

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 26 November 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 1 October 2013
- 5 Matters Arising**

Committee Meeting, Tuesday 1 October 2013
- 6 Audit Matters**
 - i) To receive the Interim Internal Audit Report no 1 for 2013 - 2014
 - ii) To receive the Councillors' Audit Certificate for September and October 2013.
- 7 Financial Reports**

To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 October 2013
- 8 Loan from Public Works Loan Board**

To note arrangements made to draw down the first tranche of the loan (£70,000 from a total of £85,000).
- 9 Communications**
 - i) "Meet your Councillor" – to receive an update on the recent event at Waitrose
 - ii) To receive an update on the new Town Council website
- 10 Borough Standards Committee**

To receive an update.
- 11 Centenary of First World War**
 - i) Production of Memorial Book – to receive an update.
 - ii) Commemoration Bench – to consider information received
- 12 Remembrance Services 2013**

To review the recent services and to consider the way forward.
- 13 Horley Town Guide – 2013/2014**

To receive an update.
- 14 Christmas 2013**
 - i) Christmas tree and lights - to receive an update.
 - ii) To consider a request from the Horley Association of Traders (HATs)
- 15 Town Award Badges**

To consider a quotation received from The Rocket Badge Company.

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- 16 **Smith's Charity, Horley**
To consider correspondence received about Trustees.
- 17 **Charges for the Hire of the Albert Rooms**
To consider charges for 2014/2015
- 18 **Surrey Association of Local Councils (Surrey ALC)
& National Association of Local Councils (NALC)**
i) To receive an update on recent meetings
ii) To note the attendance of four Town Councillors at the Surrey Local Councils' Update on 3 December 2013.
iii) To consider any other information received.
- 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, Tuesday 1 October 2013.
- 25 **Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 1 October 2013.
- 26 **Work Experience Proposal** **CONFIDENTIAL**
To consider the engagement of a work experience student.
- 27 **Innes Pavilion / Horley Sports (Social) Club (HSSC)** **CONFIDENTIAL**
i) HSSC – to receive an update.
ii) Roof Replacement – to receive an update on the Programme of Works.
iii) Minor repairs to Pavilion – to consider quotations received.
iv) Applications for funding – to receive an update.
v) To consider future tenancies.
- 28 **Town Council Estimates and Precept - 2014/15** **CONFIDENTIAL**
To agree estimates and Precept for 2014/2015 for recommendation to Full Council on 10 December 2013.
- 29 **Press Release** **CONFIDENTIAL**
To agree items for inclusion.

Date of next meeting – 21 January 2014



Signed: Town Clerk

Dated 21 November 2013