

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 17 January 2017 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 22 November 2016.

5 Matters Arising

Committee Meeting, Tuesday 22 November 2016.

6 Audit Matters

To receive the Councillors' Audit Certificate for October & November 2016 (plus December 2016 if available).

7 Financial Reports

To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 30 November 2016 (plus up to 31 December 2016 if available).

8 Communications

- i) To receive an update on any recent meetings of the Communications Sub-Committee.
- ii) Upgrade of Office 365 email system – to receive a report from the Clerk.
- iii) Accessing Town Councillor emails – to receive an update on procedures.
- iv) To receive an update on any other matters.

9 Upgrade of officer computer system

To consider the purchase of a replacement server Dell PowerEdge T20 Server for the sum of £1,300 to be supplied and installed by Micromaintenance Ltd.

10 Closed Circuit Television (CCTV) Policy and Code of Practice

To review and recommend the draft Policy and Code of Practice to Full Council for adoption

11 CCTV requirements

To consider the purchase of additional CCTV equipment:

- i) 2 x HD cameras and upgraded DVR for the sum of £910
- ii) 1 x HD camera to be added to Innes Pavilion/Car Park for the sum of £800

Both items to be supplied and installed by Lion Security.

12 Office security

To consider the purchase of additional security equipment for the sum of £380 following a review by the crime reduction officers.

13 Borough Standards Committee

To receive an update on any recent meetings.

... Continued

- 14 Surrey Association of Local Councils (Surrey ALC)
& National Association of Local Councils (NALC)**
To receive updates on recent meetings and to consider any information received.
- 15 Emergency Plan Review**
To agree the way forward.
- 16 Town Meeting, 28 April 2017**
To agree arrangements for the meeting, including possible speakers.
- 17 Hire Charges for Edmonds Hall (Albert Rooms)**
To agree charges from 1 April 2017.
- 18 Letters Received**
- 19 Diary Dates**
To note forthcoming events.
- 16 Urgent Business**
To note urgent business for inclusion on any future agenda.
- 17 Press Release**
To agree items for inclusion.
- 18 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.”
- 19 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 22 November September 2016
- 20 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 22 November 2016
- 21 Press Release**
To agree items for inclusion.



Signed: Town Clerk, 12 January 2017

Date of next meeting – Tuesday 14 March 2017