the local Police would also be in attendance.

**RESOLVED:** *noted.*

**F 3218** **RESOLVED:** *that the Clerk make further contact with the Horley Regeneration Project Manager about concerns raised at the Langshott surgery regarding Broadband speed in parts of Langshott.*

**F 3219 Redevelopment of Town Council Web Site**

The Clerk reported that there had been several meetings with representatives of the appointed company and designs were awaited, which would be considered by the Communications Sub-Committee in the first instance.

**RESOLVED:** *noted.*

## **Residents' Questionnaires**

- F 3220** Cllr Baird advised that he was analysing the responses received and added that his analysis would first be considered by the Strategy & Forward Planning Group

**RESOLVED: noted.**

- F 3221** Cllr Bethell reported that he and Cllr Powell had been in contact with the Head Teacher at Oakwood School and it was hoped that Year 10 pupils would be invited to complete the questionnaires.

**RESOLVED: noted.**

- F 3222** **Renewal of Town Council Insurance**

The Clerk reported that, whilst a quotation from a rival company had been £318 lower, he had recommended to the Council and F&GP Committee Chairmen that insurance cover remain with WPS / Aviva as claims were conducted by a specialist claims advisor and advice offered in previous years had proved useful.

**RESOLVED: that the appointment of WPS Insurance Brokers Ltd (Aviva) for a three year period commencing 1 June 2013 be ratified. (Annual premium to 31 May 2014; £6,206.39, including Low Claims Rebate of £624.72.)**

- F 3223** **Repair to Air Conditioning Unit in Meeting Room**

**RESOLVED: that the quotation of £520 plus VAT from Airtemp Air Conditioning be approved.**

- F 3224** **Repairs to Michael Crescent Scout Hut**

**RESOLVED; that the quotation of £588 plus VAT from Mitchells of Horley Ltd to repair the render on the front of the building be approved.**

- F 3225** **Gatwick Greenspace Partnership – Partnership Contribution, 2013/2014**

**RESOLVED: that payment of £1900, being the Town Council's contribution, be approved.**

- F 3226** **Office Systems Upgrade (to Microsoft Windows 7)**

**RESOLVED: that the quotation of £896 plus VAT from Micro Maintenance be approved.**

**Himalayan Balsam Action Plan – Pesticide Training**

- F 3227** **RESOLVED: that the attendance of Cllr Powell at a certified training course, for the total sum of £456 be approved.**

**F 3228** Members stressed the need for all neighbouring authorities to work together to address the Himalayan Balsam issue. It was noted that Cllrs Powell and Spratt would be attending a Surrey Wildlife Trust Meeting, where a strategy for Surrey would be discussed.

**RESOLVED: noted.**

**F 3229** **Borough Standards Committee**

Nothing further was reported.

**RESOLVED: noted.**

**F 3230** **Centenary of World War One – Production of Memorial Book**

Cllr Bethell reported that he and Cllr Powell were still considering options for the Memorial Book.

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

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

**F 3231** Cllr Olliver reported on recent meetings. He explained that the formation of the County Association limited companies by guarantee would avoid the need to pay VAT on the cost of employing staff, leading to a saving of around £20,000 per annum. He added that he was now a Director of Surrey ALC and Sussex & Surrey ALC (SSALC). It was noted that that meetings with the nine southern counties in SERCAF were continuing, where the ongoing dissatisfaction with the performance of NALC had been discussed. Cllr Olliver added that a local council would have fewer rights if it were just an associate member of a County Association. Pressure was being put on NALC to cap its fees, in the same way that Surrey ALC had agreed to cap subscriptions for larger councils at £1600 (from 2014). It was however felt that, under its new Chairman, NALC was beginning to improve. Cllr Olliver reminded members that it was also the duty of NALC to lobby Central Government on behalf of the County Associations.

**RESOLVED: noted.**

**F 3232** **RESOLVED: that the attendance of Cllrs Olliver and George at a SSALC Chairmen's Networking Day on 12 June, for the total sum of £100 plus VAT be approved.**

**F 3233** **RESOLVED: that the attendance of Cllr Samantha Marshall at a SSALC Chairmanship Training Course in November, for the total sum of £87.50 plus VAT be approved.**

**F 3234** **RESOLVED that the Clerk and Cllr Olliver respond on behalf of the Town Council to the NALC Survey of Larger Councils.**

**F 3235**     **RESOLVED: that the attendance of Cllrs George, Sherwin and the Clerk at a Surrey ALC Neighbourhood Planning Briefing be noted. (No charge for attendance.)**

**F 3236**     **RESOLVED: that details of a Surrey ALC “Drop in” event for members at Haskins Snowhill Garden Centre on 24 June be noted.**

**F 3237**     **CCTV Enhancements and Repairs, Court Lodge Fields**

The Clerk advised members that he was now able to make a further application to the Police & Crime Commissioner’s Crime Prevention Fund for a wireless connection to enable the CCTV cameras at Court Lodge Fields to be viewed remotely.

**F 3238**     **Letters Received**

**RESOLVED: that receipt be noted of a letter of thanks from the Horley Evening W.I. for the grant awarded from the Horley Edmonds Community Fund.**

**F 3239**     **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 3240**     **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 3241-     Innes Pavilion / Horley Sports (Social) Club                   CONFIDENTIAL**  
**F 3243**

Members were updated on recent meetings and agreed the way forward, with regard to building repairs, in particular the appointment of Copeland Yussuff LLP as Project Adviser to the Town Council was approved.

**F 3244**     **Concurrent Functions   CONFIDENTIAL**

Members considered correspondence received from the Borough Council’s Deputy Chief Executive.

**Meeting closed at 9.14pm.     Date of next meeting: 6 August 2013**