

**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 29 September 2015, at 7.30  
pm

**Present:** Cllrs Samantha Marshall – Chairman  
J Baird  
H Davies  
M George  
V Marshall  
R Olliver  
H Randall

**In Attendance:** A Jones – Town Clerk  
C Fenton – Deputy Town Clerk  
R Cavanagh – Responsible Financial Officer

**F 3712 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Richard Biggs, David Jackson, Linda Mabbett and Simon Marshall be accepted, for reasons as specified in the Attendance Register.***

**F 3713 Disclosable Pecuniary Interests and Non-Pecuniary Interests**

No Declarations of Interest were received.

***RESOLVED: noted.***

**F 3714 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 3715 Approval of Minutes  
Finance & General Purposes Committee, 4 August 2015**

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 3716 Upgrade of CCTV Cameras at Horley Recreation Ground**

***The Clerk advised that the application to the Police & Crime Commissioner***

**F 3716)** *Community Safety Fund for funding of £4,000 to upgrade the cameras at Horley Recreation Ground had been awarded in full.*

**F 3717** **Use of Horley Young People's Centre**

Cllr George advised that Susy Radio had put forward proposals to Surrey County Council regarding the possible use of part of the Centre as its new base.

**RESOLVED:** *noted.*

**F 3718** **Audit Matters**

**RESOLVED:** *that the Councillors' Audit Certificate for July and August 2015 and Clerk's responses (where applicable), be received. (A copy is appended).*

**F 3719** **Financial Reports for July 2015:**

**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 £6,017.38 plus VAT (£17,363.40)  
(includes VAT refund of £11,090.99)*
- iv) Payments List totalling £47,800.67 plus VAT (£53,391.67)*

**F 3720** **Financial Reports for August 2015:**

**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 £3,451.14 plus VAT (£3,492.14)*
- iv) Payments List totalling £24,688.41 plus VAT (£27,433.49)*

**Annual Return for the Year Ending 31 March 2015**

**F 3721** The Clerk advised that the audit had been completed and was unqualified.

**RESOLVED:** *noted*

**F 3722** **RESOLVED:** *that the External Auditor's Certificate and Opinion (Section 3 of the Annual Return) be received.*

**F 3723** **RECOMMEND:** *that the Annual Return be recommended for approval at the Full Council meeting on 20 October 2015.*

**F 3724** **RESOLVED:** *that payment of £1,030.00 +VAT to BDO LLP for the external audit fee be approved.*

**F 3725** The Clerk advised that advisory matters for consideration had been listed in an Issues Arising Report. These were recommendations made by the Town Council's Internal Auditor in his 2014-2015 reports.

**RESOLVED: that an action plan be drawn up, for consideration at the Full Council meeting on 20 October 2015.**

**F 3726 Communications – “Meet Your Councillor”**

Members considered how the “Meet Your Councillor” events might be re-started. Members agreed that the Town Centre had always been regarded as the best venue, however it was no longer possible to use the Waitrose foyer, due to recent layout changes. Cllr George pointed out that attendance by members at the Police Neighbourhood Panel meetings also provided useful contact with residents. After further discussion the following was resolved:

**RESOLVED:**

- i) that the availability of Town Councillors for one to one meetings be highlighted on the website and in future e newsletters.**
- ii) that Cllr Olliver highlight the availability of members to discuss any matter of concern in a future “RH6 Uncovered” article.**
- iii) that “Meet Your Councillor” events be held in the Town Centre during Summer months and a suitable gazebo be purchased.**

**F 3727 Town Guide, 2015**

The Clerk advised that the text for the Town Guide had been reviewed by members and added that the Guide would be sent out to everyone in the RH6 area, once complete. Spare copies would also be available for distribution from the Town Council Offices.

**RESOLVED: noted.**

**F 3728 Borough Standards Committee**

No meetings had taken place.

**RESOLVED: noted.**

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

**F 3729** Cllr Olliver reported that he had learned at a recent meeting of the South East Region County Association Forum (SERCAF) that fees for NALC membership were likely to be capped at £1,750 for larger Councils.

**RESOLVED: noted.**

- F 3730**      **RESOLVED: that the following attendances be noted:**
- i) Cllrs George and Olliver to attend the Chairmen's Networking Day on 30 September.*
  - ii) Cllrs Biggs, George, Olliver and the Clerk to attend a Surrey ALC Planning Event on 7 October.*
  - iii) Cllrs Baird, George and Olliver to attend the Surrey ALC AGM and Conference on 15 October.*
  - iv) Cllr Samantha Marshall, the Clerk and the Responsible Financial Officer to attend the Legal & Finance Day on 20 October.*

**F 3731**      **Local Council Award Scheme**

Members discussed whether this Council should apply for formal accreditation to the Local Council Award Scheme, which had replaced the Quality Parish and Town Council Scheme. It was noted that the Town Council had previously been awarded the Foundation Award for one year, from January 2015 to January 2016. The Clerk explained that there were three levels of accreditation (valid for four years) which were Foundation, Quality and Gold. Cllr Olliver added that very few Councils were applying for the Gold Award. The Clerk told members that he believed the Town Council should be able to achieve the Quality Award at this stage. After further discussion the following was resolved:

