

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 15 March 2016 at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
J Baird
R Biggs
H Davies
M George
L Mabbett
Simon Marshall
V Marshall
R Olliver
H Randall

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

F 3804 Apologies and Reasons for Absence

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

F 3805 Disclosable Pecuniary Interests and Non-Pecuniary Interests

No Declarations of Interest were received.

RESOLVED: noted.

F 3806 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3807 Approval of Minutes
Finance & General Purposes Committee, 19 January 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 3808 **RESOLVED: that the Councillors' Audit Certificate for January and February 2016 and Clerk's responses (where applicable), be received. (A copy is appended).**

F 3809 **RESOLVED: that the Interim Internal Audit Report No 2, with Clerk's responses, where applicable, be received. (A copy is appended.)**

F 3810 **Financial Reports for January 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 £3,253.74 plus VAT (£10,659.68)
 (Includes VAT refund of £7,386.88)**
- iv) Payments List totalling £15,443.68 plus VAT (£17,116.41)**

Financial Reports for February 2016:

F 3811 **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 £13,619.48 plus VAT (£13,621.03)**
- iv) Payments List totalling £32,330.36 plus VAT (£36,084.14)**

F 3812 In response to a question from Cllr George regarding the overspend on Maintenance & Repairs (Cost Centre 38), the Clerk explained that it had been resolved at the meeting of this Committee in August 2015 to fund the cost of the redecoration of the Albert Rooms by utilising the Council Offices Earmarked Fund of £5,000 and £9,000 from the Election Contingency.

RESOLVED: noted.

F 3813 **Use of Earmarked Funds**

RESOLVED: that the recommendation of the Leisure & Amenities Committee be approved and earmarked funds be used to fund the balance of the cost of the replacement skate park (subject to no more funds becoming available from grant applications.)

F 3814 **RESOLVED: that a further earmarked fund be created from increased Reserves for future projects, as outlined in the Horley Town Plan. (The Clerk to seek advice regarding appropriate naming of the fund.)**

F 3815 **Pre-Paid Debit Card**

RESOLVED: that the balance available on the card be increased from £250 to £500.

Communications Sub-Committee

F 3816 Members were updated on meetings of the Committee held in February and earlier this evening. (Minutes of the February meeting are appended.) Cllr Baird explained that discussion had taken place regarding procedures to be put in place to enable members to directly access emails sent to their Horley Town Council email address.

RESOLVED: noted.

F 3817 Cllr Baird went on to explain that further discussion had taken place regarding proposals by marketing company Recenseo to develop an updated Communications Strategy for the Town Council, starting initially with a workshop for members. The Clerk added that Sussex & Surrey ALC had recommended to member Councils that this company be used for social media training.

RECOMMEND: that the appointment of Recenseo Ltd to develop a Communications Strategy for Horley Town Council be considered at the Full Council Meeting on 5 April 2016. (Costings to be provided.)

F 3818 Horley Town Plan 2016-2019

RESOLVED: that the following amendments be made:

- i) Reference to be made under item 5 (Five Year Plan) to funding being made available to the Town Council resulting from the major developments within the town.**
- ii) Bullet points under item 5 to be removed.**
- iii) Item 5 (Five Year Plan) and Item 6 (Sound Financial Base) to be reversed.**

F 3819 Renewal of Energy Contracts

The Responsible Financial Officer advised that the electricity contract for the Albert Rooms had been renewed with British Gas at a very competitive price for a further three years.

RESOLVED: noted.

F 3820 Town Council Policies

The Clerk advised that Town Council Policies had been reviewed by the appropriate sub-committees and would be considered for approval at the Full Council Meeting on 5 April 2015.

F 3820) RESOLVED: noted.

F 3821 Horley Town Council – Cycle of Meetings 2016 – 2017

RESOLVED: that the Cycle of Meetings be approved. (A copy is appended.)

F 3822 Water Treatment and Legionella Compliance at the Albert Rooms and Innes Pavilion

RESOLVED: that Osiris Water Management carry out a Legionella risk assessment for the sum of £695 plus VAT.

