

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 29 April 2014 at 7.30 p.m.

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

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk

F 3411 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs C Austin, M Goldsmith, Simon Marshall, M Miller and Finance Officer, Rose Cavanagh, be accepted, for reasons as specified in the Attendance Register. (Cllr Robinson was absent.)

F 3412 Declarations of Interest & Dispensations

There were no Declarations of Interest, specific to the meeting, neither were there any requests for Dispensations for Disclosable Pecuniary Interests.

RESOLVED: noted.

F 3413 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3414 Approval of Minutes
Finance & General Purposes Committee, 18 March 2014**

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 3415 First World War – Memorial Bench

The Deputy Clerk confirmed that the bench had arrived.

RESOLVED: noted.

F 3416 Audit Matters

RESOLVED: *that the Councillors' Audit Certificate for March 2014 and Clerk's responses (where applicable), be received. (A copy is appended.)*

F 3417 Financial Reports for March 2014

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 £32,843.29 plus VAT (£36,871.70)*
- iv) Receipts List totalling £5,008.13 plus VAT (£5,008.13)*

Annual Audit for Year Ending 31 March 2014

F 3418 It was noted that the audit date had been set for 28 July 2014 and that Section 1 of the Annual Return was required to be approved before 30 June 2014.

RESOLVED: *noted.*

F 3419 **RECOMMEND:** *that the following be recommended for approval at the Full Council meeting on 24 June 2013:*

- i) Unaudited Balance Sheet as at 31 March 2014*
- ii) Income & Expenditure Account for 1 April 2013 to 31 March 2014*
- iii) Reserves Statement*
- iv) Part 1 of the Annual Return as at 31 March 2014 and other associated documents.*

"Meet Your Councillor"

F 3420 Members reviewed the recent event at Horley Leisure Centre, at which no residents had raised any queries. Members agreed that this was a less suitable venue, as those visiting the Centre were hurrying to classes etc. After some discussion, it was agreed to proceed with the event at The Acres on 17 May and Cllr Powell agreed to deliver leaflets to the area beforehand.

RESOLVED: *noted.*

F 3421 Members considered the way forward, with regard to arrangements for future "Meet Your Councillor" sessions. They considered whether the events should be held less often and possibly at different times. It was noted that members were also able to respond to residents' concerns at Residents' Association and Police Panel meetings. After further discussion the following was resolved:

RESOLVED:

- i) that a "Meet Your Councillor" event be held in the Town Centre Precinct in July and no further event be held until October.*

F 3421)

ii) that members' views be sought regarding future events and a paper produced, for consideration by Full Council.

Communications Sub-Committee

F 3422 It was noted that the recent meeting had been postponed and had yet to be re-arranged.

RESOLVED: *noted.*

F 3423 **Borough Standards Committee**

It was noted that no meetings had taken place.

RESOLVED: *noted.*

F 3424 **Cycle of Meetings 2014 – 2015**

RESOLVED: *that the Cycle of Meetings, as appended to these minutes, be approved.*

F 3425 **Town Meeting, 25 April 2014**

Members agreed that the recent meeting had been well attended with two very good speakers.

RECOMMEND: *that information received from Canon Peter Bruinvels about Armed Forces Community Covenants be considered by Full Council.*

Charges for Football Pitch Hire for 2014 - 2015

F 3426 **RESOLVED:** *that the charges, as appended to these minutes, be approved.*

F 3427 Members agreed that, with effect from August 2014, fees would be requested monthly in advance from all football teams. It was noted that clubs would also have the option to pay by standing order.

RESOLVED: *that the changes to payment requests be approved. (Full details are appended.)*

F 3428 **Centenary of Start of First World War – Production of Memorial Book**

The Clerk reported that the draft of the book was nearly ready and the Design Company was seeking quotations from specialist binding companies. It was noted that two copies of the book would be produced, one of which was for Reigate & Banstead Borough Council, who would be funding the costs involved. Cllr Powell added that he was donating his £500 Borough Council member's allowance to the project and pledged that he would seek funding for any outstanding costs.

F 3428) RESOLVED: noted.

F 3429 Centenary of Start of First World War – Other Matters

Cllr George suggested that the Horley Branch of the Royal British Legion (RBL) be encouraged to make local schools aware of the Parade and Service planned for 3 August 2014.

RESOLVED: noted.

F 3430 Memorial Gardens – Summer Planting

It was noted that the cost of the planting would be similar to last year's costs (approx. £1,700 plus VAT).

RESOLVED: that the planting costs be approved.

F 3431 Gatwick Diamond Business – Membership Renewal

RESOLVED: that the recommendation of the Planning & Development Committee be approved and payment of £295 plus VAT, being the cost of Town Council membership for 2014-2015 be approved.

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

F 3432 Cllr Olliver updated members on meetings that he had recently attended. He explained that a new Chief Executive had been appointed at NALC and was due to attend a Surrey ALC meeting in the near future. He explained that a Protocol was to be issued regarding the filming of Local Council meetings. In addition Councils had been advised to be cautious about Council membership of local Pressure Groups, as opposed to individual membership.

RESOLVED: noted.

F 3433 It was noted that Cllrs Bethell and Powell would be attending the Surrey Local Councils Forum on 1 May, at a cost of £22 plus VAT per delegate.

RESOLVED: noted.

F 3434 Cllr Olliver explained that Horley Town Council would be helping to host the Parish Fayre at the South of England Show on 5 June, where it was hoped that visitors would be encouraged to consider becoming Parish Councillors.

RESOLVED: noted.

F 3435 The Clerk advised that updated Financial Regulations had been received from NALC and added that this would require the Town Council to review its own Financial Regulations.

RESOLVED: noted.

Prior to the close of the meeting, thanks were recorded to the Committee Chairman and Vice-Chairman for their hard work throughout the past Municipal Year.

Meeting closed at 9.26 pm. Date of next meeting: 10 June 2014