

**HORLEY TOWN COUNCIL**  
**Finance & General Purposes Committee**

Minutes of a meeting of the above-named Committee held at the Albert Rooms, Albert Road, Horley on Tuesday 12 June 2012 at 7.30 p.m.

**Present:** Cllr R Sherwin – Chairman  
C Austin, J Baird, R Bethell, J Chapman, M Goldsmith,  
Samantha Marshall, V Marshall, R Olliver, D Powell and  
M Robinson.

**In Attendance:** A Jones – Town Clerk  
C Fenton – Deputy Town Clerk  
R Cavanagh – Administrative Assistant

**F 2973 Election of Committee Chairman (Cllr R Olliver in the Chair)**

Cllr Chapman proposed and Cllr Bethell seconded that Cllr Roy Sherwin be nominated as Committee Chairman. There were no further nominations for the post.

***RESOLVED: that Cllr Roy Sherwin be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2012/2013.***

**Cllr Sherwin in the Chair**

**F 2974 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs M George and M Miller be accepted, for reasons as specified in the Attendance Register.***

**F 2975 Declarations of Interest**

There were no Declarations of Interest, specific to the meeting.

***RESOLVED: noted.***

**F 2976 Election of Committee Vice-Chairman**

Cllr Chapman proposed and Cllr Powell seconded that Cllr Richard Olliver be nominated as Committee Vice-Chairman. There were no further nominations for the post.

***RESOLVED: that Cllr Richard Olliver be elected Vice-Chairman of the Finance & General Purposes Committee for the Municipal Year 2012/2013.***

**F 2977 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 2978      Approval of Minutes  
Finance & General Purposes Committee, 1 May 2012**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

***RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved.***

**Appointments to Sub-Committees and Outside Bodies Reporting to the Finance & General Purposes Committee**

**F 2979      *RESOLVED: that no appointment be made to the Local History Management Committee.***

**F 2980      *RESOLVED: that the Gatwick Diamond Business Association become an outside body reporting to this Committee.***

**F 2981      *RESOLVED: that a Working Group be formed to look at this Council's reserves prior to the Precept setting process, membership to comprise Cllrs Austin, Baird, Bethell, Chapman, Samantha Marshall, Olliver and Sherwin.***

**F 2982      *RESOLVED: that the appointments to the Sub-Committees and Outside Bodies be approved (Details are appended to the minutes of the Annual Meeting held on 15 May 2012.)***

**“Meet Your Councillor”**

**F 2983**      It was noted that the next surgery was planned to take place at the Barratt Show House at Langshott on 7 July. Cllr Powell stated that, to maximise attendance, the A Board advertising the event should be placed outside the show house during the week beforehand and a leaflet drop carried out in the area. The Clerk told members that he had received a letter from the Customer Services Department at Lidl's Supermarket, explaining that the shop could not be made available for surgeries. Cllr Robinson suggested the use of an empty Town Centre shop such as Threshers however the Clerk explained that it was extremely difficult to get any response from the agents marketing these premises. After further discussion it was agreed to hold the August and September surgeries in the Pedestrian Precinct, using the soon to be purchased gazebo.

***RESOLVED: that the surgeries planned for 11 August and 15 September be held in the Pedestrian Precinct.***

**F 2984      *RESOLVED: that Communications (Meet Your Councillor and Website) become a standing item on the agenda of this Committee.***

**F 2985 Councillors' Audit for April 2012**

**RESOLVED: that the Councillors' Audit Certificate and Clerk's responses (where applicable), as appended to these minutes, be received.**

**F 2986 Attendance at next Councillors' Audit**

**RESOLVED: that Cllrs Samantha Marshall and Richard Olliver conduct the next audit on 30 July 2012. (Time to be advised.)**

**Financial Reports for April 2012**

**F 2987** The Committee Chairman sought clarification on the split of the budgets for CCTV maintenance and installation. The Clerk agreed to clarify the web site and communications cost centres. The Committee Chairman remarked that there appeared to have been no allowance made for any additional agency (devolved powers) expenditure over and above basic maintenance costs.

