

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 26 November 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 1 October 2019.
- 5 Finance Updates**
Committee Meeting, Tuesday 1 October 2019.
- 6 Audit Matters**
 - i) To receive the Councillors' Audit Certificate for September and October 2019.
 - ii) Internal Audit 2019- 2020 - To receive the First Interim Report and responses from the Clerk/RFO, as necessary.
- 7 Financial Matters**
 - i) To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 30 September 2019.
 - ii) To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 October 2019.
- 8 Communications**
 - i) To receive an update on the meeting of the Communications Sub-Committee held earlier in the evening (26 November 2019).
 - ii) To receive an update on any other matters.
- 9 Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)**
 - i) Surrey ALC AGM, 15 October 2019 - To receive and update from Cllr George as the Town Council's representative.
 - ii) SSALC and NALC subscriptions for 2020/2021 - To note that the Town Council's SSALC subscription is £1750 and the NALC subscription is £1371.02.
 - iii) To receive an update on any other matters.
- 10 Notice of Vacancy - Office of Town Councillor**
To note that a Notice of Poll had been published for the Town Councillor vacancy in the Horley West ward, to be held on the same day as the General Election (Thursday, 12 December) and that two nominations had been received.
- 11 Café Pavilion Project, Horley Recreation Ground**
 - i) To receive an update on the Café Pavilion construction and associated external works.
 - ii) To approve expenditure for the electrical infrastructure required for the integral Café area, in the approximate sum of £1,000 plus VAT.
 - iii) To approve expenditure for the ventilation system required for the integral Café area, in the approximate sum of £10,532 (inclusive of VAT).
 - iv) To note receipt of a preliminary Evaluation Report and professional advice from the appointed VAT Specialist for a partial VAT Reclaim on the construction.

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- 12 RBL Remembrance Services Programme 2019** – To receive an update on the commemorative events held in Horley.
- 13 Horley Edmonds Fund**
- i) To note the deadline for the next round of applications for consideration by the Community Foundation of Surrey (CFS) is 17 January 2019.
 - ii) To note receipt of Horley Edmonds Fund Quarter 2 report.
- 14 Proposal to change Accounting Software Package Provider** – for approval
- 15 Opportunity to Advertise on Horley Station** – for consideration.
- 16 Utility Contracts Renewal** – to note information received.
- 17 Damaged Gate Pillar – Horley Recreation Ground**
To receive an update on quotations received for repairs to the damaged gate pillar and the insurance claim with the Town Council’s insurers, Royal & Sun Alliance.
- 18 Health & Safety Audit - Innes Pavilion, Court Lodge**
To approve expenditure for a replacement Fire Panel at the Innes Pavilion building, in the sum of £1043.40.
- 19 Maintenance and Refurbishment Works – HTC Offices, Albert Rooms**
- i) To ratify expenditure to the front gable end of the Council offices, in the sum of £605.85 plus VAT.
 - ii) To ratify expenditure to replace fire exit door at side of building as emergency evacuation route in the sum of £711.67 +VAT.
 - iii) To ratify expenditure to fit new valve in toilets, in the sum of £310 plus VAT.
- 20 Town Council Estimates & Precept 2020/2021**
To agree Estimates and Precept for 2020/2021, for recommendation to Full Council on 10 December 2019.
- 21 Letters Received**
- 22 Diary Dates**
To note forthcoming events.
- 23 Items for future consideration**
To note any items for inclusion an any future agenda.
- 24 Press Release**
To agree items for inclusion.



Signed: Joan Walsh, Town Clerk

Dated: 21 November 2019

Date of next meeting – Tuesday 28 January 2019