

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 14 June 2016, at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
J Baker
R Biggs
H Kitajewski
M George
L Mabbett
V Marshall
R Olliver
H Randall

In Attendance: Alan Jones -Town Clerk
C Fenton – Deputy Town Clerk

F 3859 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 2016/2017.

Cllr Samantha Marshall in the Chair

F 3860 Election of Committee Vice-Chairman

Cllr Olliver proposed and Cllr Helen Kitajewski seconded that Cllr 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 2016/2017.

F 3861 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs James Baird and David Jackson be accepted, for reasons as specified in the Attendance Register.

F 3862 Disclosable Pecuniary Interests and Non-Pecuniary Interests

No Declarations of Interest were received.

RESOLVED: noted.

F 3863 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3864 Approval of Minutes
Finance & General Purposes Committee, 3 May 2016**

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 3865 Street Names for the North West Sector

It was noted that suggested street names had been forwarded to Reigate and Banstead Borough Council

RESOLVED: noted.

F 3866 Appointments to Sub-Committees and Outside Bodies Reporting to the Finance & General Purposes Committee

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 17 May 2016).

Audit Matters

F 3867 It was noted that no updates were available for the financial year 2016/17, however they would be available at the August meeting.

F 3868 Appointment of Internal Auditor

RESOLVED: that Mr Paul Hartley be re-appointed for the financial year, 2016/17.

F 3869 Exercise of Public Rights to Inspect Accounts

It was noted that the public inspection period would take place from 30 June until 9 August 2016.

RESOLVED: noted

F 3870 Communications

It was noted that the next meeting of the Communications Sub-Committee was to be held on 21 June 2016.

RESOLVED: noted

F 3871 Borough Standards Committee

It was noted that the next meeting would be held on 20 June 2016.

RESOLVED: noted.

F 3872 Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)

It was noted that the Town Council had submitted its application for the Local Council Awards Scheme Quality Level, which would be considered by the Accreditation Panel of Surrey ALC. An application had also been submitted to the National Association of Local Councils for "Council of the Week".

RESOLVED: noted.

F 3873 Henry Webber Memorial and Service

The Clerk reported that the Memorial Service would be held in the Memorial Gardens on 21 July 2016. Royal British Legion Chaplain, Rev John Glasspool had agreed to conduct the service. Invitations would be sent out shortly and would include members of the Webber family. The artwork and images for the lectern were in preparation and it would be unveiled at the Service.

RESOLVED: noted.

F 3874 Skatepark - Progress on Tenders

The Clerk reported that five companies had submitted tenders for the replacement skatepark, following the notice posted on Contracts Finder. The Selection Committee was currently evaluating the submissions and had commenced interviewing short listed applicants. It was anticipated that a recommendation for the appointment of the successful contractor would be made at Full Council on 28 June 2016, following which consultation would take place with the User Group.

RESOLVED: noted

F 3875 Proposal for Café at Horley Recreation Park

Members were reminded of progress to date. The Clerk explained that Trevlyn Tanner Architects had so far carried out Stage 1 and Stage 2 Feasibility Studies, in addition a survey of the preferred location had been carried out. The architect had now put forward costs for developing the Feasibility Design and preparing a Preliminary Cost Plan. The Borough Council, when consulted by the Clerk, had regarded these costs as reasonable. The Clerk also pointed out the need to develop a Business Plan for the proposed café, as well as consulting with users of the park. In response to questions raised by members, Cllr Olliver stressed that the Town Council was required, as a Local Authority, to follow a required process when considering such an undertaking. After further discussion the following was resolved:

RESOLVED:

- i) that all information received to date from Trevlyn Tanner Architects be circulated to all members.*
- ii) that members be invited to put forward their views and possible design ideas.*
- iii) that the matter be re-considered at the Full Council meeting on 28 June.*

F 3876 Town Council Insurance- Combined Renewal

It was noted that the Town Council's insurance cover had been renewed with Aviva insurance Ltd for the total sum of £6,928.22, inclusive of Insurance Premium Tax (expiry date 31.5.2017).

RESOLVED: noted.

F 3877 Horley Town Council Grant Scheme

The Clerk reminded members that the Town Council's grant scheme had been suspended in 2012. The Town Mayor had from time to time been approached by various organisations regarding grant applications. Of late the Town Council's policy had been to advise applicants to consider an application to the Horley Edmonds Fund, administered by the Community Foundation for Surrey, however applications sometimes did not meet the criteria, as the Foundation was a registered charity. After discussion the following was resolved:

RESOLVED:

- i) that the Town Council grant scheme be re-launched with a maximum award of £250 being available.*
- ii) that application forms be made available on the Town Council website.*

F 3878 **Crime and Disorder Information Sharing Protocol for Surrey**

RESOLVED: that receipt of the updated Protocol be noted.

F 3879 **Diary Dates**

RESOLVED: that the following dates be noted:

Horley Carnival- Saturday 18th June

Horley Lions Skittles Tournament- 11th -15th July

Henry Webber Memorial Service – 21st July

Meeting Closed: 8.54 pm

Date of Next Meeting: 2nd August 2016