

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 29 September 2015** 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 Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive from members any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**
- 4 Approval of Minutes**
Committee Meeting, Tuesday 4 August 2015
- 5 Matters Arising**
Committee Meeting, Tuesday 4 August 2015
- 6 Audit Matters**
To receive the Councillors' Audit Certificate for July and August 2015.
- 7 Financial Matters**
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 August 2015.
- 8 Annual Return for the Year Ending 31 March 2015**
 - i)** To note that the audit has been completed and is unqualified.
 - ii)** To receive the External Auditor's Certificate and Opinion (Section 3 of the Annual Return.)
 - iii)** To recommend to Full Council that the Annual Return be approved
 - iv)** To approve payment for external audit fee of £1,030.00 +VAT to BDO LLP
 - v)** To note any advisory matters for consideration (Issues Arising Report).
- 9 Communications**
 - i)** "Meet Your Councillor" – to consider the way forward.
 - ii)** To receive any relevant updates.
- 10 Borough Standards Committee**
To receive an update.
- 11 Surrey Association of Local Councils (Surrey ALC)
& National Association of Local Councils (NALC)**
 - i)** To note members' attendances at training sessions and the Annual Surrey ALC Conference.
 - ii)** To consider whether this Council should apply for accreditation to the Local Council Award Scheme and, if so, at which specific level.
 - iii)** To receive an update on any other matters.
- 12 Precept 2016/2017 Presentation**
To receive a presentation and make an initial assessment of this Council's Precept requirements

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- 13 Memorial Plaque for Henry Webber**
To consider the way forward.
- 14 The Queen's 90th Birthday Celebrations**
To note information received and to consider the way forward
- 15 Christmas 2015**
i) Town Centre Christmas Tree – to note action taken
ii) Town Centre Carol Service and Councillors' Hospitality, 12 December – to receive an update.
iii) To agree office opening hours over the Christmas period.
- 16 Horley Recreation Ground – Location of Possible Café**
To note further information received from Trevlyn Tanner Architects Ltd and to consider whether:
i) the first stage of the feasibility study be extended to consider the additional location discussed at the Leisure Committee, for the sum of £425 plus VAT.
ii) stage 2 proposals be prepared for more than one location option for the total sum of £3,700 plus VAT (increased from £2,410).
- 17 Horley Conservation Group – Annual Membership of Surrey Wildlife Trust**
To approve payment of £85.
- 18 Letters Received**
- 19 Diary Dates**
To note forthcoming events.
- 20 Urgent Business**
To note urgent business for inclusion on any future agenda.
- 21 Press Release**
To agree items for inclusion.
- 22 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."
- 23 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 4 August 2015
- 24 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 4 August 2015
- 25 Innes Pavilion – Replacement of Front Entrance Lobby** **CONFIDENTIAL**
To consider quotations received and to agree the way forward.
- 26 Press Release**
To agree items for inclusion.

Date of next meeting – Tuesday 24 November 2015



Signed: Town Clerk

Dated: 24 September 2015