

**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 22 January 2019 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 20 November 2018

**5 Finance Updates**

**6 Internal Audit Matters**

To receive the Councillors' Audit Certificate for November and December 2018 and Clerk's responses, as necessary.

**7 Financial Reports**

To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 December 2018

**8 Communications**

- i) To receive an update on the meeting of the Communications Sub-Committee held earlier in the evening.
- ii) To approve enhancements to the Town Council's Website, as recommended by the Communications Sub-Committee.
- iii) To receive an update on any other matters.

**9 General Data Protections Regulations (GDPR)**

To receive any updates.

**10 Town Meeting, 29 March 2019**

To consider arrangements for the meeting, in particular possible guest speakers to be invited.

**11 Risk Assessment**

To review the Risk Assessment and Management Paper for 2018/2019, for consideration by Full Council on 12 February 2019.

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

- i) To receive updates on recent meetings and other events attended.
- ii) NALC Model Standing Orders – to agree the way forward.
- iii) To receive an update on any other matters and to consider any information received.

**13 Council Offices – Electrical Five-Year Test, Inspection and Certification**

To consider the quotation received from J Prior Electrical Contractors Ltd (JPEC Group)

**14 Edmonds Hall**

- i) Use of Edmonds Hall as a Polling Station - to receive an update.
- ii) Charges for use of Edmonds Hall – to agree charges for 2019/2020.

**...Continued**

- 15 Operation of CCTV Cameras**  
i) To approve the quotation of £150 plus VAT from Innovation Fire & Security Ltd for a replacement CCTV camera on the Innes Pavilion.  
ii) To receive an update on annual maintenance costs for the existing CCTV cameras.
- 16 Council Offices & Innes Pavilion – Quarterly Water Monitoring**  
To consider the quotation received from Water Environmental Treatment Ltd (W.E.T)
- 17 Innes Pavilion Lease**  
To receive an update on recent meetings.
- 18 Innes Pavilion Changing Rooms – Replacement Locks**  
To ratify recent expenditure of £1,910.96 plus VAT.
- 19 Possible Use of Michael Crescent Scout Hut by Susy Radio**  
To receive any updates.
- 20 Insurance Reinstatement Cost Assessments**  
To note receipt of the report from Barrett Corp & Harrington Ltd.
- 21 Community Infrastructure Levy (CIL)**  
To note receipt of the quarterly report for the period 16/9/18 – 15/12/18.
- 22 Horley Edmonds Fund**  
To consider recent information received.
- 23 Archway Theatre Company Ltd**  
To consider a request from the Company Secretary.
- 24 Letters Received**
- 25 Diary Dates**  
To note forthcoming events.
- 26 Items for Future Consideration**  
To note items for inclusion on future agenda.
- 27 Press Release**  
To agree items for distribution.
- 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 20 November 2018.



**Signed: Joan Walsh, Town Clerk, 17 January 2018**

**Date of next meeting – Tuesday 12 March 2019**