

**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 21 January 2014 at 7.40 p.m.

**Present:** Cllr R Sherwin – Chairman  
J Baird, M George, M Goldsmith, M Miller  
R Olliver and D Powell

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

**F 3341 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Austin, Bethell and Simon Marshall be accepted, for reasons as specified in the Attendance Register. (Cllr Robinson was absent.)***

**Declarations of Interest & Dispensations**

**F 3342** Cllr Goldsmith declared a non-pecuniary interest in the Innes Pavilion (future tenancies) item.

***RESOLVED: noted.***

**F 3343** There were no requests for Dispensations for Disclosable Pecuniary Interests.

***RESOLVED: noted.***

**F 3344 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 3345 Approval of Minutes  
Finance & General Purposes Committee, 26 November 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 3346 Former Horley Anderson Centre Site (including Car Park) – Deed of Surrender and Deed of Variation**

The Clerk reported that there had been no update.

**RESOLVED: noted.**

**F 3347 Remembrance Services – Participation by Local Primary Schools**

The Clerk advised that he had yet to meet with members of the Horley Royal British Legion to discuss this and other matters.

**RESOLVED: noted.**

**Audit Matters**

**F 3348 *RESOLVED: that the Councillors' Audit Certificate for November and December 2013 and Clerk's responses (where applicable), be received. (A copy is appended.)***

**F 3349** Members considered the appointment of the Town Council's Internal Auditor for 2014-2015. After some discussion, the following was resolved:

**RESOLVED:**

- i) that existing Internal Auditor, Paul Hartley, be re-appointed for 2014-2015, if he is willing to accept the appointment.**
- ii) that the appointment of the Internal Auditor for 2015-2016 be considered at the November 2014 meeting of this Committee**

**F 3350 Financial Reports for November 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 £33,664.18 plus VAT (£35,585.20)**
- iv) Receipts List totalling £72,998.27 plus VAT (£73,038.27)  
(includes PWLB loan of £70,000)**

**Financial Reports for December 2013**

**F 3351** The Committee Chairman advised that the estimate column figures, included in the December Receipts and Payments Summary, no longer reflected the original budget. He explained that, for internal purposes, it was more appropriate to report against the 2013 / 2014 figures, which had been used to establish the 2014 / 2015 Precept requirement. The Committee Chairman provided a brief update to members on the figures included in the Receipts and Payments Summary.

**RESOLVED: noted.**

**F 3352**     ***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 £19,986.16 plus VAT (£21,609.99)***
- iv)    Receipts List totalling £15,395.95 plus VAT (£15,395.95)  
       (includes GACT grant of £10,000)***

**F 3353**     **“Meet Your Councillor”**

Members reviewed the recent event at Horley Leisure Centre, which had been attended by Cllrs Sherwin and Spratt. Cllr Sherwin explained that no issues had been raised, although there had been plenty of discussion with local residents. Some members questioned the suitability of the Leisure Centre as a venue for such events. Cllr Powell advised that the Strategy & Forward Planning Group planned to review the surgeries and their locations at its next meeting.

***RESOLVED: that the schedule of “Meet Your Councillor” events for 2014/2015 be finalised at the next meeting of this Committee, for recommendation to Full Council.***

**F 3354**     **Redevelopment of Town Council Web Site**

***RESOLVED: that payment of £3521.25 plus VAT to Jarrett & Lam Consulting, being the project balance and first year website hosting, be approved.***

**F 3355**     **Communications Sub-Committee**

***RESOLVED: that receipt be noted of the minutes of the meeting of the Communications Sub-Committee held on 14 January 2014 (a copy is appended.)***

**F 3356**     **Borough Standards Committee**

It was noted that there had been no recent meetings.

***RESOLVED: noted.***

**Monitoring Officer, Reigate & Banstead Borough Council**

**F 3357**     The Clerk advised that Michael Graham, Head of Corporate Governance at Spelthorne Borough Council, had been appointed as the Borough Council's Interim Monitoring Officer.

