

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 19 March 2013 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 Apologies and Reasons for Absence**
- 2 Declarations of Interest & Dispensations**
 - i) To receive any Declarations of Interest regarding items on this agenda.
 - ii) To receive written requests for dispensations for Disclosable Pecuniary Interests (if any).
 - iii) To grant any requests for dispensations, as appropriate.
- 3 Public Forum**
- 4 Approval of Minutes**

Committee Meeting, Tuesday 22 January 2013
- 5 Matters Arising**

Committee Meeting, Tuesday 22 January 2013
- 6 Outside Bodies**

To receive reports of attendance at meetings of Outside Bodies.
- 7 Audit Matters**

To receive the Councillors' Audit Certificate for January and February 2013.
- 8 Financial Reports**

To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 28 February 2013
- 9 Internal Audit**
 - i) To receive the Interim Audit Report no 2 and the Clerk's response.
 - ii) To consider the appointment of the Internal Auditor for 2013 / 2014.
- 10 Internal Control Review 2012/2013**

To receive the annual review of the effectiveness of the Town Council's system of internal control and management of risk.
- 11 Communications**
 - i) "Meet your Councillor" – to receive an update on the recent events and to consider future arrangements.
 - ii) To receive an update on recent meetings of the Communications Sub-Committee.
- 12 Town Meeting, 26 April 2013**

To receive an update on arrangements made
- 13 Borough Standards Committee**

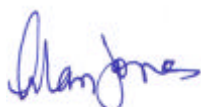
To receive an update.
- 14 Standing Orders, Financial Regulations and other Associated Documents**

To review the documents revised by the Standing Orders Sub-Committee and to consider their recommendation to Full Council.

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- 15 **Surrey Association of Local Councils (Surrey ALC, formerly SCAPTC) & National Association of Local Councils (NALC)**
i) To receive an update on recent meetings
ii) To consider attendance at the Surrey Local Council's Forum on 21 May 2013.
iii) Review of the Quality Parish & Town Council Scheme – to consider a response to the online survey (required by 1 April 2013).
iv) To consider any other information received.
- 16 **Freedom of Information Act – Model Publication Scheme**
To review the Town Council's Policy.
- 17 **St George's Day Event, 20 April 2013**
To consider Town Council participation.
- 18 **Horley Business Expo, 26 April 2013**
To consider Town Council sponsorship.
- 19 **Letters Received**
- 20 **Diary Dates**
To note forthcoming events.
- 21 **Urgent Business**
To note urgent business for inclusion on any future agenda.
- 22 **Press Release**
To agree items for inclusion.
- 23 **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."
- 24 **Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, 22 January 2013.
- 25 **Matters Arising** **CONFIDENTIAL**
Committee Meeting, 22 January 2013.
- 26 **Innes Pavilion / Horley Sports (Social) Club** **CONFIDENTIAL**
i) To receive an update on recent meetings.
ii) To consider the implications of the recent survey (paper attached for members)
- 27 **Website Redevelopment** **CONFIDENTIAL**
To consider quotations received (paper attached for members) and to agree the way forward.
- 28 **Future Tax Proposals** **CONFIDENTIAL**
To consider the paper prepared by the Committee Chairman and to agree the way forward.
- 29 **Press Release** **CONFIDENTIAL**
To agree items for inclusion.

Date of next meeting – 30 April 2013



Signed: Town Clerk

Dated 14 March 2013