

**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 17 October 2006 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, S Marshall, J Meech  
and M Miller.

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

**F 1699 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs J Kendall, A Kent, Mrs A Venn and B Weston be accepted (for reasons as specified in the Attendance Register.)***

**F 1700 Declarations of Interest**

Cllr E Andrews declared a personal interest in the Church Road Allotments item.

***RESOLVED: noted.***

**F 1701 Public Forum**

There were no members of the public present.

***RESOLVED: noted.***

**F 1702 SCAPTC 2006 Questionnaire**

The Clerk confirmed that a response had been submitted.

***RESOLVED: noted.***

**F 1703 Borough Standards Committee**

There was nothing to report.

***RESOLVED: noted.***

**F 1704 Outside Bodies**

Cllr Goldsmith reported that she had attended a recent meeting of the Local History Management Committee.

***RESOLVED: noted.***

**F 1705      Town Guide 2007**

The Clerk told members that most of the prominent advertising spaces had now been taken and that an archive of photographs was being put together.

**RESOLVED: noted.**

**F 1706      National Association of Local Councils (NALC)**

The Clerk reported that, unfortunately, the Town Council had been unsuccessful in all this year's competitions.

**RESOLVED: noted.**

**F 1707      Surrey County Association of Parish & Town Councils (SCAPTC)**

It was noted that Cllr Meech would be attending the SCAPTC General Meeting on 18 November 2006 and that other members were welcome to accompany him.

**RESOLVED: noted.**

**Royal British Legion – Remembrance Services, November 2006**

**F 1708**      Members agreed that it would be more cost effective to purchase the plastic matting, rather than keep paying hire costs.

**RESOLVED: that one hundred metres of plastic eventfloor be purchased from Group Roland for the total sum of £1065 plus VAT, the amount to be allocated to the Community Action Fund.**

**(Afternote: it was subsequently learned that it was possible to purchase 150 metres of slightly miscoloured eventfloor for the total sum of £955 plus VAT and this proposal was agreed.)**

**F 1709      RECOMMEND: that this Council, using its powers under Section 137 of the Local Government Act 1972, make a donation of £200 to the Royal British Legion, the recommendation to be referred to Full Council for approval.**

**F 1710**      It was noted that £75 had been received from the Royal British Legion (Horley Branch) as a donation towards the commemorative rose beds and that further pledges of £205 were outstanding from Legion members. The Clerk added that Branch Committee would probably be making a small donation of £100 towards the cost of organizing this year's Remembrance events.

**RESOLVED: noted**

**F 1711**      The Clerk told members that, due to various health and safety issues, it was unlikely this year that maroons would be able to be fired from the Ornamental Gardens to signify the Two Minutes Silence on 11 November. He added that

F 1711) the Royal British Legion would be looking at possible alternatives.

**RESOLVED:** *noted*

F 1712 Horley Town Christmas Lights 2006 – Final Proposal

**RESOLVED:** *that the recommendations of the Town Centre Management Group, as appended to these minutes, be approved.*

Council Offices – Roof Repairs

F 1713 **RESOLVED:** *that payment of £372 plus VAT to the contractor ASBIT for a replacement tarpaulin be approved.*

F 1714 **RESOLVED:** *that the contractor ASBIT supply and install an additional tarpaulin to the rear of the Council Office roof for the sum of £186 plus VAT.*

Fencing / Paving Repairs

F1715 **RESOLVED:** *that payment of £262.01 to the Contractor ASBIT for repairs to the fencing at the Court Lodge Playground be approved.*

F1716 **RESOLVED:** *that payment of £281 plus VAT to the Contractor ASBIT for replacement weldmesh fencing to the side of the Memorial Gardens be approved.*

F 1717 **RESOLVED:** *that the Contractor ASBIT re-point and replace broken paving slabs at the Memorial Gardens for the total sum of £620 plus VAT.*

F 1718 Church Road Allotments

**RESOLVED:** *that payment of £178.72 plus VAT to Reigate & Banstead Borough Council, for a skip, for use by the allotment holders, be approved.*

Albert Rooms

F 1719 It was noted that the Manager of the Kidzone After School Club had applied for planning permission to install a metal shed to the rear of the Albert Rooms.