***RESOLVED: noted.***

**F 3358**     ***RESOLVED: that the Clerk ascertain whether the Town Council should receive its postponed Localism Act presentation from the Interim Monitoring Officer, or from the new permanent Officer, once in post.***

**F 3359 Centenary of Start of World War One – Production of Memorial Book**

Cllr Powell advised that he had been in contact with production company Mad Ideas, about the production of the Memorial Book. They would be able to provide the text on high quality paper, however they had yet to source a suitable folder / cover. He added that, as an alternative option, a member of the Outwood branch of the Royal British Legion may be able to put the book together, if a scanned copy of the pages was sent to him. Cllr Miller added that the Borough Council would be delighted to receive a copy of the book and suggested that a Borough Council officer may be able to arrange to have a leather bound copy produced.

**RESOLVED: that the Clerk contact the Borough Council and the representative of the Outwood Royal British Legion accordingly.**

**Centenary of Start of World War One – Other Matters**

**F 3360** Members once again considered information received from a company, which was producing First World War memorial benches. Having given the matter some thought, members agreed that such a purchase would be appropriate. Cllr Miller said that he would donate £250 towards the costs involved. It was agreed that the Clerk contact the Horley branch of the Royal British Legion (RBL) to discuss whether the bench should replace the existing RBL one, or be sited elsewhere in the Memorial Gardens.

**RESOLVED:**

- i) that thanks be recorded to Cllr Miller for his generous donation of £250 towards the cost of the bench.**
- ii) that the Clerk seek the views of the RBL Horley Branch, regarding the siting of the bench.**

**F 3361** Receipt was noted of a press release from the Borough Council about restoration of the Borough's War Graves and War Memorials. It was noted that the Borough would be working with the owners of other War Memorials in the Reigate & Banstead area, as part of the project. The Clerk reminded members that he was looking to make an application to the Heritage Lottery Fund for funding to re-paint the lettering on the War Memorial and he added that he understood that the Borough Council's "Graffiti Buster" would also be made available to clean the Memorial. Cllr Miller suggested that the Borough Council also be made aware of Town Council plans to plant poppy seeds at Church Meadows and in the Memorial Gardens.

**RESOLVED: noted.**

**F 3362 Town Guide**

The Clerk told members that approximately half of the town guides had now been delivered. He added that a very complimentary letter had been received from a local resident.

**RESOLVED: noted.**

**F 3363 Town Meeting, 25 April 2014**

Members suggested that Doug Cox and Cannon Peter Bruinvels be invited as guest speakers to talk about the First World War.

**RESOLVED: that the Clerk contact the suggested speakers accordingly.**

**F 3364 Charges for the Hire of the Albert Rooms**

**RESOLVED: that the charges, as appended, be approved.**

**F 3365 Risk Assessment and Management Paper 2013 – 2014**

**RECOMMEND: that the Paper be referred for consideration by Full Council on 4 February 2014.**

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

**F 3366** Cllr Olliver reported that he had attended a Sussex & Surrey Associations of Local Councils (SSALC) Board meeting the previous week. He explained that there was considerable dissatisfaction with NALC, both from SSALC and the regional organisation, South East Region County Association Forum (SERCAF). He explained that NALC was very slow to implement new strategies. Cllr George stressed that SERCAF should set a deadline to NALC to show improvement, beyond which time it would look to approach Central Government about direct access, rather than being dependant on the services of NALC. Cllr Olliver agreed to make these views known at future meetings.

**RESOLVED: noted.**

**F 3367** Cllr Miller stated that he continued to see little value in the Town Council being a member of Surrey ALC and NALC. The Committee Chairman pointed out that Surrey ALC membership fees had decreased and would be capped at £1600 from 2014. It was also hoped that NALC would cap its charges for larger Councils.

