

**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 19 January 2016 at 7.30 pm

**Present:** Cllrs Samantha Marshall – Chairman  
J Baird  
R Biggs  
H Davies  
M George  
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 3777 Apologies and Reasons for Absence**

***RESOLVED: that the apology of Cllr Simon Marshall be accepted, for reasons as specified in the Attendance Register. (Cllr Jackson was absent.)***

**F 3778 Disclosable Pecuniary Interests and Non-Pecuniary Interests**

Cllr Randall declared a pecuniary interest in the Church Road Allotments item (allotment holder) and left the Council Chamber while the matter was being discussed.

***RESOLVED: noted.***

**F 3779 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 3780 Approval of Minutes  
Finance & General Purposes Committee, 24 November 2015**

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 3781 Memorial Plaque and Outdoor Service for Henry Webber**

***RESOLVED: that this become a standing item on future agenda (until July).***

**F 3782 Audit Matters**

***RESOLVED: that the Councillors' Audit Certificate for November and December 2015 and Clerk's responses (where applicable), be received. (A copy is appended).***

**F 3783 Smaller Authorities' Audit Appointments**

The Clerk advised that the Audit Commission had ceased to exist on 1 April 2015 and a new company, Smaller Authorities' Audit Appointments Ltd, had recently been set up to take over the appointment of external auditors and the setting of audit fees for smaller authorities (parish and town councils) from 2017. The company would be formally appointing auditors on behalf of smaller authorities for a five year period from 2017, unless an individual Council resolved to opt out and set up an independent Audit Panel to procure external audit itself.

***RECOMMEND:***

- i) that the Smaller Authorities' Audit Appointments appoint external auditors on behalf of Horley Town Council from 2017.***
- ii) that this Council express no wish to opt out of this process.***
- iii) that these recommendations be considered by Full Council at its meeting on 9 February 2016.***

**F 3784 Financial Reports for November 2015:**

***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 £8,325.20 plus VAT (£8,342.40)***
- iv) Payments List totalling £41,499.92 plus VAT (£43,146.17)***

**Financial Reports for December 2015:**

**F 3785 *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 £6,116.95 plus VAT (£6,134.15)***
- iv) Payments List totalling £29,839.54 plus VAT (£32,391.34)***

**F 3786** Cllr George questioned whether estimated figures for overall lettings were likely to be achieved. The Clerk replied that the figures should be achievable.

**RESOLVED: noted.**

**F 3787** **HSBC Bank Mandate**

**RESOLVED: that the Clerk, Deputy Clerk, all Chairmen & Vice-Chairmen, Cllr Valerie Marshall and Cllr Fiona Stimpson be authorised signatories for the Town Council's HSBC bank accounts and the bank mandate be completed accordingly.**

**F 3788** **HSBC Net**

**RESOLVED: that the Clerk and all Chairmen continue to be authorised signatories for HSBC Net.**

**F 3789** **Communications Sub-Committee**

It was noted that, following a presentation by marketing company Recenseo about the development of an updated Communications Strategy, covering all means of communication, including social media, a proposal had been received, which was to be considered by the Communications Sub-Committee, prior to any recommendation being made to this Committee. The Clerk advised that it might be possible to share the services of the marketing company with another Council, as a means of reducing the costs involved. Cllr Biggs suggested that other similar companies be contacted as well.

**RESOLVED: that the matter be considered at a future meeting of this Committee.**

**F 3790** **Neighbourhood Panel Meetings**

Cllr George reported that, following his attendance, along with Cllr Olliver, at a briefing on future policing, given by the Police and Crime Commissioner for Surrey, it appeared very unlikely that Surrey Police would support future Neighbourhood Panel Meetings. The meeting planned for 21 January at St Wilfrid's Church Hall would almost certainly be the last one with local police in attendance and it would be very important to ascertain whether residents would see value in attending Panel Meetings run by the three tiers of Local Government (Town, Borough and County Councils).

**RESOLVED:**

- i) that the views of local residents regarding the value of Local Authority led Panel Meetings be sought at the meeting on 21 January.**

**F 3790)            ii) that the matter be re-considered at a future meeting of this Council.**

**F 3791            Town Guide, 2016**

The Clerk advised that the Town Guide had now been released and would be delivered by Royal Mail to everyone in the Horley area during the following week. An interactive version was also available on the Town Council's web site.

**RESOLVED: noted.**

**F 3792            Borough Standards Committee**

Cllr Baird advised that no meetings had taken place.

**RESOLVED: noted.**

**F 3793            Charges for the Rental of Church Road Allotments from 1 February '16**

**RESOLVED: that the charges for rental of Church Road Allotments remain unchanged (£50 for full plot [125 sq m] and £30 for half plot).**

**F 3794            Charges for Hire of the Albert Rooms from 1 April 2016**

**RESOLVED: that the charges remain unchanged. (Full details are appended.)**

**Albert Rooms – Maintenance & Equipment**

**F 3795**            The Clerk advised that, following the recent installation of the new boiler by Cowley Commercial Boiler Systems, the maintenance agreement with British Gas had been cancelled and a service/call out contract agreed with Cowleys. This would be reviewed after the first year of operation.

**RESOLVED: noted.**

**F 3796**            It was noted that the office telephone system had been upgraded by Tritel Communications at a cost of £235 plus VAT.

**RESOLVED: that the costs be ratified.**

**F 3797            Town Meeting, 29 April 2016**

It was noted that Peter Faulding, Chief Executive of Specialist Group International, was to be the guest speaker at the Town Meeting in April.

**RESOLVED: noted.**

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

**F 3798** Members were updated on progress with the Three Southern Counties (3SC) Devolution Bid, whereby East & West Sussex and Surrey were seeking devolved powers from Central Government, focusing in the first instance on fiscal devolution and investment, housing and planning, infrastructure and skills. Cllr Olliver added that some responsibilities were likely to be devolved to lower levels (borough, district and parish councils) and this may lead to groups of parish and town councils working together to take on projects which would benefit their local population. A briefing event planned for March had been postponed until further discussions had taken place between principal authorities and was now likely to be held in May.

**RESOLVED: noted.**

**F 3799** It was noted that Cllrs George and Biggs would be attending the Surrey Local Councils Update event on 11 February 2016.

**RESOLVED: noted.**

**F 3800** Cllr Olliver advised that he had been re-elected to the NALC Policy Committee. He added that he would be attending the Board Meeting of Surrey ALC Ltd later in the week, minutes of which would be circulated to members in due course.

**RESOLVED: noted.**

**Innes Pavilion Improvements**

**F 3801** It was noted that security to the internal dividing door was to be upgraded with a new locking system, at a cost of £338 plus VAT.

**RESOLVED: noted.**

**F 3802** The Clerk advised that the tenant at the Innes Pavilion had put forward proposals to lay laminate flooring at the Pavilion at an approximate cost of £620, the cost being shared equally between the tenant and the Town Council.

**RESOLVED: that the proposal be agreed, subject to confirmation being sought that the proposed flooring would be appropriate.**

**F 3803** **Diary Dates**

**RESOLVED: that forthcoming events be noted.**

**Meeting closed at 8.52 pm Date of next meeting – 15 March 2016**