

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 28 April 2015, at 7.30 pm

Present: Cllrs R Sherwin – Chairman
J Baird
R Bethell
M George
M Goldsmith
Samantha Marshall
Simon Marshall
R Olliver

In Attendance: Alan Jones -Town Clerk
C Fenton – Deputy Town Clerk
R Cavanagh – Finance Officer

F 3629 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs D Jackson, M Miller and D Powell be accepted, for reasons as specified in the Attendance Register. (Cllr M Robinson was absent.)

F 3630 Disclosable Pecuniary Interests and Non-Pecuniary Interests

No Declarations of Interest were received.

RESOLVED: noted.

F 3631 Public Forum

No members of the public were present.

RESOLVED: noted

**F 3632 Approval of Minutes
Finance & General Purposes Committee, 17 March 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 3633 Audit Matters

RESOLVED: that the Councillors' Audit Certificate for March 2015 and Clerk's responses (where applicable) be received. (Copy appended.)

F 3634 Financial Reports for March 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 £8,955.21 plus VAT (£8,980.01)***
- iv) Payments List totalling £25,320.34 plus VAT (£27,024.39)***

F 3635 Financial Matters

F 3636 RESOLVED: that a sum of £35,000 be transferred from the General Reserve to a dedicated earmarked fund, with effect from the 2015/2016 financial year. (To be named Future Projects Fund, subject to review by future administrations.)

F 3637 RESOLVED: that the Nationwide Bond be renewed for a further year.

F 3638 RESOLVED: that the future administration consider using longer term deposits.

F 3639 Financial Accounts for the Year Ending 31 March 2015

Members reviewed the draft Balance Sheet and Reserves Analysis. The Committee Chairman explained that the reserves were approximately £29,000 higher than had been anticipated. The Clerk reminded members that the Annual Return was required to be approved by Full Council by 30 June 2015.

RESOLVED: noted.

F 3640 Langshott Allotments – Draft Financial Agreement

Members reviewed the draft Financial Agreement, which set out the terms, under which the Borough Council would pay Section 106 monies totalling £18,561.00 to the Town Council. The Clerk explained that the Agreement had originally been prepared in February 2015, however it had been revised by the Borough Council in April 2015 as a Grant Agreement. The Horley Regeneration Project Manager had explained that the Head of the Borough Council's Legal Department had requested that the Agreement be structured in this way. A number of changes had been requested by the Town Council, the majority of which had now been incorporated into the Agreement. After some discussion, the following was resolved:

RESOLVED: that the Horley Regeneration Manager be informed that the revised Agreement is recommended for approval by the Town Council.

F 3641 Borough Standards Committee

Members were advised that no meetings had taken place.

RESOLVED: noted.

F 3642 E-Newsletter

The Clerk advised that he had been working with the InTouch company to finalise the design of the newsletter template.

RESOLVED: noted.

F 3643 Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)

Cllr Olliver updated members on the Surrey ALC Board Meeting, which he had attended the previous day, the minutes of which would be circulated to members. He explained that concern had been raised about the low number of contested seats at Town and Parish level, with only fourteen contested elections in Surrey at this level. New Councils were to be created in Surrey. Following the elections, Surrey ALC would be seeking replacement Directors. The Board had been urged to help promote the Community Infrastructure Levy (CIL) to local councils, teaching them how it worked and how to acquire it. It was noted that Surrey ALC had arranged two Drop-in New Councillor Inductions on 12 & 18 May, details of which would be circulated to new members.

RESOLVED: noted.

Elections for Horley Town Council, 7 May 2015

F 3644 The Clerk advised that there were uncontested elections for Horley North East, Horley North, Horley North West, Horley South Central and Horley South East wards. There was one contested election in Horley North Central Ward and one remaining vacant seat in Horley North ward.

RESOLVED: noted.

F 3645

The Clerk added that the Town Council should co-opt to the vacant seat, the power of co-option being exercised within 35 days of 7 May 2015.

RESOLVED:

- i) that the Clerk seek further information regarding the co-option timetable.**
- ii) that any action required to be taken prior to the Annual Meeting of the Council be ratified at that meeting.**

F 3646 Albert Rooms – Central Heating Maintenance Agreement

RESOLVED: that the Agreement with British Gas be renewed for a further year.

F 3647 Future Use of the Innes Pavilion

The Clerk advised that Horley Baptist Church had given notice that their tenancy of the Innes Pavilion would terminate on 30 June 2015. The prospective tenants who had expressed an interest in using the Pavilion did not seem to wish to proceed. It was noted that it may be necessary to use professional agents for the letting process.

