

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 24 March 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 Apologies and Reasons for Absence**
- 2 Declarations of Interest**
- 3 Public Forum**
- 4 Approval of Minutes**
Committee Meeting, 20 January 2009
- 5 Matters Arising**
Committee Meeting, Tuesday 20 January 2009
- 6 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 7 Borough Standards Committee**
To receive an update.
- 8 Surrey County Association of Parish & Town Councils (SCAPTC)**
To receive an update
- 9 National Association of Local Councils (NALC)**
 - i)** Direct Information Service – to consider the renewal of the annual subscription.
 - ii)** Local Council Review – to consider the renewal of the annual subscription.
 - iii)** To receive an update on any other matters.
- 10 Standing Orders and Associated Documents**
To recommend that Full Council approve the following:
 - i)** Standing Orders
 - ii)** Supplementary Information
 - iii)** Financial Regulations
 - iv)** Complaints Procedures
- 11 Larger Councils' Conference, 16 April 2009**
To approve the attendance of the Clerk at the Conference.
- 12 Town Meeting, 24 April 2009**
To receive an update.
- 13 Annual Report and Corporate Plan**
 - i)** Annual Report – to approve the production of the art work by Mad Ideas.
 - ii)** Corporate Plan – to receive an update.
- 14 Town Guide 2009 – 2010**
To receive an update.
- 15 Risk Assessments**
To receive the Risk Assessments prepared by WPS Insurers
- 16 Fire Safety Training**
To receive an update on recent training.

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- 17 Albert Rooms**
i) To approve new hire charges from April 2009.
ii) Following advice from WPS Insurers, to approve the costs associated with providing a hard standing for refuse bins to the rear of the building, plus other sundry works.
iii) To approve the purchase and installation of three additional CCTV cameras. (Work to be carried out by Lion Security.)
- 18 Town Councillors' Audit**
To receive the Councillors' Audit reports for December 2008, January 2009 and February 2009 (if available)..
- 19 Financial Reports**
To approve the financial reports, including bank reconciliations and accounts payable, up to 31 December 2008, 31 January 2009 and 28 February 2009 (if available)
- 20 Internal Audit Report**
To receive the Interim Report and the Clerk's response.
- 21 Issues Arising Report (Audit for year ending 31 March 2008)**
To approve the Clerk's response to the report by BDO Stoy Hayward.
- 22 Fidelity Insurance Guarantee**
To agree the way forward.
- 23 Town Awards and Grant Scheme**
To agree the way forward.
- 24 Government Cycle Scheme**
To consider Town Council affiliation to the tax free Scheme.
- 25 Michael Crescent Scout Hall**
To receive an update.
- 26 Maintenance of CCTV Cameras in Recreation Grounds**
To approve the quotation from Lion Security.
- 27 Event at Horley Recreation Ground, 16 May 2009**
To consider a request from the Churches of Horley..
- 28 St George's Day Event, 25 April 2009**
To receive an update and to consider the purchase of a "Good Luck" advertisement in the programme.
- 29 Horley Saturday Market**
To receive an update.
- 30 Town Centre Hanging Baskets 2009**
To agree arrangements and associated costs.
- 31 Horley Sports (Social) Club**
To receive a report of the recent meeting with Club representatives.
- 32 Letters Received**
- 33 Urgent Business**
To note urgent business for inclusion on future agenda.

- 34 **Press Release**
To agree items for inclusion.
- 35 **Exclusion of Public and Press**
In view of the confidential nature of the business about to be transacted, it is proposed that, in the public interest, the public and press be excluded from the remainder of the meeting under the provisions of The Public Bodies (Admission to Meetings) Act 1960.
- 36 **Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 20 January 2009.
- 37 **Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 20 January 2009.
- 38 **Horley Recreation Ground – Drainage Proposals for Playground** **CONFIDENTIAL**
To consider quotations received and to approve the appointment of a Contractor.
- 39 **Press Release**
To agree items for inclusion.

Date of next meeting – Tuesday 28 April 2009



Signed: Town Clerk

Dated 19 March 2009