

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 1 October 2019 at 7.30 pm**

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 6 August 2019.

5 Finance Updates

Committee Meeting, Tuesday 6 August 2019.

6 Audit Matters

To receive the Councillors' Audit Certificate for July and August 2019.

7 Annual Audit for the Year Ending 31 March 2019

i) To note that the audit has been completed and is unqualified, with no Issues Arising.

ii) To approve payment of £1,300 plus VAT to PKF Littlejohn LLP for work carried out.

8 Financial Matters

i) To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 July 2019.

ii) To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 August 2019.

iii) To note the closure of the Barclays Bank Accounts

9 Precept 2020/21

To agree the timetable for setting the 2020/21 precept.

10 Communications

i) To receive an update on the meeting of the Communications Sub-Committee held earlier in the evening (1 October 2019).

ii) To receive an update on any other matters.

11 Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)

i) SSALC Training Programme 2020/21 Survey – to note information received.

ii) To receive updates on recent meetings and other events attended.

iii) To receive an update on any other matters.

12 Café Pavilion Project, Horley Recreation Ground

To receive an update on the Café Pavilion construction and associated external works.

13 Upgrade to Accounting Software

To note the move of the accounting software to a web-based version allowing the compliance with HMRC Making Tax Digital online VAT returns. (Deadline October 2019)

...Continued

- 14 Community Infrastructure Levy (CIL)**
i) To receive the latest quarterly report.
ii) **RBBC Local Fund Survey (Closing Date: 13 October 2019)** - To note information received.
- 15 Horley Edmonds Fund** - To note information received.
- 16 Remembrance Programme 2019**
i) To note receipt of the Horley RBL Remembrance Programme and approve actions required by this Council.
ii) To approve a donation under the general power of competence to the Royal British Legion Poppy Appeal. (Last year a donation of £250 was approved)
- 17 Christmas 2019**
To consider arrangements for the Councillors' Hospitality, provision of a Christmas Tree and Office Closures over the Christmas period.
- 18 Letters Received**
- 19 Diary Dates**
To note forthcoming events.
- 20 Items for future consideration**
To note any items for inclusion an 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 6 August 2019.



Signed: Joan Walsh, Town Clerk, 26 September 2019

Date of next meeting – Tuesday 26 November 2019