RESOLVED:

- i) that the Clerk have further discussions with the prospective tenants to ascertain their final position.***
- ii) that the matter be re-considered at a future meeting.***

F 3648 Michael Crescent Centenary Park – Demolition of Former Scout Hut

The Clerk advised that he was continuing to liaise with the Borough Council's Air Quality Monitoring Officer regarding the schedule of works. Demolition costs were likely to be in the order of £12,000. No further information had been received from Surrey County Council regarding the possible lifting of the covenant restricting usage of the site.

RESOLVED: noted.

F 3649 Membership of Gatwick Diamond Business

RESOLVED: that the Town Council renew its Business Membership of Gatwick Diamond Business (1.4.15 – 30.03.16) for the total sum of £300 plus VAT. (Renewal recommended by the Planning & Development Committee on 7 April 2015.)

F 3650 Proposal for Poppy Display in Memorial Gardens

Members were advised that the site meeting to agree the exact location of the poppies was still to take place.

RESOLVED: noted.

F 3651 Tanyard Barn

The Clerk told members that discussion about the future ownership and management of Tanyard Barn (the community facility on the Acres Estate) had taken place at the recent Town/Borough Council Liaison Meeting. Should the Town Council assume responsibility for the building, it would be transferred at nil cost, however it would be

F 3651) without any commuted sum for ongoing management and maintenance. Members reiterated their concerns about the viability of the building, due to its limited size and minimal parking facilities and noted that there were already major parking issues around the entire Acres Estate. The Clerk added that the Borough Council would be seeking other interested parties, should the Town Council decline to take over Tanyard Barn.

RESOLVED: that the matter be considered further at the Annual Meeting of the Council on 19 May 2015.

F 3652 **Surrey Pension Fund – Deficit Repayment**

The Committee Chairman told members that the Town Council was currently paying 4.5% interest on the outstanding pension deficit. As the interest paid on the PWLB loan for the Innes Pavilion Roof was considerably lower than this, he suggested that consideration be given to reducing the pension deficit at the end of the year, rather than early repayment of the PWLB loan.

RESOLVED: that the matter be discussed fully by the incoming Council.

F 3653 **Friends of Fields in Trust**

RESOLVED: that the Town Council become a Friend (Member) of Fields in Trust for the annual sum of £50.

F 3654 **Henry Webber Memorial**

Members considered correspondence received from the Horley Local History Society regarding possible plans to commemorate the centenary of the death of Henry Webber, who was killed on 21 July 1916 during the Battle of the Somme and, at the age of 67, was probably the oldest Soldier to die on active service in the First World War. Relatives of Henry Webber, including some from Australia were keen to come to Horley to take part in any commemoration event, which may be planned. Members reiterated previous plans to have a plaque and portrait hung here at the Albert Rooms and it was suggested that an outdoor Service be held at the Memorial Gardens on 21 July 2016.

RESOLVED:

- i) that the Clerk contact the Horley Branch of the Royal British Legion regarding participation in an outdoor service.***
- ii) that the History Society be informed of possible plans.***
- iii) that the matter be considered further at a future meeting.***

F 3655 **Letters Received**

The Deputy Clerk reported receipt of a letter from the Secretary of the

F 3655) Horley Bowling Club, congratulating the Town Council on winning the Fields in Trust Town & Parish Council Partner of the Year Award and thanking the Council for maintaining Horley Recreation Ground to such a high standard.

RESOLVED: noted.

F 3656 **Urgent Business for inclusion on Future Agenda**

The Clerk advised that proposals for the renewal of the Town Council's insurance would be placed on the agenda of the Annual Meeting of the Council on 19 May 2015.

RESOLVED: noted.

F 3657 **Diary Dates**

RESOLVED: that forthcoming events be noted, in particular the VE Day Service and Celebrations on 8 & 9 May, Members' Briefing on 12 May and Surrey ALC Briefing on 18 May (Smallfield).

Prior to the close of the meeting, Cllr Olliver thanked Cllr Sherwin for his dedicated Chairmanship of this Committee. It was noted that this was also the last meeting that Cllrs Bethell and Goldsmith would be attending as Councillors and thanks were recorded for their loyal service to the Council.

Meeting closed at 8.54 pm.

Date of next meeting: 16 June 2015 (Provisional)