

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 28 June 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, Ms M Goldsmith, J Kendall, A Kent,
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 1414 Election of Committee Chairman (Cllr Miller in the Chair)

Cllr Marshall proposed and Cllr Ms D Ashley-Smith seconded that Cllr T Breen be nominated as Committee Chairman. There were no further nominations.

RESOLVED: that Cllr T Breen be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2005/2006.

Cllr Breen in the Chair

F 1415 Apologies and Reasons for Absence

RESOLVED: that the apology of Cllr Mrs S Branwhite be accepted (for reasons as specified in the Attendance Register.)

F 1416 Declarations of Interest

Cllr Ms M Goldsmith and S Marshall declared personal interests in the Horley Vimy Twinning Association item, in view of their membership of the Association.

RESOLVED: noted.

F 1417 Election of Committee Vice-Chairman

Cllr Breen proposed and Cllr Mrs Brooke-Harte seconded that Cllr Ms D Ashley-Smith be nominated as Committee Vice-Chairman. There were no further nominations.

RESOLVED: that Cllr Ms D Ashley-Smith be elected Vice-Chairman of the Finance & General Purposes Committee for the Municipal Year 2005/2006.

F 1418 Public Forum

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

RESOLVED: noted.

F 1419 Appointments to Sub-Committees and Outside Bodies Reporting to the Finance & General Purposes Committee

RESOLVED: that the appointments be approved (Details are appended to the minutes of the Annual Meeting held on 24 May 2005.)

F 1420 Horley Sports (Social) Club

RESOLVED: that the Clerk ascertain why reports of Committee meetings and details of accounts have not been forthcoming.

F 1421 Borough Standards Committee

Cllr Kent reported that there had been no further meetings, however training about Local Determination was to be organised.

RESOLVED: noted.

F 1422 Town Guide

The Clerk told members that the new Town Guide would be arriving shortly. He reminded members that this was the last of a three guide contract with Plus Publishing.

RESOLVED: noted.

Horley Town Meeting, 2006

F 1423 RESOLVED: that the meeting be held in the Albert Rooms on Thursday 27 April 2006.

F 1424 RESOLVED: that the Clerk make preliminary enquiries to the following, regarding their availability and willingness to speak at the Town Meeting:

**Chief Constable for Surrey
Chairman of the Police Authority
Fastway Representative
Railways Representative
Primary Care Trust Representative
Surrey & Sussex Healthcare Trust Representative**

F 1425 RESOLVED: that details of the Town Meeting (agenda running order etc) be considered at the next meeting of this Committee.

F 1426 Town Council Grants Scheme

The Clerk told members that nine applications had been received.

RESOLVED: that a meeting of the Awards Committee be called to consider the applications received.

F 1427 Risk Assessment and Management Paper 2005 – 2006

RESOLVED: that the paper be approved. (A copy is appended to these minutes.)

F 1428 Portable Public Address System for Community Events in Horley - Procedure for Hiring out the Equipment

RESOLVED: that Cllr Kendall and the Clerk prepare a scheme, for consideration at the next meeting of this Committee.

F 1429 VE / VJ Day – 60th Anniversary Parade & Service

Members were reminded that the Royal British Legion (Horley Branch) would be holding this event on 7 August. Plastic matting for twenty four chairs would be required and the saluting platform would be required in its usual place.

RESOLVED: noted.

F 1430 Horley Vimy Twinning Association – Membership Renewal – 2005/2006

RESOLVED: that payment of £70.00 be approved.

F 1431 Attendance at Seminars

It was noted that attendance by members and officers at the recent LCAS Health and Safety Seminar and the Surrey Police Authority Conference had been felt to be very worthwhile.

RESOLVED: noted.

F 1432 First Aid in the Workplace

RESOLVED: that the attendance of the Clerk and Cllr Mrs A Venn at a one day course be approved.

F 1433 National Association of Local Councils (NALC)

The Clerk told members that no papers had been received.

RESOLVED: noted.

Surrey County Association of Parish & Town Councils (SCAPTC)

F 1434 The Clerk told members that the Annual Meeting of the Association was due to be held on 9 July 2005.

RESOLVED: noted.

F 1435 The Clerk reported receipt of a questionnaire from SCAPTC.

RESOLVED: that the Clerk and Committee Chairman respond on behalf of this Council.

F 1436 **Audit for Year Ending 31 March 2005**

The Clerk reported receipt of correspondence from HLB Audit, the external auditors, explaining that their name had changed to BDO Stoy Hayward. The Clerk added that Town Council records were required to be made available to the public from 25 July until 19 August 2005.

RESOLVED: noted.

F 1437 **Councillors' Internal Audit for April and May 2005**

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

F 1438 **Financial Reports as at 30 April and 31 May 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 1439 **Recommendations to Finance & General Purposes Committee**

Leisure & Amenities Committee, 7 June 2005

Churchyards Maintenance Grant – First Instalment

Payment of £2,000.00, being the first instalment of the grant.

Michael Crescent Centenary Park - Boundary Fence

Payment of £327.00 plus VAT to the Contractor ASBIT to raise the height of a section of the boundary fence.

(afternote: additional costs may be likely)

Payment of £135.00 to Reigate & Banstead Borough Council for the submission of the necessary planning application.

F 1439) Michael Crescent Centenary Park – Moving of Goal Posts

Payment of £168.00 plus VAT to the Contractor ASBIT to move the goal posts further away from the boundary fence.

Emlyn Meadows – New Trees

Payment of £196.66 plus VAT to Surrey County Council for new trees. (The cost to be met from the donation of £500.00 from Sutton & East Surrey Water.)

Emlyn Meadows – Supply and Installation of Marker Posts

Payment of £15.12 plus VAT for the supply of marker posts to identify conservation areas.

Playgrounds – Risk Assessments and Inspections

Payment of £225,00 plus VAT to Wicksteed Leisure, for inspections and risk assessments at all three playgrounds.

Tree Works – A23 Recreation Ground

Payment of £365.00 to Harry Edwards (Tree Surgeon) for the removal of a rogue tree.

RESOLVED: that the recommendations be approved.

Licence Applications

- F 1440** **RESOLVED: that receipt of the following be noted:**
- i) Springwood Guest House, Massetts Road (Provisional Residential)**
 - ii) Fort Raj Restaurant, Victoria Road (Transfer)**
 - iii) Unwins, Station Road (Transfer)**
 - iv) Archway Theatre (Justices' Licence)**
- F 1441** **RESOLVED: that the Clerk ascertain whether these applications are still to be held at Magistrates' Courts.**
- F 1442** **Letters Received**
- RESOLVED: that receipt of the following be noted:**
- i) Information from Surrey County Council about the Children Act 2004.**
 - ii) Information from Defra about the Clean Neighbourhoods and Environment Act 2005.**
 - iii) Letter from Reigate Grammar School explaining that there would not be a work experience student placed at the Town Council this year.**

