

**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 27 September 2005 at 7.30 p.m.

**Present:** Cllr T Breen – Chairman  
Cllrs Mrs D Andrews, E Andrews, Ms D Ashley-Smith,  
Mrs D Brooke-Harte, J Kendall, S Marshall, M Miller,  
Mrs A Venn and B Weston.

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

**F 1454 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Mrs S Branwhite, Ms M Goldsmith and A Kent be accepted (for reasons as specified in the Attendance Register.)***

**F 1455 Declarations of Interest**

There were no declarations of interest, specific to the meeting.

***RESOLVED: noted.***

**F 1456 Public Forum**

There were no questions or comments from members of the public.

***RESOLVED: noted.***

**F 1457 Horley Sports (Social) Club (HSSC)**

Cllr George reported that recent minutes of HSSC committee meetings showed that the Club was starting to make a small profit. He added that it was hard for Town Councillors to attend HSSC meetings as they were also held on Tuesdays. The Clerk agreed to write to the Club Secretary to request that minutes and accounts are sent to the Town Council on a regular basis.

***RESOLVED: noted.***

**F 1458 Borough Standards Committee**

The Clerk told members that the Committee had recently met, to review the annual report for 2004/2005.

***RESOLVED: noted.***

**F 1459 Local Policy Award**

Members were pleased to learn that the Clerk had recently been awarded a Certificate of Higher Education in Local Policy by the University of Gloucestershire.

**RESOLVED: noted.**

**NALC Communication Awards 2005**

**F 1460** Members were delighted to learn that the Town Council had been placed fourth in the Newsletter of the Year category and had received a commendation in the Web Site of the Year category.

**RESOLVED: noted.**

**F 1461** **RESOLVED: that TNC Training & Consultancy (web site host) and Surrey & Sussex PR (newsletter publisher) be made aware of the awards.**

**F 1462 Town Guide**

The Clerk reminded members that the latest Town Guide was the last to be published as part of a three year deal with Plus Publishing. Plus Publishing was prepared to enter into a new agreement, which included 14,000 free copies in place of the 5,000 which had previously been offered free of charge. The Clerk said that he had been in contact with another company, which was prepared to offer a similar deal and that he planned to contact further publishers for quotations.

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

**F 1463 Newsletter – Edition No 8**

The Clerk reported that the latest edition of the newsletter was about to be published. The Clerk told members he believed that, for Quality Status purposes, it was not necessary to deliver the newsletter to all households, provided that the publication was left at suitable outlets around the town, as happened with the Horley X-tra. Members agreed that this appeared to be an acceptable option.

After further discussion the following was resolved:

**RESOLVED:**

- i) that the Clerk ascertain delivery requirements for Quality Status purposes.**
- ii) that the Clerk liaise with the Editorial Sub-Committee regarding final delivery arrangements.**

**F 1464 Horley Town Meeting, 27 April 2006**

The Clerk told members that Liz Campbell, Chairman of the Surrey Police Authority, had agreed to speak at next year's Town Meeting.

**RESOLVED: noted.**

**F 1465 Borough Council Elections, 4 May 2006**

Members were informed that the Town Council Offices were due to be used for election purposes on 4 May 2006. Members felt it was prudent to warn the Borough Council's Electoral Services Officer that the Town Council may have moved by that time.

**RESOLVED: noted.**

**F 1466 Frequency of Councillors' Surgeries**

**RESOLVED: that any decision be deferred in the light of the possible Town Council move.**

**F 1467 National Association of Local Councils (NALC)**

The Clerk told members that no papers had been received.

**RESOLVED: noted.**

**F 1468 Surrey County Association of Parish & Town Councils (SCAPTC)**

**RESOLVED: that receipt of the following be noted:**

- i) Minutes of the Annual Meeting held in July.**
- ii) Agenda for a Special Meeting of the Management Committee to be held in October.**

**F 1469 Deed of Easement – Supplementary Agreement**

The Clerk reminded members that, as a result of improvements to the showers at the Innes Pavilion, the Borough Council now proposed to vary the part of the Deed of Easement, relating to the cost of supplying hot and cold water to the building. The Clerk said that he had forwarded the Agreement to the Town Council's Solicitor and she had in turn suggested a few amendments. These had been agreed by the Borough Council and a revised document had now been received, which the Clerk intended to show to the Solicitor for final agreement. The Clerk reminded members that two thirds of the cost of the Easements was paid by the Horley Sports (Social) Club. He said that he had written to the Club Secretary, explaining that there was likely to be an increased easements cost and that to date there had been no response. Members were concerned that the Club may be unable to meet these increased costs and suggested that the extra costs might be covered by increased fees for football pitch hire.

**F 1469)** After further discussion the following was resolved:

**RESOLVED:**

- i) that the Clerk ascertain the likely increased costs.*
- ii) that the matter be re-considered at a future meeting.*

**F 1470** **Albert Rooms – Ofsted Inspection**

Members were told that, following an Ofsted inspection of the Kidzone After School Club, new bolts had been fitted to the toilet doors at the Albert Rooms.

**RESOLVED:** *that payment of £74.89 plus VAT to Seldons Locksmiths be approved.*

**Albert Rooms – Safety and Security**

**F 1471** The Clerk told members that a member of the public had recently fallen over whilst leaving the Albert Rooms. The Contractor ASBIT had subsequently renewed an outside light at the front of the building.

Several members felt that additional exterior lighting was still required and it was pointed out that the existing lights should be regularly checked. It was also noted that the path by the gate was uneven and was a trip hazard.

