

**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 20 January 2009 at 7.30 p.m.

**Present:** Cllr M Miller – Chairman  
Cllrs P Avis, R Bethell, D Brooke=Harte, J Chapman,  
P Chapman, M Goldsmith, S Marshall, V Marshall,  
R Olliver, D Powell and V Snowball.

**In Attendance:** A Jones – Town Clerk  
Mrs C Fenton – Deputy Town Clerk  
Cllr M George

**F 2288 Apologies and Reasons for Absence**

***RESOLVED: that the apology of Cllr S Rogers be accepted, for reasons as specified in the Attendance Register.***

**F 2289 Declarations of Interest**

Cllr Goldsmith declared a personal interest in the item about fencing to the rear of Delta Bungalows.

***RESOLVED: noted.***

**F 2290 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 2291 Approval of Minutes  
Finance & General Purposes Committee 25 November 2008**

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***

**F 2292 Borough Standards Committee**

It was noted that there was nothing new to report.

***RESOLVED: noted***

**F 2293 Surrey County Association of Parish & Town Councils (SCAPTC)**

It was noted that Cllrs Avis, Olliver and S Marshall would be attending a Chairmanship Training Course on 24 January.

**RESOLVED: noted.**

**F 2294 Quality Status Re-accreditation Submission**

The Clerk told members that the application had been submitted before Christmas and would be considered by the Panel on 26 January.

**RESOLVED: noted.**

**F 2295 National Association of Local Councils (NALC)**

The Clerk told members that there was continuing dissatisfaction with NALC amongst southern counties. He was requested to contact the SCAPTC Chief Executive about the implications that a withdrawal from NALC might have for Quality Council status.

**RESOLVED: noted.**

**F 2296 Town Council Policies**

**RESOLVED: that the following Policies be approved:**

- i) Training Statement of Intent**
- ii) Community Engagement Strategy**
- iii) Democracy and Citizenship Strategy**
- iv) Press and Media Protocol**  
**(Copies are appended to these minutes)**

**Town Meeting, 24 April 2009**

**F 2297** The Clerk confirmed that Mr Andy Thompson would be the speaker at the Town Meeting. Members agreed that, on the same evening a Rededication Ceremony be held for the re-naming of the Main Hall (Edmonds Community Hall) and that the Executors to the Cyril Edmonds Estate and their guests be invited to attend. It was agreed to hold a reception for the Executors and their guests prior to the meeting.

**RESOLVED: noted.**

**F 2298** Members were reminded that the winners of the Horley in Spring competition would also be presented with their certificates at the Town Meeting.

**RESOLVED: noted.**

**F 2299 Risk Assessments**

The Clerk told members that the Risk Assessments prepared by WPS Insurers would be reviewed by the Risk Assessment Sub-Committee, prior to being considered by this Committee.

**RESOLVED: noted.**

**F 2300 Emergency Plan**

The Clerk told members that he had recently met with the Surrey County Council Emergency Planning Officer. He explained that, whilst the Town Council did not have a duty to prepare an Emergency Plan, he believed that it could be advantageous to do so. Cllr Olliver advised that other agencies should be involved when producing such a plan.

**RESOLVED:**

- i) that an Emergency Plan Sub-Committee be established, membership to be Cllrs Avis, George, Goldsmith, Olliver and Powell.**
- ii) that the draft Plan, once prepared, be reviewed by the Sub-Committee.**

**F 2301 Horley Edmonds Community Fund**

The Clerk told members that, due to current low interest rates, the Executive Director of the Surrey Community Foundation was recommending that the Fund be invested in either equities or Corporate Bonds. He added that, the alternative was a Charity or Business Bond, where the interest would be less but where there would be no risk to the capital sum. Members were adamant that they had no wish to see the capital sum be put at any risk at all and requested that the sum be invested in either a Charity or Business Bond.

**RESOLVED: that the Executive Director of the Surrey Community Foundation be advised accordingly.**

**F 2302 Councillors' Audit for October and November**

**RESOLVED: that the Councillors' Audit Certificate, as appended to these minutes, be approved.**

**F 2303 Financial Reports for October**

**RESOLVED: that the following reports be approved:**

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Payments List totalling £28,826.67 plus VAT.**
- iv) Receipts Lists totalling £ 4,098.98 plus VAT.  
(Copies are appended to these minutes).**

**F 2304 Financial Reports for November**

***RESOLVED: that the following reports be approved:***

- v) Bank Reconciliations***
- vi) Summary of Receipts and Payments Compared with Estimates***
- vii) Payments List totalling £ 66,751.15 plus VAT.***
- viii) Receipts Lists totalling £147, 935.43 plus VAT (includes Precept of £139,280 from Reigate & Banstead Borough Council)  
(Copies are appended to these minutes).***

**F 2305 Michael Crescent Scout Hut**

The Clerk reminded members that the Scouts Association Trust Corporation still had to approve the Deed of Surrender. He added that, meanwhile, the Building was being used for the storage of Christmas lights and plastic matting.

***RESOLVED: noted.***

**F 2306 Fencing to the Rear of Delta Bungalows**

The Clerk told members that a local building firm had, last week, erected a wooden fence to the rear of Delta Bungalows. He said that the fence had been erected without the permission of the Town Council and had encroached onto Town Council land by some eighteen inches, leaving a “no man’s land” between the new fence and the existing fence. The Clerk added that he had been in contact with the Chief Executive’s Office of Raven Housing Trust, who had confirmed that the Trust had had no knowledge of the fence being erected.

Following discussion, members were in agreement that the fence should be removed as soon as possible.

***RESOLVED: that the Clerk contact the building firm concerned and request that the fence be removed at the earliest opportunity, at no cost to this Council.***

**F 2307 Request from Capel Parish Council**

***RESOLVED: that the request to make a donation to the Capel Action Group (opposing the Surrey Waste Plan) be declined.***

**F 2308 Surrey Strategic Partnership – Delivering Outcomes for Communities**

Cllr Bethell reported on the workshop, which he had recently attended, where ways of improving communications between Counties, Boroughs and Parishes had been explored.

***RESOLVED: noted.***

**F 2309 Letters Received**

**RESOLVED:** *that receipt be noted of a letter of thanks from the Royal British Legion (Horley Branch) for the assistance given by the Town Council towards the Remembrance events.*

**F 2310 Work Experience**

The Clerk told members that an Oakwood School pupil was to be placed with the Town Council in April for one week's work experience.

**RESOLVED:** *noted.*

**F 2311 Proposals for New Leisure Centre – Informal Meeting**

The Clerk reminded members that there was to be an informal meeting next Tuesday (27 January) for Town Councillors and invited members of the public, when the Borough Council's Head of Housing & Leisure would be giving an update on the Borough Council's plans.

**RESOLVED:** *noted.*

**F 2312 Horley Saturday Market**

The Clerk told members that, as a result of recent Liaison Meetings, the Borough Council had asked that the Town Council give consideration to taking over the operation of the Horley Saturday Market.

After discussion, members agreed to explore the proposal further.

**RESOLVED:**

- i) that a Sub-Committee be set up, membership to comprise Cllrs Bethell, V Marshall, Powell and Snowball.*
- ii) that the matter be re-considered at a future meeting.*

**F 2313 Press Release**

**RESOLVED:** *that a Press Release be issued, giving details of the Town Meeting.*

The meeting closed at 9.00 pm.

Date of Next Meeting – 24 March 2009