**RESOLVED:**

- i) that the Town Council pay the registration fee of £50 to NALC.*
- ii) that the Town Council make an application to the accreditation panel for the Quality Award in 2016.*

**F 3732**      **Precept 2016-2017**

The Clerk gave a brief presentation to members, explaining the timetable which would enable this Committee to make a recommendation, regarding the level of Precept, to the Full Council meeting on 15 December. He explained that grounds maintenance costs were likely to increase and there was the gradual loss of the Council Tax Support Grant to take into account. The number of households was also unknown at the present time.

**RESOLVED: that a Precept training session be offered to all Town Councillors, dates and times to be agreed in due course.**

**F 3733**      **Memorial Plaque for Henry Webber**

Members discussed possible options regarding a plaque to commemorate the centenary of the death of Henry Webber, thought to be the oldest soldier to die on active service during the First World War, as well as being a very well-known Horley resident. The Clerk added that David Hall of the Horley Local History Society had been researching available pictures and drawings of Henry Webber.

**F 3733)** After further discussion the following was resolved:

**RESOLVED:**

- i) that consideration be given to the production of two memorial plaques, one internal and one external.***
- ii) that the Clerk contact the Parish Office regarding the Memorial Service planned for 21 July 2016.***
- iii) that the matter be re-considered at the next meeting of this Committee.***

**F 3734** **Preparations for The Queen's 90<sup>th</sup> Birthday**

Members were updated on plans to celebrate The Queen's 90<sup>th</sup> Birthday in June 2016. It was noted that "The Patron's Lunch" would take place in London on 12 June 2016 and that it was hoped that communities around the country would be inspired to hold their own events, with a fundraising element for a special fund in support of the Queen's patronages.

**RESOLVED: noted.**

**Christmas 2015**

**F 3735** The Clerk confirmed that a 35 foot tree had been ordered from The Balcombe Estate at a cost of £595 plus VAT and would be collected by Mitchells of Horley during week commencing 16 November. The Back Room of the Albert Road Sports & Social Club had also been booked for the Hospitality following the Town Centre Carol Service on 12 December.

**RESOLVED: noted.**

**F 3736** ***RESOLVED: that the Town Council Offices close on the evening of Wednesday 23 December 2015 and re-open on the morning of Monday 4 January 2016.***

**F 3737** **Horley Recreation Ground – Location of Possible Café**

The Clerk told members that he had informed Trevlyn Tanner Architects that the Town Council was considering a further option for the location of the café, to the rear of the Ornamental Gardens, near to the roundabout (option 6). The architect had responded that he could either extend the first phase of the feasibility study to include this option, for an additional fee of £425 plus VAT, alternatively Stage 2 proposals could be prepared for both Option 6 and Option 4, for the total sum of £3,700 plus VAT, compared with the original quotation of £2,410 plus VAT. After discussion the following was resolved:

***RESOLVED: that Trevlyn Tanner Architects be appointed to extend the first phase of the feasibility study, to include Option 6, for the total***

**F 3737)** *sum of £425 plus VAT.*

**F 3738** Horley Conservation Group –  
Annual Membership of Surrey Wildlife Trust

*RESOLVED: that payment of £85 be approved.*

**F 3739** Diary Dates

*RESOLVED: that forthcoming events be noted, including the St John Ambulance Rededication and Transfer of Colour on 4 October, funfair from 15 – 18 October and Bonfire & Firework Display on 31 October.*

**F 3740** 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 3741** Innes Pavilion – Replacement of Front Entrance Lobby **CONFIDENTIAL**  
**F 3742**

Members considered quotations received and approved the appointment of the Contractor Asbit to carry out the work for the sum of £3,809.30 plus VAT.

**Meeting closed at 9.08 pm.**

**Date of next meeting: 24 November 2015**

Finance & General Purposes Committee, 29 September 2015

F 3741

**Innes Pavilion – Replacement of Front Entrance Lobby**

Members considered quotations received. The Clerk explained that quotations had been sought from three contractors, two of which had responded. In response to a question from Cllr George, the Clerk confirmed that the current tenant of the Innes Pavilion was keen to retain the porch area and added that, should it be removed, then it would be necessary to replace the front door and adjacent panels. The Clerk explained that two contractors had quoted to carry out the work, using a UPVC structure. Mitchells of Horley had quoted £3,845 plus VAT to carry out the work and the Contractor Asbit had quoted £3,809.30 plus VAT. After discussion the following was resolved:

***RESOLVED: that the Contractor Asbit carry out the work for the sum of £3,809.30 plus VAT.***

F 3742

***RESOLVED: that a rolling programme of improvements/repairs to the Innes Pavilion be put in place (e.g. improvements to the footpath leading to the Pavilion).***