

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

A meeting of the above-named Committee will be held at the Albert Rooms,
Albert Road, Horley, on **Tuesday 12 June 2012 at 7.30 pm**

All correspondence and papers referred to in the public part of the agenda are available to view in the Town Council Offices during normal office hours.

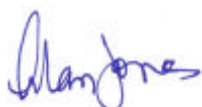
A G E N D A

- 1 Appointment of Committee Chairman
(Chairman of the Council in the Chair)**
Elected Chairman to take the Chair
- 2 Apologies and Reasons for Absence**
- 3 Declarations of Interest**
- 4 Appointment of Committee Vice-Chairman**
- 5 Public Forum**
- 6 Approval of Minutes**
Committee Meeting, Tuesday 1 May 2012
- 7 Matters Arising**
Committee Meeting, Tuesday 1 May 2012
- 8 Appointments to Sub-Committees and Outside Bodies**
To agree appointments to the following:
 - i) Borough Standards Committee**
 - ii) Community Facilities Sub-Committee**
 - iii) Editorial Sub-Committee**
 - iv) Internal Audit Review Sub-Committee**
 - v) Standing Orders Sub-Committee**
 - vi) Access Group**
 - vii) Gatwick Diamond Business Association**
 - viii) Horley Sports (Social) Club**
 - ix) Local History Management Committee**
 - x) Surrey County Association of Parish & Town Councils**
- 9 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 10 Town Councillors' Audit**
 - i) To receive the Councillors' Audit Certificate for April 2012.**
 - ii) To agree the date and attendance for the next Town Councillors' Audit.**
- 11 Financial Reports**
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 30 April 2012
- 12 Internal Audit 2011/2012**
To receive the final report (with Clerk's responses) from the Internal Auditor.
- 13 Unaudited Balance Sheet and Associated Documents for FY 2011/12**
To recommend the approval of the following to Full Council:
 - i) Unaudited Balance Sheet as at 31 March 2012**
 - ii) Income & Expenditure Account for 1 April 2011 to 31 March 2012**
 - iii) Reserve Statement**
 - iv) Parts 1 & 4 of the Annual Return as at 31 March 2012 and other documents.**

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- 14 **Consultation on Appointment of External Auditor for Five Years from 2012/2013**
To consider information received from the Audit Commission.
- 15 **“Meet Your Councillor” 2012/2013**
To agree dates and venues for this year.
- 16 **Borough Standards Committee**
To review the current position.
- 17 **Surrey County Association of Parish & Town Councils (SCAPTC)
& National Association of Local Councils (NALC)**
To receive an update.
- 18 **Horley Anderson Centre / Innes Pavilion Division**
To receive an update.
- 19 **Gatwick Diamond Business Association**
i) To note that the total cost to join the Association (including joining fee) was £340 and to ratify the payment of £70. (£270 previously approved by this Committee on 20 March 2012.)
ii) To note information received, including dates of future meetings.
- 20 **Town Council Insurance**
To note the Schedule of Insurance Cover from 1 June 2012 and renewal premium from Aviva Insurance of £9,750.94.
- 21 **Community Foundation for Surrey**
To note receipt of the Annual Fund Statements for 2011/2012.
- 22 **Letters Received**
- 23 **Diary Dates**
To note forthcoming events.
- 24 **Urgent Business**
To note urgent business for inclusion on future agenda.
- 25 **Press Release**
To agree items for inclusion.
- 26 **Exclusion of Public and Press**
“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.”
- 27 **Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, 1 May 2012.
- 28 **Matters Arising** **CONFIDENTIAL**
Committee Meeting, 1 May 2012.
- 29 **Press Release**
To agree items for inclusion.

Date of next meeting – 31 July 2012



Signed: Town Clerk

Dated 7 June 2012