

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 November 2008 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 14 October 2008
- 5 Matters Arising**
Committee Meeting, Tuesday 14 October 2008
- 6 Outside Bodies**
To receive reports of attendance at meetings of Outside Bodies.
- 7 Borough Standards Committee**
To receive an update.
- 8 Codes of Conduct for Local Authority Members and Employees**
To note receipt of the consultation paper from Communities and Local Government.
(Responses required by 24 December 2008.)
- 9 Surrey County Association of Parish & Town Councils (SCAPTC)**
To consider any information received.
- 10 National Association of Local Councils (NALC)**
To consider any information received.
- 11 New Town Council Offices – Building Works**
To receive an update.
- 12 Christmas/ New Year Opening Hours**
To agree arrangements for the Town Council Offices
- 13 Members' Training**
To review the recent training evening.
- 14 Health and Safety Policy 2008**
To review and adopt the Policy.
- 15 Standing Orders**
To note that draft revised Standing Orders have been issued to members of the Sub-Committee and to consider the way forward.
- 16 Active Citizen System**
To consider information received from Surrey Police.
- 17 Horley Edmonds Community Fund**
To receive an update.
- 18 Councillors' Internal Audit**
To receive the Councillors' Internal Audit report for September 2008.Cont'd

- 19 Financial Reports**
To approve the financial reports, including bank reconciliations and accounts payable, up to 30 September 2008.
- 20 Audit for Year Ended 31 March 2008**
i) To note correspondence between the Clerk and BDO Stoy Hayward
ii) To consider matters raised in the Issues Arising Report and to agree the way forward.
- 21 Horley Sports (Social) Club and Innes Pavilion**
To receive an update on recent meetings and any other matters.
- 22 Michael Crescent Scout Hall**
To receive an update and to consider the way forward.
- 23 Town Centre Christmas Lights and Tree**
i) To receive an update on arrangements made for this year.
ii) To consider the way forward from 2009 onwards.
- 24 Town Centre Health Check**
To consider the way forward.
- 25 Letters Received**
- 26 Urgent Business**
To note urgent business for inclusion on future agenda.
- 27 Press Release**
To agree items for inclusion.
- 28 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.
- 29 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 14 October 2008.
- 30 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 14 October 2008.
- 31 New Town Council Offices – Financial Update** **CONFIDENTIAL**
To receive an update from the Clerk.
- 32 Replanting of Ornamental Gardens** **CONFIDENTIAL**
To consider quotations received and to agree the way forward.
- 33 Town Council Estimates and Precept – 2009/10** **CONFIDENTIAL**
To finalise draft estimates and to agree a Precept for 2009/10, for recommendation to Full Council on 9 December 2008.
- 34 Press Release**
To agree items for inclusion. **Date of next meeting – Tuesday 20 January 2009**



Signed: Town Clerk

Dated 21 November 2008