

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

A meeting of the above-named Committee will be held at the Albert Rooms,
Albert Road, Horley, on **Tuesday 15 March 2016 at 7.30 pm**

A G E N D A

- 1 Apologies and Reasons for Absence**
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive from members any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**
- 4 Approval of Minutes**
Committee Meeting, Tuesday 19 January 2016
- 5 Matters Arising**
Committee Meeting, Tuesday 19 January 2016
- 6 Audit Matters**
 - i) To receive the Councillors' Audit Certificate for January & February 2016.
 - ii) To receive the Interim Internal Audit Report No 2, with Clerk's responses where appropriate.
- 7 Financial Reports**
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 29 February 2016
- 8 Use of Earmarked Funds**
 - i) To consider a recommendation from the Leisure & Amenities that earmarked funds be used to fund the balance of the replacement skate park (subject to no further funds becoming available from grant applications).
 - ii) To consider creating earmarked funds from Town Council Reserves for future projects.
- 9 Pre-Paid Debit Card**
To consider a proposal from the Clerk and Responsible Financial Officer that the balance of the card be increased from £250 to £500.
- 10 Communications**
 - i) To receive an update on recent meetings of the Communications Sub-Committee.
 - ii) To receive an update on any other matters.
- 11 Horley Town Plan 2016 – 2019**
To review the Plan, prior to its launch at the Town Meeting on 29 April.
- 12 Renewal of Energy Contracts**
To note that the Gas and Electricity contracts for the Albert Rooms have been renewed with British Gas for a period of three years.
- 13 Review of Town Council Policies**
To note that these have been reviewed and will be considered for approval at the Full Council meeting on 5 April 2016.
- 14 Horley Town Council – Cycle of Meetings 2016 – 2017**
To approve the Cycle of Meetings.
- 15 Water Treatment and Legionella Compliance at the Albert Rooms and Innes Pavilion**
To consider information received.

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- 16 Albert Rooms – Electrical Works**
- i) To consider a quotation from L&C Electrical Installations to supply and install a replacement circuit breaker board for the total sum of £521.70 plus VAT.
 - ii) To consider a quotation from Firetronics to supply and install a replacement Fire Control and Indicating Panel for the total sum of £660 plus VAT.
 - iii) To consider a quotation from Firetronics to supply and install three Remote Fire Detector Indicators for the total sum of £360 plus VAT.
- 17 Borough Standards Committee**
To receive an update.
- 18 Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)**
To receive updates on recent meetings and to consider any information received.
- 19 Henry Webber Memorial and Service**
To receive an update on arrangements made.
- 20 Additional Tree Works at Church Road Allotments**
To note that Green Leaf Tree Care has carried out additional work along the rear boundary and to ratify the costs involved (£700).
- 21 Access by Surrey Police to Horley Town Council owned CCTV Cameras**
To receive an update
- 22 Horley Bowling Club – Request for additional parking**
To consider correspondence received from the Club Secretary.
- 23 Surrey Playing Fields – Affiliation Fee to 31 March 2017**
To approve payment of £10.
- 24 Letters Received**
- 25 Diary Dates**
To note forthcoming events.
- 26 Urgent Business**
To note urgent business for inclusion on any future agenda.
- 27 Press Release**
To agree items for inclusion.
- 28 Exclusion of Public and Press**
“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.”
- 29 Approval of Confidential Minutes** **CONFIDENTIAL**
Committee Meeting, Tuesday 19 January 2016
- 30 Matters Arising** **CONFIDENTIAL**
Committee Meeting, Tuesday 19 January 2016
- 31 Tree Works at Horley Recreation Ground** **CONFIDENTIAL**
To consider quotations received for the felling of the Horse Chestnut tree adjacent to the park entrance barrier.
- 32 Press Release**
To agree items for inclusion.



Signed: Town Clerk, 10 March 2016 Date of next meeting – 3 May 2016