

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 18 June 2019 at 7.30 pm**

A G E N D A

- 1 Appointment of Committee Chairman
(Chairman of the Council in the Chair)**

Elected Chairman to take the Chair
- 2 Appointment of Committee Vice-Chairman**
- 3 Apologies and Reasons for Absence**
- 4 Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive from members any declarations of interest in relation to any items included on this agenda.
- 5 Public Forum**
- 6 Approval of Minutes**
Committee Meeting, Tuesday 30 April 2019
- 7 Finance updates**
Committee Meeting, Tuesday 30 April 2019
- 8 Appointments to Sub-Committees and Outside Bodies**
To agree appointments to the following:
Communications Sub-Committee (appointments already made)
Resilience & Emergency Plan Sub-Committee
Internal Audit Review Sub-Committee
Standing Orders Sub-Committee
Borough Standards Committee (appointment already made)
Surrey Association of Local Councils (appointments already made)
- 9 Audit Matters**
To receive the Councillors' Audit Certificate for April and May 2019.
- 10 Financial Matters**
 - i)** To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 30 April 2019 and 31 May 2019.
 - ii)** Revisions to HSBC Bank Mandates – to consider the appointments of new signatories for authorising payments.
- 11 Communications**
 - i)** To receive an update on the meeting of the Communications Sub-Committee held earlier in the evening (18 June 2019).
 - ii)** To receive an update on any other matters.
- 12 General Data Protections Regulations (GDPR)**
 - i)** To consider appointing a Data Protection Lead (DPL), effective from 30 June 2019.
 - ii)** To receive an update on any other matters.

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- 13 Surrey Association of Local Councils (Surrey ALC)
& National Association of Local Councils (NALC)**
i) To receive updates on recent meetings and other events attended.
ii) To receive an update on any other matters.
- 14 Town Council Insurance** – to receive any updates.
- 15 Café Pavilion, Horley Recreation Ground**
i) To receive an update on arrangements for the Café Pavilion build and associated external works due to commence on 24 June 2019.
ii) To note that a briefing paper on the Café Operator Lease has been issued to the Café Working Group.
- 16 Horley Recreation Ground Refurbishment**
To approve expenditure for restoration to railings and install one complete section of metal railings by main entrance gates in the total sum of £2,172.00 plus VAT.
- 17 Council Offices Refurbishment**
To approve expenditure for restoration to woodwork at front gable end of Town Council building in the sum of £527.00 plus VAT.
- 18 Storage at Michael Crescent**
To receive an update on the proposed ‘Letter of Terms & Conditions’ to be issued by the Town Council to organisations requesting the storage of items in the Scout Hut building.
- 19 Edmonds Hall Upgrades**
i) **Town Council Wi-Fi** - To ratify the recent upgrade to an enhanced ‘Ubiquiti System’ and associated expenditure in the sum of £336.00 plus VAT.
ii) **Sound System** - to receive any updates.
- 20 Health & Safety Compliance**
To ratify recent expenditure for the quarterly water hygiene monitoring at the Council offices and Innes Pavilion, in the total sum of £195.00 plus VAT.
- 21. Ye Olde Six Bells Public House**
To consider the implications of the fire at the Six Bells Public House.
- 22 Letters Received**
- 23 Diary Dates**
To note forthcoming events.
- 24 Urgent Business**
To note urgent business for inclusion on any future agenda.
- 25 Press Release**
To agree items for distribution.
- 26 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.”



Signed: Joan Walsh, Town Clerk, 13 June 2018

Date of next meeting – Tuesday 31 July 2018