



HORLEY TOWN COUNCIL

**Minutes of a Meeting of the Finance and General Purposes Committee
held at the Town Council Offices, Albert Road, Horley on 17 May 2022, at 7.30 pm**

Present	Cllrs	Hannah Avery	Mike George	Samantha Marshall
		Jante Baird (VC)	Adrian Kitajewski	Simon Marshall
		Jordan Beech (C)	Helen Kitajewski (Chairman)	Robert Marr
		Andy Dye*	Wayne Phillips*	Martin Saunders
			David Powell*	

*** Absent**

Also Present Joan Walsh (Town Clerk)
Judy Morgan (RFO and Planning Officer)

F 4795 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Dye and Powell be accepted.

F 4796 Constitution

RESOLVED: that the Terms of Reference for 2022/23, be approved and that they be reviewed annually.

F 4797 Approval of Minutes

RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 25 January 2022, be approved.

F 4798 Finance Updates

Tenancy of Innes Pavilion

The Town Clerk updated Members on the current position. She explained that the Heads of Terms for the formal lease agreement were agreed with the Tenant some time ago and the Council was waiting for the tenant to sign the documentation. The was now being pursued in order to conclude the matter.

RESOLVED: noted.

Internal Audit Matters

Councillors' Audit Certificate for January, February, and March 2022.

F 4799 *RESOLVED: that the Councillors' Audit Certificate for January, February, and March 2022 and responses by the RFO, be noted.*

Final Internal Audit Report for 2021/22

F 4800 *RESOLVED: that the Final Internal Audit Report for 2021/22 be received and the outcomes noted.*

F 4801 Councillor Audit Rota for the year 2022/23

RESOLVED: that the Councillor Audit Rota for the year 2022/23, be approved.

F 4802 Dates for execution of Exercise of Public Rights

RESOLVED: noted that the dates set for the execution of Exercise of Public Rights to inspect the accounting records of HTC will be Monday 27 June 2022 to Friday 5 August 2022.

F 4803 Financial Matters

RESOLVED: that the following reports for January, February, and March 2022, be approved:

January, February, and March 2022 Bank Reconciliations

January, February, and March 2022 Receipts

January, February, and March 2022 Payments

March 2022 Summary of Accounts

Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)

F 4804 SALC Updates

The Town Clerk gave an overview of information received at a recent Surrey ALC Clerks' Network Meeting.

- The newly formed Surrey ALC has completed its first year and they were planning to improve communications, create a better website and offer enhanced training. They are also planning to restart the Chairmans' Forum.
- Surrey County Council (SCC) were considering the option for 'County Deals' as an alternative to becoming a unitary authority. A County Deal was a way of devolving powers within the current local government structure. SCC were proceeding with the County Deal plan and Town & Parish Councils were invited to take part in the initial discussions. They would be considering how to achieve more with local councils, and community groups in unparished areas. Surrey ALC were seeking input from local authorities like HTC regarding commitment to the deals, partnership working and suggested projects. The matter would be followed up as more information became available (with a further update for the Full Council meeting of HTC in June).
- SALC had been notified of the reappointment of Cllr George as the HTC representative.
- The Surrey Association of Local Councils AGM would be held on 29 September 2022.
- SALC had completed its first year operating independently following the dissolution of SSALC with a business as usual approach. Their focus moving forward was to improve their communications with more of a drive with local councils; they had introduced a more enhanced training programme; and they aim to make their website more user friendly and interactive for Surrey Members.

RESOLVED: noted.

F 4805 NALC updates

The RFO gave the following updates:

- HTC received information that on 13 April the government published the final prospectus for the £2.6 billion UK Shared Prosperity Fund which had three investment

- F 4805) principles of communities and place, supporting local businesses, people and skills. The government had tasked lead local authorities to manage, assess and approve project applications, process payments, and undertake the day-to-day monitoring of programmes with the flexibility to choose whether to commission projects, run competitions or deliver programmes in house.
- NALC had issued a new Legal Topic Note - LTN 80 | MEMBERS' CONDUCT AND THE REGISTRATION AND DISCLOSURE OF THEIR INTERESTS (ENGLAND). The conduct and standards regime has undergone several changes in the last few years. The Note sets out the main changes and developments. HTC follows the Principal Authority RBBC on Member Code of Conduct and no action is needed at this time.

RESOLVED: noted.

F 4806 Environment Sub-Committee

The Chairman of the Environment Sub-Committee gave an overview of the meeting held prior to the Finance Meeting ([draft Minutes available on the HTC website](#)). He said that the Sub-Committee had agreed an item to combine the proposed Works Perfect commercial hub project with the need for extra office space for HTC as a future consideration through the forum.

RESOLVED: that an item to combine extra office space for HTC be considered in tandem with the proposed Works Perfect commercial hub initiative and that the information be noted.

HTC Communications

F 4807 New arrangements for HTC's office telephones

The RFO gave a brief overview of the reasons for the new telephone arrangements, the quotes received and the plans for implementation.

The favoured option through the Spitfire contract was supported for the following reasons:

- Ongoing maintenance and support
- Length of Contract
- Enhancements
- Cost Saving and cost-effective alternative with the ability to expand or move seamlessly without disruption to service
- Telephone System Upgrade
- Flexibility to add new extensions and features as needed.
- If we need to work elsewhere because of a move or, for example, flooding, we can still make and receive calls as normal.

