

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 20 November 2018 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 25 September 2018

5 Finance Updates

6 Internal Audit Matters

- i) To receive the Councillors' Audit Certificate for September and October 2018.
- ii) Internal Audit 2018 – 2019 – to receive the First Interim Report and Clerk's responses, as necessary.

7 Annual Audit for the Year Ending 31 March 2018

- i) To note that the audit has been completed and is unqualified, with no Issues Arising.
- ii) To approve payment of £1,000 plus VAT to PKF Littlejohn LLP for work carried out.

8 Financial Reports

To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 October 2018

9 Communications

- i) To receive an update on the meeting of the Communications Sub-Committee held earlier in the evening
- ii) To receive an update on any other matters.

10 General Data Protections Regulations (GDPR)

To receive any updates.

**11 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) SSALC and NALC subscriptions for 2019/2020 – To note that the Town Council's SSALC subscription will be £1,675 and the NALC subscription will be £1,294.90.
- iii) To receive an update on any other matters and to consider any information received.

12 Possible Use of Edmonds Hall as a Polling Station

To consider a request from the Borough Council's Electoral Services Manager.

13 Reigate & Banstead Civic Protocol

To note information received from Reigate & Banstead Borough Council

14 Horley Edmonds Fund

To receive the Report for the period 1 April - 30 September 2018.

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- 15 Emergency Lights at Innes Pavilion**
To consider the quotation received from L&C Installations Ltd
- 16 Town Council Estimates & Precept 2019/2020**
To agree Estimates and Precept for 2019/2020, for recommendation to Full Council on 11 December 2018.
- 17 Letters Received**
- 18 Diary Dates**
To note forthcoming events.
- 19 Urgent Business**
To note urgent business for inclusion on any future agenda.
- 20 Press Release**
To agree items for distribution.
- 21 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.”
- 22 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 25 September 2018.



Signed: Joan Walsh, Town Clerk, 15 November 2018

Date of next meeting – Tuesday 22 January 2019