

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 24 November 2015 at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
J Baird
R Biggs
H Davies
M George
L Mabbett
Simon Marshall
V Marshall
R Olliver
H Randall

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
R Cavanagh – Responsible Financial Officer

F 3743 Apologies and Reasons for Absence

RESOLVED: that the apology of Cllr David Jackson be accepted, for reasons as specified in the Attendance Register.

F 3744 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Simon Marshall declared a non-pecuniary interest in the Town Guide item (Royal Mail employee).

RESOLVED: noted.

F 3745 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3746 Approval of Minutes
Finance & General Purposes Committee, 29 September 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 3747 Upgrade of CCTV Cameras at Horley Recreation Ground

The Clerk advised that the installation of the new CCTV cameras had commenced on the previous day. He reminded members that there would be twelve cameras in place of the ten existing ones and it was hoped that a camera placed on top of the Bowling Club building would give good coverage of the car park area. The Clerk confirmed that several site visits had taken place with local Police to agree the siting of the cameras and discussion had taken place about the possible monitoring of the cameras from Reigate Police Station.

RESOLVED: noted.

F 3748 Use of Horley Young People's Centre

Cllr George advised that Susy Radio was not proceeding with the possible use of the Young People's Centre as Surrey County Council conditions would have placed too many restrictions on the presenters and visitors. It was however hoped that the Susy Radio team might be involved in training young people in the use of the radio station / recording suite on the premises.

RESOLVED: noted.

F 3749 Memorial Plaque for Henry Webber

The Clerk advised that the possibility of installing an outdoor lectern in the Memorial Gardens was being considered. He added that he had been in contact with St Bart's Church regarding the planned outdoor service, however it was pointed out that it may be necessary to contact Horley Baptist Church about this, if it seemed likely that a new Rector may not be appointed at St Bart's Church by this time. The Clerk confirmed that representatives of the Horley Local History Society would be kept informed of all Town Council proposals.

RESOLVED: noted.

F 3750 Audit Matters

RESOLVED: that the Councillors' Audit Certificate for September and October 2015 and Clerk's responses (where applicable), be received. (A copy is appended).

F 3751 Interim Internal Audit Report No 1, 2015-2016

Members reviewed the report. The Clerk explained that the Internal Auditor had advised that the Town Council's Financial Regulations required revision to reflect the latest Procurement legislation. The Town Council's Health & Safety and other Policies also required updating however no major changes were anticipated. (A copy of the

F 3751) Report is appended.)

RESOLVED: noted.

F 3752 Financial Reports for September 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 £194,243.03 plus VAT (£194,267.43)
(includes Precept and Double Taxation payments totalling £169,090)**
- iv) Payments List totalling £34,754.74 plus VAT (£37,885.94)**

F 3753 Financial Reports for October 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 £16,658.68 plus VAT (£27,812.73)
(includes VAT refund of £11,146.85)**
- iv) Payments List totalling £26,228.06 plus VAT (£29,458.49)**

F 3754 Public Sector Deposit Fund (PSDF)

The Clerk told members that he was keen to add the CCLA's Public Sector Deposit Fund to the Town Council's list of Approved Investors. He explained that it was good practice to reduce risk by investing in additional very safe funds. He explained that the PSDF was a very safe fund, which only invested with high quality issuers and, whilst interest rates were slightly lower, it was possible to withdraw funds at short notice.

RESOLVED: that the Public Sector Deposit Fund be added to the Town Council's list of Approved Investors.

F 3755 Communications Sub-Committee

Cllr Baird updated members on the recent meeting of the Sub-Committee. He explained that discussion had taken place about the monthly Town Council e newsletter and a suggestion made that the members' profile be re-introduced. Members were also to be invited to put forward ideas and content for inclusion.

RESOLVED: noted.

F 3756 It was noted that an external advisor was to be invited to come and talk to members of the Sub-Committee about Social Media Strategy, before addressing other members at an appropriate meeting.

RESOLVED: noted.

F 3757 Corporate Plan

The Clerk advised that he planned to revise the Town Council's Corporate Plan into a more concise document, which would be reviewed by the Leaders' Group, before being considered by each full Committee and finally Full Council. The updated Corporate Plan would be published at the Town Meeting in April.

RESOLVED: noted.

F 3758 Town Guide, 2016

The Clerk advised that the Town Guide was now ready for issue and would be delivered by Royal Mail to everyone in the RH6 area in January. Members suggested that thanks be recorded on the Town Council's website to those local businesses which had advertised in the Guide.

RESOLVED: noted.

F 3759 Borough Standards Committee

Cllr Baird advised that no meetings had taken place. (It was subsequently learned that the meeting scheduled for 2 December had also been cancelled due to a lack of business.)

RESOLVED: noted.

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

F 3760 Members noted that the Town Council's subscription to Surrey ALC for 2016-2017 would be at the capped figure of £1,650 and the NALC subscription would be £1,170.84. Cllr Olliver reported that NALC planned to cap fees paid by larger Councils, however this had been set very high at £1,750, which would only be of benefit to the really large town councils. He added that NALC was definitely becoming a more effective Body, particularly with regard to its communication with Central Government.

RESOLVED: noted.

F 3761 Members reported on their attendances at recent Surrey ALC conferences and training sessions, which they had found to be very informative, in particular the Planning Event, which had been attended

F 3761) by several members, as well as the Town Clerk.

RESOLVED: noted.