RESOLVED: that the new telephone arrangements through the Council' existing provider, be approved and that the arrangements be implemented accordingly.

Other Communication Updates

- F 4808 The Town Clerk reported that quarterly RBBC/HTC Comms meetings had begun to address concerns about the dissemination of information and sharing updates from one local authority to another not always being on a timely basis. The Borough Council had recognised the importance of this and to ensure that the Town Council was appropriately informed to able to respond appropriately to resident enquiries that were under the remit of the principal authority. It was hoped that these meetings with the RBBC Comms Manager and HTC Officers would continue to be mutually beneficial and to highlight concerns or where improvements

F 4808) could be made. Members could also pass on particular issues to the Town Clerk to be raised during these discussions.

RESOLVED: noted.

F 4809 The Town Clerk reminded the Communications Working Group that ad hoc meetings could be arranged by those Members to discuss general matters and report the outcomes at future Finance Committee meetings. Additionally, the Communications & Compliance Officer would circulate information in relation to the Council's website, eNewsletter, social media platforms and associated statistics as they become available.

RESOLVED: noted.

HTC Operational Matters

F 4810 **RESOLVED: that the expenditure of £ 711 + VAT for laptop, laptop doc, keyboard and mouse to accommodate an extra workstation for the HTC Administrative Team, be ratified.**

F 4811 **RESOLVED: that the expenditure of £ 370 + VAT for an essential pump repair at Innes Sports Pavilion, be ratified.**

F 4812 **RESOLVED: that the arrangements for the Gas Boiler Maintenance at Innes Pavilion, be noted.**

F 4813 **RESOLVED: that the leak of water at the Langshott allotments and solution in light of repairs being actioned efficiently by the Council's contractors, be noted.**

F 4814 **RESOLVED: that the proposal to purchase of one further handheld microphone and two headset microphones from the Office Supplies budget to supplement the Edmonds Hall Speaker System, be agreed.**

HTC Annual Combined Insurance Review 2022/23

F 4815 The Town Clerk gave an overview of the recent annual insurance review conducted with the Council's broker along with the reasons explained for increased premiums this year. This had arisen from challenges in the insurance market in the aftermath of the pandemic with some insurers having to withdraw from the local authority sector in order to comply with strict rules on solvency. A quotation was acquired for the Combined Insurance Premium; Personal Accident (including ipt) and administration charges in the sum of £11,113.26 with terms secured with Aviva as a one-year deal and effective from 1 June 2022. This would be brought for ratification at the Full Council meeting on 21 June 2022 so that the insurance renewal could be implemented on time. A separate policy to mitigate risk of cyber attacks would be added separately and the payment ratified at the same time, noting that the broker would similarly be seeking best value for this additional level of cover.

RESOLVED: that the Council's annual Combined Insurance Premium in the sum of £11,113.26, be ratified at the Full Council meeting on 21 June 2022 together with the cyber protection premium renewal to be added as a separate policy.

Horley Edmonds Fund

F 4816 **RESOLVED: that receipt of the Year End Statement 2021/22 from the Community Foundation for Surrey be noted.**

F 4817 The Town Clerk informed Members about a forthcoming review meeting with the Community Foundation for Surrey (CFS). Amongst matters to be discussed would be to ascertain why so

- F 4817)** few applications were coming forward to HTC for consideration of late and whether it would be appropriate to investigate changing certain conditions of the grant scheme so as to attract more expressions of interest from local community groups that might lead to full applications being made. She would convene a meeting with the CFS Chief Executive and Grants Manager as well as the Council's RFO. She added that an application was expected to come forward for consideration at the next Full Council meeting.

RESOLVED: noted.

Letters Received

- F 4818** It was noted that a letter had been received from Surrey's Safe Drive Stay Alive (SDSA) to explain that that, after a 2-year hiatus, SDSA would return to Dorking Halls this year between Monday 31st October and Friday 11th November. As usual, they were hoping to be able to offer the programme free of charge to all schools in Surrey and were looking for financial support to cover costs. In 2019 (the last in person performances), 1711 students from the borough of Reigate and Banstead attended SDSA and the Council was asked to consider financially supporting the programme which could be met through the General Power of Competence (GPC).

RESOLVED: That under the General Power of Competence, a grant of £100 be made by Horley Town Council to the Safe Drive Stay Alive Campaign for 2022.

- F 4819** It was further noted that a letter had been received from a resident organising a street party to celebrate The Queen's Platinum Jubilee and was seeking funds to assist with the event. Since it was not possible for the Council to assist directly, it was suggested that the resident be signposted to the Henry Smith Charity or to their Surrey County Council Member regarding their Member Allocation as these both had small grants available. The resident would be updated accordingly.

RESOLVED: noted.

F 4820 Diary Dates

24 May at 19:30: Full Planning Committee Meeting
4 June at midday: HTC Jubilee Picnic in the Park with Garden Renaming @ 2:00 pm
21 June at 19:30: Full Council Meeting

RESOLVED: noted.

F 4821 Items for Future Consideration

That the potential for extra office space for Horley Town Council through the proposed Works Perfect commercial hub be explored.

RESOLVED: noted.

Meeting closed at 20:27 pm

Date of Next Meeting – 6 September 2022