**RESOLVED:** *that the matter be re-considered once full details of the planning application have been received.*

F 1720 **RESOLVED:**

- i) *that the Clerk enquired about the health and safety implications of providing a refrigerator, for use by hirers.*
- ii) *that the matter be re-considered at a future meeting.*

**F 1721 CCTV Cameras**

It was noted that a further application was to be made to the Crime and Disorder Reduction Partnership for additional funding for CCTV cameras.

**RESOLVED: noted.**

**F 1722 Surrey Police Authority**

**RESOLVED: that receipt be noted of the consultation newsletter from the Surrey Police Authority.**

**F 1723 Surrey County Playing Fields Association**

**RESOLVED: that payment £10, being the Town Council's affiliation fee for 2006/2007 be approved.**

**Audit for Year Ended 31 March 2006**

**F 1724** The Clerk reported that the audit had been completed and that no issues had been raised.

**RESOLVED: noted.**

**F 1725 RESOLVED: that payment of £900 plus VAT to BDO Stoy Hayward LLC for the audit be approved.**

**F 1726 Councillors' Internal Audit for July and August 2006**

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

**F 1727 Financial Reports as at 31 July 2006**

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

- i) Bank Reconciliations**
  - ii) Summary of Receipts and Payments Compared with Estimates**
  - iii) Payments List totalling £14,297.29 plus VAT**
  - iv) Receipts Lists totalling £3,169.80 plus VAT**
- (Copies are appended to these minutes.)**

**F 1728 Financial Reports as at 31 August 2006**

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

- i) Bank Reconciliations**
  - ii) Summary of Receipts and Payments Compared with Estimates**
  - iii) Payments List totalling £23,059.88 plus VAT**
  - iv) Receipts Lists totalling £46,823.38 plus VAT**
- (Copies are appended to these minutes.)**

**F 1729 Recommendations to Finance & General Purposes Committee**

**Leisure & Amenities Committee, 19 September 2006**

**Churchyards Maintenance Grant**

Payment of £2000, being the third instalment of the grant.

**Playground Repairs**

Bennetts Playcare to repair the fencing at the A23 Playground for the total sum of £80 plus VAT.

Bennetts Playcare to repair the fencing at the Michael Crescent Playground for the total sum of £160 plus VAT.

Bennetts Playcare to eliminate the finger trapment on the far gate at the Court Lodge Playground for the total sum of £220 plus VAT.

**Memorial Gardens – Winter Planting**

The contractor Amethyst Horticulture Ltd to reduce the flower beds as necessary and provide winter/spring bedding for the total sum of £1300 plus VAT.

**Replacement of Damaged Dog Bin, Court Lodge Fields**

A new dog bin to be purchased from Earth Anchors Ltd for the total sum of £176.80, including carriage.

**Fencing at Emlyn Meadows**

Payment of £70.68 to the contractor ASBIT for repairs to the fencing around the new trees.

**Tree Works**

Advanced Tree Services to carry out the work identified in the Health and Safety survey at Michael Crescent Centenary Park for the total sum of £280 plus VAT.

Advanced Tree Services to carry out the work identified in the Health and Safety survey at the Albert Rooms for the total sum of £510 plus VAT.

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

**F 1730 Vandalism, A23 Recreation Ground**

The Clerk reported that there had been some vandalism at the A23 Recreation Ground last weekend, resulting in damage to one of the cameras

**F 1730)** adjacent to the Bowls Club.

**RESOLVED:** *noted.*

**F 1731** Precept 2007/2008 – Informal Briefing

**RESOLVED:** *that an informal briefing be held for all members in the Town Council Offices at 7.00 pm on Tuesday 14 November 2006.*

**F 1732** Professional Charges

**RESOLVED:** *that payment of £478 plus VAT to R A Newman (Town Council's Solicitor) for charges relating to the proposed purchase of 23 High Street be approved.*

**F 1733** Letters Received

**RESOLVED:** *that receipt be noted of further information from the Fundraiser of the Brambles Respite Care Centre.*

**F 1734** **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 1735** Relocation of Town Council Offices **CONFIDENTIAL**

Members were updated on recent developments

**F 1736** Horley Town Council Grants Scheme **CONFIDENTIAL**

Members considered the recommendations of the Awards Sub-Committee and agreed a recommendation, for consideration by Full Council.

**F 1737** Horley Sports (Social) Club **CONFIDENTIAL**

**F 1738**

**F 1739**

Members received an update on recent meetings and other developments.

**The meeting closed at 8.41 pm.**

**Date of Next Meeting – 21 November 2006 (PRECEPT)**