

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 30 April 2019, at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
J Baird
M George
H Kitajewski
Simon Marshall
V Marshall
R Olliver
D Powell
H Randall

In attendance: J Walsh – Town Clerk
C Fenton – Head of Leisure & Deputy Clerk
J Morgan – Planning & Finance Officer
A Jones – Consultant and Data Protection Officer
Two members of the public

F 4361 Apologies and Reasons for Absence

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

F 4362 Public Forum

Two members of the public were present however no questions were asked.

RESOLVED: noted.

**F 4363 Approval of Minutes
Finance & General Purposes Committee, 12 March 2019**

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 4364 Internal Audit Matters

RESOLVED: that the Councillors' Audit Certificates for February and March 2019 and Clerk's responses, where applicable, be received. (Copies are appended.)

F 4365 Unaudited Accounts for the year ending 31 March 2019

Members received updates on the accounts. It was confirmed that no further provision was to be made for any additional earmarked funds.

RESOLVED: noted.

F 4366 RESOLVED: that thanks be recorded to staff for preparing the End of Year Accounts so promptly.

F 4367 Annual Governance and Accountability Return (AGAR)

The Clerk advised that the Internal Auditor would be reviewing and hopefully approving the End of Year accounts in early May and completing the Annual Internal Audit Report, which formed part of the AGAR. The report, along with Sections 1 and 2 of the AGAR would be placed before members for approval at the Annual meeting on 21 May. The AGAR, along with all applicable supporting documents had to be submitted to the External Auditor, PKF Littlejohn LLP by 1 July 2019.

RESOLVED: noted.

F 4368 Financial Reports for February 2019

RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) Bank Reconciliations**
- ii) Receipts List totalling £4,671.72 (no VAT)**
- iii) Payments List totalling £34,714.06 plus VAT (£37,800.52)**

Financial Reports for March 2019

F 4369 RESOLVED: that the following reports, as appended to these minutes, be approved:

- iii) Bank Reconciliations**
- iv) Receipts List totalling £6,257.87 plus VAT (£6,271.37)**
- iii) Payments List totalling £34,707.24 plus VAT (£37,230.31)**
- iv) Summary of Receipts and Payments compared with Estimates.**

F 4370 In response to a question from Cllr George, it was explained that Cost Centre 113 (Other Grants) included donations to the Horley Royal British Legion and Safe Drive Stay Alive

RESOLVED: noted.

F 4371 It was noted that a payment of £205,233 had been received from the Borough Council in April, being half the annual Precept and Double Taxation Grant.

RESOLVED: noted.

F 4372 The Planning & Finance Officer reported that a debt was outstanding from one of the Football teams, which was to be pursued via a Court Claim (formerly Small Claims Court).

RESOLVED: noted.

Communications

F 4373 Members were updated on the meeting of the Communications Sub-Committee, which was held earlier. (Minutes of the meeting are appended.)

RESOLVED: noted.

F 4374 It was subsequently learned that the phone rental cost savings, as recommended by the Communications Sub-Committee, would not be applicable, as the main Town Council phone line was not eligible to be transferred, so the proposed move to the new provider would not be worthwhile, as it would not provide the anticipated cost savings.

RESOLVED: noted.

F 4375 General Data Protection Regulations (GDPR)

Data Protection Officer (DPO) Alan Jones explained that the ICO had provided more advice and it appeared that the regulation would be more relaxed than first thought. Final clarification was being sought, regarding publication of photos of events such as the Horley Carnival.

RESOLVED: noted

Councillor Training

F 4376 The Town Clerk advised that 18 places on the Member Code of Conduct Training at Reigate and Banstead Borough Council had been booked. The training would take place on 22 May and all Councillors were strongly advised to attend. The Democratic Services Officer at RBBC had informed HTC that the Code of Conduct was being renewed and that there were some changes.

RESOLVED: noted.