F 3762 Cllr Olliver advised that he would be attending meetings of Surrey ALC and SERCAF (South East Region County Association Forum) during the following week, minutes of which would be circulated to members.

RESOLVED: noted.

F 3763 Replacement Boiler for the Albert Rooms

RESOLVED: that the appointment of The Cowley Group to install a replacement boiler (Worcester Greenstar 42 Cdi) for the total sum of £4,395 plus VAT, as approved by the Council Chairman & Vice-Chairman and F&GP Chairman, in consultation with the Town Clerk, be ratified.

Innes Pavilion Improvements

F 3764 The Clerk confirmed that the replacement of the porch area was now complete. Quotations were being sought for the replacement of the glazing in the roof area and, longer term the rear door area would require refurbishment.

RESOLVED: noted.

F 3765 **RESOLVED: that an Energy Survey of the lighting at the Innes Pavilion be carried out by Cllr Biggs, at no cost to this Council.**

F 3766 **RESOLVED: that the Innes Pavilion be re-named the Innes Community Hall at an appropriate time.**

F 3767 Replacement Skate Park at Horley Recreation Ground

Members were advised that the Town Council had been awarded £15,000 from Surrey County Council's Community Improvements Fund towards the replacement of the skate park at Horley Recreation Ground with a concrete or similar model. The Clerk told members that updated quotations would need to be sought for the work as well as consultation with Oakwood School and the Horley Young People's Centre regarding the design etc. Views would also be sought via the Town Council Skate Park Facebook page.

RESOLVED: noted.

F 3768 Donation to the Royal British Legion Poppy Appeal

RESOLVED: that the Town Council's donation of £300 be ratified.

F 3769 Request from Langshott Allotment Holder

Members considered a request from an allotment holder at the Langshott Allotment site to be permitted to install a greenhouse with toughened safety glass (rather than polycarbonate). The Deputy Clerk advised that, whilst Reigate & Banstead Borough Council did not currently have a policy in place regarding greenhouse design, it was about to introduce one, which would specify no glass, due to health and safety concerns and possible ground contamination. After further discussion the following was resolved:

RESOLVED: that only polycarbonate or similar greenhouses be permitted at Town Council allotment sites. (The Allotment Tenancy Agreements to be updated and re-issued with the annual renewal invoices.)

Horley Vimy Twinning Association

F 3770 Cllr Olliver told members that he had, in his Mayoral capacity, recently attended a lunch with members of the Horley Vimy Twinning Association. He explained that the Association was due to celebrate its 25th anniversary in May 2016. It was noted that the Town Council had previously had involvement with the Association and it was suggested that this may be appropriate once more.

RESOLVED: that the Clerk and Council Chairman meet with the Twinning Association's Chairman and Treasurer to discuss possible Town Council involvement.

F 3771 The Deputy Clerk advised that the Borough Council's Head of Recycling and Cleansing was replacing the Borough's twinning signs and had enquired whether the Town Council would be willing to contribute towards the cost of additional wording on the sign close to the Longbridge Roundabout, highlighting Horley's twinning with Vimy. (Costs likely to be in the order of £200.) After further discussion the following was resolved:

RESOLVED:

- i) that the Town Council make a contribution towards the cost of Horley Vimy Twinning wording being added to the Borough's twinning sign close to the Longbridge Roundabout.***
- ii) that the Town Council enquire whether any other signs leading into Horley could have similar wording added.***

F 3772 Renewal of IT Support

RESOLVED: that the Agreement with Micro Maintenance be renewed, at a cost of £165 per month.

F 3773 **Diary Dates**

RESOLVED: that forthcoming events be noted, in particular the meeting regarding possible Business Park proposals at Reigate Town Hall on 26 November, the Christmas Fayre on 28 November and Town Centre Carol Service and Hospitality on 12 December.

F 3774 **Town Council Estimates & Precept 2016/2017**

Members considered the draft estimates for 2016/2017. The Clerk explained that a contingency had been added to the Grounds Maintenance costs to cover the cost of maintaining Church Meadows, should there not be any contribution from the Borough Council. Additionally £2,000 had been added to the Flower Baskets, Beds & Planters figures to cover the cost of baskets currently provided by the Borough Council. It was noted that this was a balanced budget, with no reserves being used.

The following changes were agreed:

Innes Pavilion Rent: reduce by £1,000 to £9,000

Horley Rec Grounds: increase by £500 to £1,500

Grounds Maintenance: reduce by £1,000 to £46,000 (agreed post mtg)

Precept increase: 1.79%

Cllr George said that members should be mindful that, as a result of the ten year Double Taxation Agreement (£35,000 per annum, subject to RPI) some residents would be expecting to see a zero increase in Precept, or possibly a reduction. Members needed to understand that this amount had primarily been added to the Projects Fund for items such as the replacement skate park and Café. Cllr Olliver added that the Town Council's proposed Precept would still be less than two thirds of the national average, which, according to NALC figures, was £54.12 per annum per household. He added that there was no certainty that the Town Council's Precept would always remain uncapped and possible devolution of responsibilities from Borough/County to Parish level would require funding in the future.

Following discussion the following was recommended:

RECOMMEND: that a 1.79% increase in Precept for 2016/2017 (an average increase of 62p per annum per household) be recommended for consideration by Full Council on 15 December 2015

F 3775 **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 3776

Innes Pavilion – Renewal of Annual Licence

CONFIDENTIAL

Members considered the way forward.

Meeting closed at 9.28 pm.

Date of next meeting: 19 January 2016