**RESOLVED: noted.**

**F 2988 RESOLVED: that the following reports, as appended to these minutes, be approved:**

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Payments List for April totalling £14,916.79 plus VAT (£15,612.68)**
- iv) Receipts List for April totalling £161,417.27 (includes precept payment of £147,915)**

**Internal Audit 2011/2012**

**F 2989 RESOLVED: that the final report and the Clerk's response, as appended to these minutes, be received.**

**F 2990 RESOLVED: that the report be placed on the Members' Intranet and be made available during the Precept setting process for 2013/2014.**

**F 2991 Unaudited Balance Sheet and Associated Documents for FY 2011/12**

**RECOMMEND: that the following be referred for approval at Full Council on 26 June 2012:**

- i) Unaudited Balance Sheet as at 31 March 2012**
- ii) Income & Expenditure Account for 1 April 2011 to 31 March 2012**
- iii) Reserves Statement**
- iv) Parts 1 & 4 of the Annual Return as at 31 March 2012 and other associated documents.**

### **Precept/Reserves Working Group**

- F 2992**     **RESOLVED:** *that a report from the Group be received at the next meeting of this Committee. (Papers produced by the Committee Chairman to be circulated to all members of the Group.)*
- F 2993**     **RESOLVED:** *that the Committee Chairman's comparison of last year's expenditure with this year's estimates be circulated to all Committee members.*
- F 2994**     Members agreed that an early re-assessment of this year's budget might allow additional projects to be undertaken in the current Financial Year.

**RESOLVED:** *noted.*

### **Consultation on the Appointment of External Auditor for Five Years from 2012/2013**

- F 2995**     The Clerk explained that the Audit Commission was consulting on its proposal to re-appoint BDO LLP as external auditor for five years from 2012/2013.
- RESOLVED:** *that the Clerk contact the Audit Commission, suggesting that the external auditor be changed on a more regular basis.*
- F 2996**     The Clerk told members that the scale of audit fees had been reduced and the Town Council would only be required to pay £800 plus VAT, compared with £1,050 plus VAT last year, should current expenditure levels remain unchanged.
- RESOLVED:** *noted.*

### **F 2997     Borough Standards Committee**

Cllr Bethell told members that the Standards Board and current Code of Conduct was to be abolished on 30 June 2012. He reported receipt of a report from the Borough Council's Democratic Services Manager, recommending that Town and Parish Councils within the Borough adopt Reigate & Banstead's Code of Conduct, when approved. The Clerk added that other Model Codes of Conduct were also available. Cllr Olliver stated that he strongly recommended the adoption of the Borough Council Model as an interim measure

#### **RECOMMEND:**

- i)**       *that Horley Town Council adopt Reigate & Banstead Borough Council's Code of Conduct from 1 July (or when available).*
- ii)**     *that the position be reviewed after six months.*
- iii)**    *that all relevant papers be made available to all Town Council members.*
- iv)**     *that the recommendations be considered at the Full Council meeting on 26 June 2012.*

- F 2998**      **Surrey County Association of Parish & Town Councils (SCAPTC) & National Association of Local Councils (NALC)**
- RESOLVED: that receipt be noted of details of SCAPTC training courses (to be circulated to all members via the Members' Bulletin).***
- F 2999**      **Horley Anderson / Innes Pavilion Division**
- The Clerk reported that this was the last week of the demolition project and added that the Town Council would take over the management of the car park from Monday 18 June. It was noted that the height barrier would be kept locked, so the Compass Town bus (route 123) would no longer be able to turn around in the Horley Anderson car park.
- RESOLVED: noted.***
- F 3000**      **Gatwick Diamond Business Association – Joining Fee**
- RESOLVED: that payment of the additional £70 be ratified.***
- Town Council Insurance**
- F 3001**      ***RESOLVED: that receipt be noted of the Schedule of Insurance Cover and renewal premium from Aviva Insurance of £9,750.***
- F 3002**      The Clerk added that this was the last year of the current agreement with Aviva Insurance and said that competitive quotations would be sought for next year.
- RESOLVED; noted.***
- F 3003**      **Community Foundation for Surrey (Horley Edmonds Community Fund)**
- RESOLVED: that receipt be noted of the annual fund statements. (Copies are appended to these minutes.)***
- F 3004**      **Letters Received**
- RESOLVED: that receipt be noted of the following:***
- i) Copies of correspondence between the Horley Local History Society and the Horley Regeneration Manager.***
  - ii) Royal British Legion May newsletter***
  - iii) Data Protection Act 1998 – Confirmation of Renewal***
- F 3005**      **Diary Dates**
- RESOLVED: that forthcoming events be noted, in particular the Horley Lions Skittles Tournament from 18 June.***

**F 3006 Urgent Items for Inclusion on Future Agenda**

***RESOLVED: that the following be included on future agenda:***

- i) The process for putting items on agenda***
- ii) The precept Programme***
- iii) Recognition of Service of Past Chairmen***

**F 3007 Confidential Business**

***RESOLVED: that, "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."***

**F 3008 Horley Sports (Social) Club (HSSC) CONFIDENTIAL**

Members were updated on planned meetings

**Meeting closed at 8.58 pm. Date of next meeting: 31 July 2012**