F 4377 It was noted that Cllr Olliver in his capacity as Vice President of SSALC had kindly offered to support training sessions for new and re-elected Councillors, following the local elections. Bespoke training would be made available for those larger Councils requiring it, which neighbouring smaller Councils would be invited to attend. He added that he would be happy to provide some ad hoc briefings as necessary. The SSALC Member Training programme would form part of the new Councillors Induction Pack and Members would be encouraged to attend suitable training. Cllr George also offered to conduct a Member training session

F 4377) on Planning. Cllr Olliver added that NALC were minded to make training mandatory for new Members at some point in the future.

RESOLVED: noted.

F 4378 The Clerk Informed Members that there would be an informal “Meet and Greet” for new and returning Members on 9 May.

RESOLVED: noted.

F 4379 **Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)**

Cllr Olliver reported on SSALC and Surrey ALC meetings, which he had attended in his capacity as a Vice-President. He told members that NALC was conducting a review of their system for how they deal with grievances.

RESOLVED: noted

F 4380 **Cycle of Meetings 2019 - 2020**

RECOMMEND: that the draft Cycle of Meetings 2019 – 2020 be approved for recommendation to the Annual Meeting on 21 May.

F 4381 **Use of Edmonds Hall as Polling Station**

The Town Clerk advised that the Hall would be used as a Polling Station for Local Elections on 2 May 2019 and European Elections on 23 May 2019. The Polling Station would be open from 7 am to 10 pm. One hirer was affected and had been informed. The fee for hire of the Hall as a Polling Station was £200.

RESOLVED: noted.

F 4382 **Town Meeting 16 May 2019**

The Town Clerk reminded Members that the guest speaker would be Leon Hibbs, RBBC Air Quality Monitoring Officer. A representative from the Smiths Charity would attend to give their report and there would be updates from the last Residents Forum Meeting, which was being combined with the meeting. Refreshments would be available before the meeting and any assistance from Members, setting up and “meeting and greeting” would, as always be very much appreciated.

RESOLVED: noted.

F 4383 Community Infrastructure Levy (CIL)

The Town Clerk reported that a payment of £10,945 had been received bringing total income from CIL to £13,631. NALC had issued a reminder that the CIL funds needed to be used within 5 years of receipt.

RESOLVED: noted.

Edmonds Hall Upgrades

F 4384 Members were informed that a new Apple TV had been purchased to assist with overcoming recent problems with display of papers for meetings. The IT contractor had also been booked to undertake a full review of the system.

RESOLVED: noted.

F 4385 Consultant Alan Jones informed Members that a new sound system for the Hall was to be investigated with assistance from Neil Munday from Susy Radio.

RESOLVED: noted.

F 4386 Town Council Insurance

The Town Clerk advised Members that the Town Council's insurance brokers WPS had attended the offices to conduct the annual review of the combined insurance. They had considered the adjustments to the valuations of Council buildings following the recent valuation inspection. The new caretaker had been added to the policy, the events cover was to remain unchanged and it was noted that there were to be no more than 1000 people present at any one time at an event. Cllr George responded that it was possible that there would be more than 1000 people present in Horley Recreation Ground when the Carnival procession arrived. Consultant Alan Jones replied that in that case a full risk assessment would be needed, and the insurers would need to be given prior notice. Cllr George confirmed that he had the risk assessment, which was subsequently provided and submitted to the Insurers.

RESOLVED: noted.

F 4387 The Clerk explained that WPS had conducted a tender programme to achieve best value for future insurance premiums. The Town Council's current insurers were Aviva and WPS was recommending a move to Royal and Sun Alliance, with no leaving fees for Aviva and a 3-year contract with Royal and Sun Alliance. WPS believed this would offer the Council equally good cover at a saving. The Town Clerk was awaiting confirmation of the full terms before making a final decision. The insurance would be effective from 1 June and the revised terms would be put to the Annual Meeting on 21 May for approval.

