

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a Meeting of the above-named Committee held at the Town Council
Offices, Albert Road, Horley on Tuesday 13 June 2017, at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
J Baird
R Biggs
M George *[part meeting only]*
D Jackson
H Kitajewski
L Mabbet
V Marshall
R Olliver
H Randall

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk

F 4034 Election of Committee Chairman (Cllr M George in the Chair)

Cllr Biggs proposed and Cllr Randall seconded that Cllr Samantha Marshall be nominated as Committee Chairman. There were no further nominations for the post.

RESOLVED: that Cllr Samantha Marshall be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2017/18.

Cllr Samantha Marshall in the Chair

F 4035 Election of Committee Vice – Chairman

Cllr Biggs proposed and Cllr Jackson seconded that Cllr James Baird be nominated as Committee Vice–Chairman. There were no further nominations for the post.

RESOLVED: that Cllr James Baird be elected Vice - Chairman of the Finance & General Purposes Committee for the Municipal Year 2017/18.

F 4036 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Baker and Etheridge be accepted, for reasons as specified in the Attendance Register.

F 4037 Disclosable Pecuniary Interests and Non-Pecuniary Interests

No Declarations of Interest were received.

F 4037) *RESOLVED: noted.*

F 4038 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 4039 Approval of Minutes
Finance & General Purposes Committee, 2 May 2017**

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 4040 Strawson Hall

An update had been received from Surrey County Council. In their letter SCC stated that the Strawson Hall Management Committee had not adequately insured the building. It was noted that a concessionary rent may be accepted during the rebuilding phase.

RESOLVED: noted.

Horley Edmonds Community Fund

F 4041 The Clerk advised members that the Interim Chief Executive for the Community Foundation for Surrey had explained that the administration fee of £1,626.32 represented 1.5% of the fund's value, as at 31 March 2016.

RESOLVED: noted.

F 4042 The Deputy Clerk advised that information had been received from the Fund's Grants Manager about two planned Cinema Nights at the Archway Theatre, with complimentary seats being made available for members (details already circulated).

RESOLVED: noted.

F 4043 Appointments to Sub-Committees and Outside Bodies

RESOLVED: that the appointments be approved (Details are appended to the minutes of the Annual Meeting held on 16 May 2017.)

Audit Matters

F 4044 It was noted that no Audit Certificate had been received.

RESOLVED: noted.

F 4045 **RESOLVED: that the continued appointment of Paul Hartley as the Internal Auditor for Horley Town Council for the current Municipal Year be approved.**

F 4046 **RESOLVED: that the Rota for Councillors' Audit 2017/2018 with the addition of June 2018 be approved. (A copy is appended.)**

F 4047 **Financial Reports:**

There were no updates to report.

RESOLVED: noted.

F 4048 **Unaudited Balance Sheet and Associated Documents for FY 2016/17**

RECOMMEND: that the following be recommended for approval at the Full Council meeting on 27 June 2017:

- i) Unaudited Balance Sheet as at 31 March 2017**
- ii) Income & Expenditure Account for 1 April 2016- 31 March 2017**
- iii) Reserves Statement**
- iv) Part 2 of the Annual Return as at 31 March 2017 and other associated documents.**

Communications

F 4049 It was reported that there had been no recent meetings of The Communications Sub-Committee. It was however noted that the new desktop computers had been installed.

RESOLVED: noted.

F 4050 It was noted that the Local Authority Publishing Company had confirmed that it would be producing the 2018 edition of the Town Council's Official Guide.

RESOLVED: noted.

Borough Standards Committee

F 4051 It was noted that there had been no meetings of the Committee.

RESOLVED: noted.

F 4052 ***RESOLVED: that, in future years, the appointment of a Town Councillor to the Borough Standards Committee be made at the Annual Meeting of this Council.***

Resilience & Emergency Plan Sub-Committee

F 4053 It was reported that the Committee had recently met and it was hoped that the first draft of the Resilience Plan would be available soon.

RESOLVED: noted.

F 4054 ***RESOLVED: that the Committee be re-named the Resilience & Emergency Plan Sub-Committee***

F 4055 **Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)**

Cllr Olliver reported that there had been a meeting of Surrey ALC earlier in the month, where there had been a review of the County Council Elections, as well as a discussion about adequate training for Councillors. The date for the Surrey ALC AGM and Conference was noted as 12 October 2017. The NALC AGM was to take place in October/November. There was some discussion about a spreadsheet which listed the precepts of every parish in Surrey and Sussex and it was noted that the precept for Horley was very low, compared with other similarly sized Councils.

RESOLVED: that the comparative data on parish precepts be made publicly available through the Town Council's eNewsletter.

F 4056 **Proposals for Café at Horley Recreation Ground**

RESOLVED: that the appointment of Copeland Yussuf to prepare a design specification and submit outline planning application for the total sum of £5,800 plus VAT be ratified.

F 4057 **Town Council Insurance – Combined Renewal**

It was reported that the insurance had been renewed with Aviva Insurance Ltd for the total annual sum of £6,945.56, inclusive of Insurance Premium Tax (fixed for a three-year term, expiry date, 31 May 2020). The three-year deal was better value and included a free valuation of sites.

RESOLVED: that the Clerk's actions be ratified.

County Care

F 4058 Proposals for County Care (an organisation providing support for adults with learning disabilities and mental health issues) to

F 4058) maintain the small walled flower bed at the corner of High Street and Consort Way East were approved.

RESOLVED: that County Care maintain the small walled flower bed at the corner of High Street and Consort Way East

F 4059 The Deputy Clerk agreed to enquire whether local residents were still maintaining the tiered flower bed at the junction of Russells Crescent and The Drive.

RESOLVED: noted.

Innes Pavilion and Court Lodge Car Park

F 4060 **RESOLVED: that the quotation from L&C Installations Ltd to supply and install a replacement street lamp head at Court Lodge playing fields car park, for the total sum of £387.44 plus VAT, be approved;**

F 4061 **RESOLVED: that the quotation from Lion Security to supply and install an additional CCTV camera to the rear of the Innes Pavilion (where the metal cage had recently been removed), for the total sum of £180 plus VAT, be approved.**

F 4062 **Diary Dates**

RESOLVED: that upcoming events be noted, in particular the Carnival & Fireworks on 17th June (members to attend fireworks if possible) and the Horley Lions Skittles Tournament w/c 10th July.

RESOLVED: noted.

F 4063 **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 4064 **I T Security** **CONFIDENTIAL**

Members were updated on recent action taken by the Clerk.

**Meeting Closed at 8.16 pm.
Date of Next Meeting: 1 August 2017**

