

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

Minutes of a meeting of the above-named Committee held at the Council Offices, Albert Road, Horley on Tuesday 21 November 2006 at 7.30 p.m.

**Present:** Cllr T Breen - Chairman  
Cllrs Mrs D Andrews, E Andrews, Ms D Ashley-Smith,  
Mrs D Brooke-Harte, Ms M Goldsmith, J Kendall, A Kent,  
S Marshall, J Meech, M Miller and Mrs A Venn.

**In Attendance:** Mr A Jones Clerk to the Council  
Mrs C Fenton Deputy Clerk to the Council

**F 1740 Apologies and Reasons for Absence**

***RESOLVED: that the apology of Cllr B Weston be accepted (for reasons as specified in the Attendance Register.)***

**F 1741 Declarations of Interest**

Cllrs Kendall, Kent, Marshall and Meech declared personal interests in the Remembrance Service item, in view of their membership of the Royal British Legion.

***RESOLVED: noted.***

**F 1742 Borough Standards Committee**

There was nothing to report.

***RESOLVED: noted.***

**Town Guide 2007**

**F 1743** The Clerk told members that he was liaising with the production company, Mad Ideas, and that the photographs for the guide should be available soon.

***RESOLVED: noted.***

**F 1744** The Clerk added that the Company previously responsible for the Town Guide, Plus Publishing, had recently been contacting local companies, suggesting that it was producing a Horley Residents Guide and claiming that the previous Town Guide had been poorly distributed. Legal advice had been sought and letters had been sent to local companies, advising them that Mad Ideas was the official company producing the Town Guide, not Plus Publishing. Plus Publishing had subsequently withdrawn, due to a lack of responses from potential advertisers. Members agreed that the recent action by Plus Publishing endorsed the previous decision not to re-appoint the company.

**F 1744) *RESOLVED: noted.***

**F 1745 National Association of Local Councils (NALC)**

The Clerk reported receipt of details of the NALC conference, to be held next February.

**RESOLVED: noted.**

**F 1746 Surrey County Association of Parish & Town Councils (SCAPTC)**

Members were told that subscriptions for 2007/2008 had recently been reviewed. A proposal to significantly increase the subscriptions for larger councils had been rejected and this Council could expect to face a more modest increase subject to ratification at a Special General Meeting of SCAPTC in January 2007.

**RESOLVED: noted.**

**F 1747 Local Government White Paper – “Strong and Prosperous Communities”**

**RESOLVED: that the matter be re-considered at a future meeting once hard copies of the publication have arrived.**

**Clean Neighbourhood and Environment Act 2005**

**F 1748** Members were reminded that the Borough Council had been issuing fixed penalties on behalf of the Town Council for offences such as dog fouling and graffiti for the past six months. During this time it was noted that one fixed penalty had been issued.

**RESOLVED: that Reigate & Banstead Borough Council continue to issue fixed penalties on behalf of this Council for a further six months.**

**F 1749** Members did not think that it was necessary for the Clean Neighbourhoods and Environment Sub-Committee to meet at this time.

**RESOLVED: noted.**

**Royal British Legion – Remembrance Services, November 2006**

**F 1750** It was noted that letters of thanks had been received from the Branch Secretary of the Royal British Legion for the Town Council's assistance with the recent events.

**RESOLVED: noted.**

**F 1751** **RESOLVED: that payment of £34.89 plus VAT to Runway UK for the hire of two speakers for the Remembrance Day events be approved.**

**F 1752** The Clerk added that he hoped that funding to purchase two extra speakers

might be forthcoming from the Local Members' Initiative Funding and Cllr Miller agreed to find any shortfall.

**RESOLVED: noted.**

#### **Horley Town Christmas Lights 2006**

**F 1753** The Clerk told members that the lamp post lights had now been installed and were due to be switched on straight away. He added that the Christmas tree, Precinct lights and Transverse were due to be switched on during the Christmas Fun Day on 7 December.

**RESOLVED: noted.**

**F 1754** **RESOLVED: that payment of approximately £125 plus VAT to SGB Rental and Sales for the hire of eight barriers to surround the tree be approved.**

**F 1755** **RESOLVED: that, subject to suitable storage being available, consideration be given to purchasing the barriers for the approximate cost of £240 plus VAT.**

**F 1756** **RESOLVED: that a banner be purchased from PLG Signs to surround the Christmas tree, for the total sum of £68.60 plus VAT.**

**F 1757** **RESOLVED: that the Town Council Offices close on the evening of 22 December 2006 and re-open on the morning of 2 January 2006.**

#### **F 1758 Albert Rooms – Annual Inspection**

The Clerk confirmed that this would be carried out shortly.

**RESOLVED: noted.**

#### **F 1759 Innes Pavilion – Easements**

The Clerk reported receipt of correspondence from the Borough Council's Head of Legal Services, explaining that he still did not have any further information about the outstanding Easements invoices.

**RESOLVED: noted.**

#### **F 1760 South East Disability Equality Council (SEDEC)**

**RESOLVED: that receipt be noted of information about SEDEC.**

#### **F 1761 Electricity Charges – Council Offices and Albert Rooms**

**F 1761)** Members noted that payments to EDF Energy were to be made by direct debit, with effect from December 2006.

**RESOLVED:** noted.

**Tree Works**

**F 1762** **RESOLVED:** that payment of £250 plus VAT to Advanced Tree Services, to carry out a Health and Safety Inspection of trees at the A23 Recreation Ground, be approved.

**F 1763** **RESOLVED:** that payment of £150 plus VAT to Advanced Tree Services, to carry out a Health and Safety Inspection of trees at Court Lodge Fields, be approved.

**F 1764** **RESOLVED:** that payment of £100 to Harry Edwards to grind out a tree stump at the A23 Recreation Ground (following a recent accident) be approved.

**F 1765** **Gatwick Greenspace Partnership – Contribution 2006/2007**

**RESOLVED:** that payment of £1832, being the Town Council's contribution for 2006/2007, be approved.

**F 1766** **Internal Audit Report**

**RESOLVED:** that the Internal Auditor's report and the Clerk's responses be received.

**F 1767** **Councillors' Internal Audit for September 2006**

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

**F 1768** **Financial Reports as at 30 September 2006**

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

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Payments List totalling £14,792.43 plus VAT**
- iv) Receipts Lists totalling £129,330.74 plus VAT**  
(Copies are appended to these minutes.)

**F 1769** **Recommendations to Finance & General Purposes Committee**

**Leisure & Amenities Committee, 7 November 2006**

**Churchyards Maintenance Grant**

Payment of £2000, being the fourth instalment of the grant.

**F 1770 Letters Received**

**RESOLVED:** *that receipt be noted of the following:*

**i) Information from the Ahmadiyya Muslim Association UK.**

**ii) Information from Esso Petroleum Co Ltd.**

**iii) Borough Council News Release about Air Quality in Horley.**

**F 1771 RESOLVED:** *that in view of the confidential nature of the business about to be transacted, the public and press be excluded from the remainder of the meeting under the provisions of the Public Bodies (Admission to Meetings) Act 1960.*

**F 1772 Relocation of Town Council Offices CONFIDENTIAL**

Members were updated on recent developments

**F 1773 Horley Sports (Social) Club CONFIDENTIAL**

**F 1774**

Members received an update on recent meetings and other developments.

**F 1775 Town Council Estimates and Precept – 2007/2008 CONFIDENTIAL**

**F 1776**

Members finalised draft estimates and agreed a Precept for 2007/2008, for recommendation to Full Council on 12 December 2006.

**The meeting closed at 9.30 pm.**

**Date of Next Meeting – 23 January 2007**