Electrical Works at the Albert Rooms

F 3823 *RESOLVED: that L&C Electrical Installations supply and install a replacement circuit breaker board for the total sum of £521.70 plus VAT.*

F 3824 *RESOLVED: that Firetronics supply and install a replacement Fire Control and Indicating Panel for the total sum of £660 plus VAT.*

F 3825 *RESOLVED: that Firetronics supply and install three Remote Fire Detector Indicators for the total sum of £360 plus VAT.*

F 3826 Borough Standards Committee

CLlr Baird advised that no meetings had taken place.

RESOLVED: noted.

F 3827 Surrey Association of Local Councils (Surrey ALC Ltd) & National Association of Local Councils (NALC)

CLlr Olliver advised that he would be attending a meeting of Surrey ALC later in the week. He had also recently attended NALC meetings, as well as a meeting of the South East Region County Associations Forum (SERCAF). Whilst there had been much discussion about the possible devolution of services to lower tiers of Councils, progress regarding the Three Southern Counties (3SC) Devolution Bid was slow and a briefing event originally planned for March was now unlikely to take place before September, to enable principal authorities to agree a way forward before opening discussion with town and parish councils.

RESOLVED: noted.

Henry Webber Memorial and Service

F 3828 The Clerk advised that he had discussed proposals for the memorial with David Hall from the Horley Local History Society and designs would be drawn up.
F 3828)

RESOLVED: noted.

F 3829 ***RESOLVED: that Rev John Glasspool (Chaplain to the Horley Royal British Legion) be asked to officiate at the outdoor Memorial Service in the Memorial Gardens on 21 July 2016.***

F 3830 **Additional Tree Works at Church Road Allotments**

The Clerk advised that Green Leaf Tree Care had carried out additional work along the rear boundary of the site.

RESOLVED: that the cost of additional tree works carried out by Green Leaf Tree Care (£700) be ratified.

F 3831 **Access by Surrey Police to Horley Town Council owned CCTV Cameras**

The Clerk advised that a Memorandum of Understanding was in the process of being developed between the Town Council and Surrey Police, which would enable the Police to be allowed direct access to CCTV cameras owned by Horley Town Council.

RESOLVED: noted.

F 3832 **Horley Bowling Club – Request for additional parking**

RESOLVED: that the request by Horley Bowling Club for additional parking behind the car park barrier, when needed, during the 2016 season be approved. (Subject to the terms and conditions, as agreed in previous years.)

F 3833 **Surrey Playing Fields – Affiliation Fee to 31 March 2017**

RESOLVED: that payment of £10 be approved.

F 3834 **Reigate & Banstead Buses 4U**

Cllr George told members that he had been in discussion with a representative of the Horley Insight Club, who had been very concerned to learn that the Buses 4U service was to be withdrawn on 8 April 2016, without any apparent consultation. Cllr George went on to explain that he was seeking further information from Horley Borough Councillors and had asked why the Town Council had not been made aware of the decision which had been taken. He believed that taxi vouchers might be made available to former users of the service.

RESOLVED: noted.

F 3835 ***RESOLVED: that the matter be raised at the HTC/RBBC Liaison Meeting on 5 April 2016.***

F 3836 **Diary Dates**

RESOLVED: that future events be noted, in particular the St George's Day Fayre on Saturday 23 April.

F 3837 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 3838 Tree Works at Horley Recreation Ground

CONFIDENTIAL

Members considered quotations received for the felling of the Horse Chestnut tree adjacent to the park entrance barrier and agreed the appointment of Excelsior Tree Services to carry out the work.

Meeting closed at 8.56 pm

Date of next meeting: 3 May 2016

CONFIDENTIAL

Finance & General Purposes Committee, 15 March 2016

F 3838 Tree Works at Horley Recreation Ground

Members considered quotations received for the felling of the Horse Chestnut tree adjacent to the park entrance barrier, from which two large boughs had recently fallen. The Clerk advised that Burleys had quoted £1,115 to carry out the work, Green Leaf Tree Care had quoted £840 and Excelsior Tree Services had quoted £830. All prices included stump grinding.

RESOLVED: that Excelsior Tree Services be appointed to carry out the tree works for the total sum of £830 plus VAT