

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 23 June 2009** 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**
- 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 28 April 2009
- 7 Matters Arising**
Committee Meeting, Tuesday 28 April 2009
- 8 Appointments to Sub-Committees and Outside Bodies**
To agree appointments to the following:
 - i) Borough Standards Committee**
 - ii) Editorial Sub-Committee (Newsletter & Town Guide)**
 - iii) Emergency Plan Sub-Committee**
 - iv) Horley Saturday Market Sub-Committee**
 - v) Internal Audit Review Sub-Committee**
 - vi) Quality Status Sub-Committee**
 - vii) Risk Assessment Sub-Committee**
 - viii) Standing Orders Sub-Committee**
 - ix) Access Group**
 - x) Citizens Advice Bureau**
 - xi) Horley Sports (Social) Club**
 - xii) Local History Management Committee**
 - xiii) Surrey County Association of Parish & Town Councils**
- 9 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 10 Town Councillors' Audit**
To receive the Councillors' Audit reports for April 2009..
- 11 Financial Reports**
To approve the financial reports, including bank reconciliations and accounts payable, up to 30 April 2009.
- 12 Borough Standards Committee**
To receive an update.
- 13 Surrey County Association of Parish & Town Councils (SCAPTC)**
 - i) Subscription Fees – to receive an update.**
 - ii) To receive an update on any other matters.**

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- 14 National Association of Local Councils (NALC)**
To receive an update on any information received.
- 15 New Office Equipment**
i) To approve the purchase of furniture for the small meeting room. (Approx £900)
ii) To approve the purchase of a replacement laptop computer at an approximate cost of £450 plus VAT.
- 16 Town Council Insurance**
To note receipt of the Renewal Notice from Aviva Insurance Ltd. (£8991.23)
- 17 Town Guide**
To approve the final draft (due to be published next month) and to agree its distribution.
- 18 Newsletter No 18**
To note that the newsletter has been published, following review by the Editorial Sub-Committee, and to agree its distribution.
- 19 Michael Crescent Scout Hall**
To receive an update.
- 20 Town Awards**
To receive an update on applications received.
- 21 Town Council Grant Scheme**
To receive an update on applications received.
- 22 Strawson Hall Regeneration**
To consider correspondence received from the Chairman of the Management Committee.
- 23 Surrey Crimestoppers – 2009/10 Appeal for Help**
To consider correspondence received.
- 24 Local Council Administration – 8th Edition**
To approve the purchase of the latest edition of the handbook. (At a discounted cost of £53.60 plus VAT)
- 25 The Big Lunch**
To note information received about the event to be organised by the Horley & District Chamber of Commerce on Sunday 19 July 2009.
- 26 Horley Saturday Market**
i) **National Association of British Market Authorities (NABMA)** – To consider affiliation to the Association. (Membership - £318 per annum.)
ii) To receive an update on any other related matters.
- 27 Letters Received**
- 28 Urgent Business**
To note urgent business for inclusion on future agenda.
- 29 Press Release**
To agree items for inclusion.

30 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."

31 Approval of Confidential Minutes

Committee Meeting, Tuesday 28 April 2009.

CONFIDENTIAL

32 Matters Arising

Committee Meeting, Tuesday 28 April 2009.

CONFIDENTIAL

33 Press Release

To agree items for inclusion.

Date of next meeting – 18 August 2009



Signed: Town Clerk

Dated 18 June 2009