**RESOLVED:** *that the Clerk, accompanied by Cllrs Miller (Safety Officer) and Meech, carry out a thorough risk inspection of the premises.*

**F 1472** **RESOLVED:** *that consideration be given to sending out a Fault/Damage Form to hirers.*

**Christmas Lights**

**F 1473** The Clerk updated members on recent events. He explained that the Town Centre Management Group would be receiving a grant of £5825 this year (£550 for TCMG administration and £5275 to be used for Christmas Lights) but there was no guarantee about the level of funding for future years. It had not therefore been possible to enter into any three year agreement with suppliers. The Clerk told members that he had contacted a number of suppliers, however only Lamps & Tubes Illuminations Ltd was prepared to repair or modify any of the old lights. It was therefore proposed at the TCMG meeting on 19 September that Lamps & Tubes be employed to project manage the Christmas lights and that a combination of old and new lights be used.

The following proposals were agreed at the TCMG meeting for approval by this Committee:

F 1473)	TCMG Funding	£5275
	Horley Town Council Estimates	£3000
	Chamber of Commerce Donations	£ 700
	Transfer from TCMG Notice Board Bid	£3025
	<b>TOTAL</b>	<b><u>£12000</u></b>

Spread approximately as follows over three years:

2005:	£8539
2006:	£2000 (plus HTC and Chamber of Commerce)
2007:	£1461 (plus HTC and Chamber of Commerce)

**Expenditure for 2005:**

Conversion of Transverse (on health and safety grounds):	£ 774
Installation of Transverse, Precinct Lights and Tree Lights	£2095
Supply and Installation of 14 new Lamp Post Lights (Design – Small Bouquet of Stars)	£5670

**TOTAL** **£8539**

**Approximate costs for 2006 & 2007:**

Installation of Transverse, Precinct and Tree Lights, say	£2200
Installation of 14 new lights, say	£1700

**TOTAL** **£3900**

**RESOLVED:**

- i) *that the Town Centre Management Group proposals be approved.*
- i) *that Lamps & Tubes Illuminations be employed to supply fourteen new lights and to install and oversee a combination of old and new lights, for the total sum of £8539.00 plus VAT.*

F 1474 Members were told that the Christmas Lights were due to be switched on by members of the cast from the Harlequin pantomime. The ceremony was due to take place in the Pedestrian Precinct at 4.00 pm on Saturday 3 December 2005.

**RESOLVED: noted.**

**Internal Auditor**

F 1475 **RESOLVED: that receipt of the Internal Auditor's report be noted. (A copy is appended to these minutes.)**

F 1476 **RESOLVED: that payment of £106.25 to the Internal Auditor be approved.**

F 1477 The Clerk reported receipt of a letter from the Internal Auditor, explaining that

- F 1477)** she would be standing down from the post at the end of the year as she had been appointed as the Clerk to Edenbridge Town Council. The Clerk explained that there was a list of approved internal auditors, from which the selection of a replacement could be made.

**RESOLVED:**

- i) that the resignation be accepted.*
- ii) that a new Internal Auditor be appointed, with effect from 1 January 2006.*

- F 1478** Councillors' Internal Audit for June and July 2005

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

- F 1479** Financial Reports as at 30 June and 31 July 2005

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

- i) Bank Reconciliations*
  - ii) Summaries of Receipts and Payments Compared with Estimates*
  - iii) Payments Lists*
  - iv) Receipts Lists*
- (Copies are appended to these minutes.)*

- F 1480** Recommendations to Finance & General Purposes Committee

**Leisure & Amenities Committee, 6 September 2005**

**Playground Repairs**

Payment of £85.00 plus VAT to Bennetts Playcare Ltd for gate repairs at the Court Lodge Playground.

Payment of £1860.00 plus VAT to Bennetts Playcare Ltd for the supply and installation of bark at the Michael Crescent Playground.

**Emergency Tree Work – Court Lodge Fields**

Payment of £196.00 plus VAT to Advanced Tree Services for work carried out.

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

- F 1481** Precept – Informal Briefing

The Clerk reminded members that the Precept was due to be set at the Full Council meeting in December and that Committees would be looking at their requirements for next year in the coming cycle of meetings. Ahead of these meetings the Clerk proposed to have an informal finance briefing at 7.30 pm on 11 October, which all members were welcome to attend.

F 1481) **RESOLVED: noted.**

**Licence Applications**

F 1482 **RESOLVED: that receipt of the following be noted:**

- i) Acorn Lodge, Massetts Road (New Restaurant and Residential)**
- ii) Esso Snack & Shop, Brighton Road (Transfer)**
- iii) Lidl, Victoria Road (Transfer)**
- iv) Tesco Express, Brighton Road (Transfer)**

F 1483 Members were reminded that the “old style” applications would only be continuing until November. After this time the Borough Council would be responsible for all licensing applications and these would appear in a list, similar to that produced for planning applications. The Town Council would no longer be a consultee and would only be able to forward comments on behalf of residents or Residents’ Associations.

**RESOLVED: noted.**

F 1484 **Letters Received**

**RESOLVED: that the request for a donation from Vitalise (formerly the Winged Fellowship Trust) be refused.**

**Urgent Business**

F 1485 **RESOLVED: that a meeting of the Decisions Sub-Committee of the Finance & General Purposes Committee be arranged to take place at 7.00 pm on 4 October to approve estimates received for additional CCTV cameras.**

F 1486 **Press Release**

**RESOLVED: that a press release be issued, giving details of the NALC Communication Awards and information about Christmas Lights proposals.**

F 1487 **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 1488 **Horley Town Council Grants Scheme** **CONFIDENTIAL**

Members approved the recommendations of the Awards Sub-Committee, for recommendation to Full Council.

F 1489 **Relocation of Town Council Offices** **CONFIDENTIAL**

Members received an update from the Clerk.  
**Meeting closed at 9.26 pm. Date of Next Meeting – 27 September 2005**