F 4387) RESOLVED: noted.

Football, Court Lodge Fields

F 4388 The Clerk advised that a revised charging schedule for football bookings was required, for the Town Council to be fully compliant with VAT regulations. This had been discussed at the recent Leisure Meeting, where members had agreed the importance of abiding by VAT rules. Regular teams would only be exempt from the VAT charge on pitch hire, if they played a minimum of ten matches with no more than two weeks between each fixture. Currently no regular teams fulfilled all these criteria so VAT would need to be charged on all bookings for the coming season. Teams fulfilling all the HMRC requirements would be permitted to apply for a VAT refund at the end of the season. (Full details of the Charging Process are appended.)

RESOLVED: noted.

F 4389 In view of the increased costs being faced by teams, Members agreed that the charges for regular teams be reduced for the coming season, to offset part of the VAT increase (full details are appended). They took the view that the Council should look after the regular teams and give as much notice of the changes as possible.

RESOLVED: that the charges for Football Pitch Hire for 2019/2020, as appended, be approved, regular teams to be given as much notice as possible of the revised charging process.

Michael Crescent Scout Hut

F 4390 Members were informed that Bennetts had fitted a new door to the Scout Hut, which had been strengthened with metal sheeting, to improve the security of the building.

RESOLVED: that the cost of £1,081 plus VAT for the replacement door be ratified.

F 4391 Members were made aware that there had been several recent occasions where an organisation storing equipment in the Scout Hut had acted in an inappropriate manner. Locks to the building had been changed without warning and a CCTV camera had been installed, using electricity paid for by Reigate & Banstead Council. The organisation had been permitted to store items in the Scout Hut entirely at their own risk, in the knowledge that this was an insecure derelict building. Trust had been broken and better contact together with a more formal agreement was now needed.

RESOLVED: that an Agreement to Occupy be drawn up for those organisations storing equipment in the Scout Hut.

F 4392 Summer Planting, Memorial Garden

The Head of Leisure advised that a quotation of £856.20 plus VAT had been received from Burleys for the Summer planting, unchanged from the previous year. The colour scheme, as already agreed, would be red, white and blue. It was confirmed that there was an allocation in the budget for the planting.

RESOLVED: that the quotation from Burleys be approved.

F 4393 Innes Pavilion Lease

Members were informed that the first draft of the Lease between the Town Council and the tenant of the Innes Pavilion required some amendments. It had been sent to the tenant for comment, the Council having previously agreed to the removal of the clause requiring a Guarantor.

RESOLVED: agreed.

F 4394 Security Patrols

It was noted that the contractors SmartGuard had notified of a price increase of 4%, effective from 30 April 2019, for security patrols. A price comparison would be undertaken in due course.

RESOLVED: noted.

F 4395 Henry Smith Charity

Members were informed of a new Trustee appointment, replacing a previous Trustee who had passed away.

RESOLVED: that the appointment be agreed.

F 4396 Letters Received

A letter had been received from Surrey Fire and Rescue Service about their Safe Drive, Stay Alive campaign; thanking the Council for their previous donation and seeking further funding.

RESOLVED: that a further donation of £100 be made to the Surrey Fire and Rescue, Safe Drive, Stay Alive campaign.

F 4397 Diary Dates

RESOLVED: that upcoming events be noted, in particular the formal launch of the polytunnel donated by Tesco to County Care on 14 May, the Town Meeting on 16 May and the Annual Council Meeting on 21 May.

F 4398 Items for Future Consideration

RESOLVED: that details of an Agreement to be made between the Town Council and Organisations storing items in the Michael Crescent Scout Hut be finalised at the next meeting of this Committee.

The Chairman thanked Members for their hard work over the past year and wished those retiring an enjoyable time and those returning good luck. She also thanked staff for their ongoing support.

Meeting closed at 9.03pm

Date of Next Meeting – 18 June 2019