

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 25 September 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 Apologies and Reasons for Absence**
- 2 Declarations of Interest**
- 3 Public Forum**
- 4 Approval of Minutes**
Committee Meeting, Tuesday 31 July 2012
- 5 Matters Arising**
Committee Meeting, Tuesday 31 July 2012
- 6 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 7 Audit Matters**
 - i) To receive the Councillors' Audit Certificate for July and August 2012.
 - ii) To agree the date and attendance for the next Town Councillors' Audit.
 - iii) Appointment of External Auditor – to note information received from the Audit Commission.
- 8 Financial Reports**
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 August 2012
- 9 Communications**
 - i) "Meet your Councillor" – to receive an update on the recently held event.
 - ii) To receive notes of the meeting of the Communications Working Group held on 9 August 2012.
 - iii) Web Site – to consider proposals for enhancements
 - iv) To consider a proposal that the Communications Working Group become a Sub-Committee of the Finance & General Purposes Committee.
 - v) To consider the Town Council's draft Social Networking Policy and its recommendation to Full Council.
- 10 Borough Standards Committee**
To receive an update and to finalise this Council's representation.
- 11 Surrey County Association of Parish & Town Councils (SCAPTC) & National Association of Local Councils (NALC)**
 - i) To receive an update on recent meetings
 - ii) Quality Parish Council Scheme – to consider information received.
 - iii) To consider any other information received.
- 12 Localising Support for Council Tax**
To approve this Council's response to the Consultation issued by the Department for Communities and Local Government (DCLG).
- 13 Draft Scheme Proposals for Council Tax Support**
To approve this Council's response to the Consultation issued by Reigate & Banstead Borough Council.
...Continued

- 14 Charges for the Hire of the Albert Rooms**
To consider the way forward.
- 15 Innes Pavilion / Horley Sports (Social) Club**
To receive an update on recent meetings and other matters.
- 16 Christmas 2012**
i) Christmas tree and lights - to consider the way forward.
ii) Councillors' Hospitality – to consider arrangements for 2012.
iii) To agree office opening hours over the Christmas period.
- 17 Letters Received**
- 18 Diary Dates**
To note forthcoming events.
- 19 Urgent Business**
To note urgent business for inclusion on any future agenda.
- 20 Press Release**
To agree items for inclusion.
- 21 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.”
- 22 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, 31 July 2012.
- 23 Matters Arising** **CONFIDENTIAL**
Committee Meeting, 31 July 2012.
- 24 IT Support Contract** **CONFIDENTIAL**
To consider quotations received.
- 25 Precept 2013 – 2014**
i) To receive a Briefing from the Clerk.
ii) To consider this Committee's requirements.
- 26 Press Release**
To agree items for inclusion.

Date of next meeting – 20 November 2012



Signed: Town Clerk

Dated 20 September 2012