**RESOLVED: that this Committee re-consider the Town Council's continued membership of Surrey ALC and NALC in September / October 2014.**

**F 3368 Society of Local Council Clerks (SLCC) – Membership Renewal**

**RESOLVED: that payment of £305 be ratified.**

**F 3369 Repairs to Innes Pavilion**

The Clerk confirmed that the roof replacement would be completed by the end of January. He added that other minor internal repairs were being carried out, which included the removal of the bar section and upgrades to emergency lighting.

**RESOLVED: noted.**

**F 3370 Innes Pavilion – Grant Applications**

The Clerk reported that the second application to the Surrey County Council Community Improvements Fund, for funding towards the roof repairs, had been unsuccessful, as there had been funding requests totalling nearly three million pounds for a fund of £443,750. He added that he had yet to hear the outcome of the application to Sport England for £30,000 for internal repairs to the Pavilion.

**RESOLVED: noted.**

**F 3371 Diary Dates**

**RESOLVED: that forthcoming events be noted, in particular the meeting with GACC representatives on 28 January and the meeting with Gatwick Diamond Business representatives on 4 March.**

**F 3372 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 3373 Innes Pavilion / Horley Sports (Social) Club**

**CONFIDENTIAL**

**F 3374**

Members were updated on recent correspondence and plans for future tenancies at the Innes Pavilion.

**F 3375 Surrey County Council Pension Fund**

**CONFIDENTIAL**

Members considered correspondence received.

**Meeting closed at 9.29 pm. Date of next meeting: 18 March 2014**

**Finance & General Purposes Committee, 21 January 2014**

**Innes Pavilion / Horley Sports (Social) Club**

- F 3373** The Clerk explained that he had received copies of correspondence passing between the Club and its Solicitors, in which the Club had made it clear that it had no further funds available for Solicitor's fees. With regard to costs associated with the Deed of Surrender, the Club had pointed out that monies owed to them by the Town Council for utilities and other items should cover these costs.

**RESOLVED:**

- i) that the Clerk seek advice from the Town Council's Solicitor, regarding any options which might be available with regard to pursuing the Council's claim for dilapidations and the likely timescales and costs involved.***
- ii) that the matter be re-considered at the Full Council meeting on 4 February 2014.***

- F 3374** Members considered the draft Licence to Occupy between the Horley Baptist Church and the Town Council, as well as some other requests from the Church. After some discussion, the following was resolved:

**RESOLVED:**

- i) that the request from the Church to display a banner at the Innes Pavilion be approved.***
- ii) that a request to house their Romanian Aid Foundation clothing bin at the site be refused, for reasons of insurance and security.***
- iii) that the split of the cost of utilities between the Church and the Town Council be agreed at 80% : 20%, rather than the 67% : 33% proposed in the draft Licence.***
- iv) that the draft Licence, subject to clause iii) above and other minor changes, be referred for approval and signature at the Full Council meeting on 4 February 2014.***

**F 3375** **Surrey County Council Pension Scheme**

The Clerk updated members on correspondence received from the Surrey County Council Pension Fund & Treasury Manager. He explained that, whereas for the year 2013/2014, the Employer's (i.e. Horley Town Council's) contribution had been 19.2% of the payroll plus £5,349, from 2014/15 the percentage increase would rise by 2% per annum and the monetary sum would increase to £32,000 per annum. The Clerk went on to explain that subsequent correspondence had explained that even though the funding deficit for the Town Council was virtually unchanged from the last valuation (an increase of £5,000, from £84,000 to £89,000) the increase was the result of the disbanding of the Parish and Town Council pooling arrangement. The Clerk added that the monetary Sum may now be reduced to £16,000 per annum, however this was still more than three times the previous amount.

**F 3375)** Members expressed their concern that no prior notification of the disbanding of the pooling arrangement had been received and, in particular, the impact on the monetary sums required. The Clerk added that he had since been in contact with Cllr Mike Goodman, who was a Surrey ALC representative and a member of the Surrey Pensions Board, and had made all the relevant correspondence available to him. Cllr Miller suggested that further assistance might be forthcoming from some Borough Council members.

***RESOLVED: that members be updated at a future meeting.***