

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 27 September 2016, at 7.30
pm

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

In Attendance: C Fenton – Deputy Town Clerk
R Cavanagh – RFO

F 3898 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Baker, Biggs, Jackson and the Town Clerk be accepted, for reasons as specified in the attendance register.

F 3899 Disclosable Pecuniary Interests and Non-Pecuniary Interests

There were no Declarations of Interest in relation to any items included on the agenda.

RESOLVED: noted.

F 3900 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3901 Approval of Minutes
Finance & General Purposes Committee, 2 August 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 3902 Road Names for the North West Sector (West Vale Park)

Following recent discussion, the Council Chairman confirmed that the Borough Council's decisions regarding street names in the North West Sector were final. He suggested that it may be beneficial for Reigate & Banstead to adopt the procedures followed by other nearby Borough and District Councils, regarding the naming of new streets.

RESOLVED: noted

Audit Matters

F 3903 RESOLVED: that the Councillors' Audit Certificate for June, July and August 2016 and Clerk's responses (where applicable), be received. (A copy is appended).

Annual Audit 2015/2016

F 3904 The Deputy Clerk advised that the Audit for 2015/2016 had been completed and was unqualified, with no issues arising.

RESOLVED: noted.

F 3905 RESOLVED: that payment of £1,000 plus VAT to BDO LLP for the completion of the audit be approved.

F 3906 Financial Reports for June 2016:

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) Receipts List totalling £5,931.80 plus VAT (£6,034.40)**
- iv) Payments List totalling £ 24,639.96 plus VAT (£26,687.83)**

F 3907 Financial Reports for July 2016:

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) Receipts List totalling £3,666.41 plus VAT (£3,700.01)**
- iv) Payments List totalling £14,432.80 plus VAT (£14,771.88)**

Financial Reports for August 2016:

F 3908 ***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) Receipts List totalling £3,081.66 plus VAT (£10,153.37)
 (includes VAT refund of £7,054.31)*
- iv) Payments List totalling £49,196.58 plus VAT (£54,744.70)*

F 3909 The Chairman of the Council highlighted that there appeared to be a shortfall in income from Edmonds Hall lettings. The RFO advised that the projected income for 2017/2018 would be reviewed, in the light of reduced numbers of hirers.

RESOLVED: noted.

F 3910 ***RESOLVED: that footnotes explaining significant over/underspends be added to future financial reports.***

F 3911 **Communications**

Cllr Baird updated members on recent meetings of the Communications Sub-Committee, notes of which are appended. He added that a draft Communications Strategy was currently being prepared, which would be reviewed by the Communications Sub-Committee, before being considered by the Finance Committee for recommendation to Full Council.

RESOLVED: noted

F 3912 **Enhancements to Website**

RESOLVED: that payment of £1,200 plus VAT to Jarrett & Lam for enhancements to the mobile section of the website be approved.

F 3913 **Borough Standards Committee**

There were no updates to report.

RESOLVED: noted.

F 3914 **Town Council Insurance**

RESOLVED: that receipt be noted of the Low Claims Rebate for 2015/2016 of £156.81.

F 3915 **Horley Town Guide 2017**

The Deputy Clerk advised that the revised editorial content had been submitted to Local Authority Publishing. The design of the front cover

F 3915) was yet to be agreed.

RESOLVED: noted.

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

F 3916 It was noted that Cllrs George, Jackson & Olliver had attended the Chairs' Networking Event earlier in the day, where there had been updates on planning, risk assessments and Clustering (Parishes working together to undertake works previously carried out by Borough, District & County Councils).

RESOLVED: noted.

F 3917 Cllr Olliver reported that he would be attending the Surrey ALC AGM & Conference, accompanied by Cllr George. He would also be attending a meeting of SERCAF (South East Region County Association Forum), as well as the NALC Annual Meeting in Birmingham.

RESOLVED: noted.

Budget and Precept 2017/2018

F 3918 The Committee Chairman advised that she had met with the RFO and the Town Clerk to consider basic budget figures for 2017/2018. Precept requirements would be considered by all three main Committees, prior to the Precept Setting at the Full Council meeting on 13 December 2016.

RESOLVED: noted.

F 3919 The Committee Chairman suggested that it may be prudent for the Town Council to make provision in its budget figures for discretionary services (for example maintenance of public toilets), which longer term may not be carried out by the Borough Council. The Council Chairman agreed to contact the Reigate & Banstead Leader. (The RBBC Leader subsequently confirmed that there were no plans to discontinue such services in Horley.)

RESOLVED: noted.

F 3920

RESOLVED: that members be asked to forward ideas for future projects to Town Council Officers, prior to the next cycle of Committee meetings.

F 3921 **Payment to Royal British Legion (Horley)**

RESOLVED: that payment of £87.50 to the Royal British Legion for crosses to place on the Horley War Graves and the Wreath to be laid by the Town Council at the November Remembrance Service be ratified.

F 3922 Donation to the Royal British Legion Poppy Appeal

RESOLVED: that this Council, using the General Power of Competence, make a donation of £250 to the Royal British Legion Poppy Appeal.

Hospitality Following Town Centre Carol Service, 17 December 2016

F 3923 The Deputy Clerk advised that the back room of the Albert Road Sports & Social Club would not be available for the hospitality traditionally provided by the Town Council, following the Town Centre Carol Service, however the Horley Young People's Centre would be available at a cost of £80.

RESOLVED: that the Young People's Centre be used for the Hospitality event at a cost of £80.

F 3924 Members were reminded that the cost of the hospitality was traditionally funded by donations from members (£10 per member, larger donations very welcome!)

RESOLVED: that information about the Carol Service and Hospitality be placed on the Members' Bulletin.

F 3925 Office Opening Hours over the Christmas Period

RESOLVED: that the Town Council Offices close on the evening of Thursday 22 December 2016 and re-open on the morning of Tuesday 3 January 2017.

F 3926 Presentation of Town Award to Visiting Dignitary

RESOLVED: that, to commemorate the 25th anniversary of the Horley Vimy Twinning Association, an engraved Town Award and certificate be presented to the Mayor and residents of Vimy, France.

F 3927 Diary Dates

RESOLVED: that upcoming events be noted, in particular the Horley in Bloom Awards Evening on 30 September, the Extraordinary Full Council Meeting on 4 October and Presentation on Air Quality on 11 October.

Meeting Closed at 8.22 pm.

Date of Next Meeting: 22 November 2016