

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 28 January 2020 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 26 November 2019.

5 Finance Updates

Committee Meeting, Tuesday 26 November 2019.

6 Audit Matters

- i) To receive the Councillors' Audit Certificates for November and December 2019.
- ii) Internal Audit 2019- 2020 - To receive the Second 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 31 November 2019.
- ii) To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 December 2019.

8 Communications

- i) To receive an update on the meeting of the Communications Sub-Committee held earlier in the evening (28 January 2020).
- ii) To receive an update on any other matters.

9 Town Meeting – 24 April 2020

To note that SCC Cabinet Member for Environment and Waster, Cllr Mike Goodman, will be a guest speaker at the meeting and to consider other arrangements for the meeting.

10 Risk Assessment

To review the draft Risk Assessment and Management Paper for 2019/20, for consideration by Full Council on 11 February 2010.

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


To receive an update on any matters and to consider any information received.

12 Café Project, Horley Recreation Ground

- i) To receive an update on the Café Pavilion construction and associated external works.
- ii) To approve additional expenditure required for completion of the Café project, including the provision and installation of:
 - a. a security cage surrounding the air conditioning equipment;
 - b. additional stainless-steel splashbacks and storage facility in the integral Café area;
 - c. underground drainage sub-pump with electric feed;in an estimated total sum of £10,000 plus VAT.
- iii) To approve expenditure for the provision of external surveillance cameras, including CCTV alarm, in the sum of £2,350 plus VAT (Total: £2,940).

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- iv) To receive an update on insurance arrangements for the new build on completion of the construction.
- 13 Community Infrastructure Levy (CIL)**
To note receipt of the quarterly report for the period 16/09/19-15/12/19.
- 14 Horley Edmonds Fund**
To note any updates from the Community Foundation of Surrey (CFS) on the current round of applications, by the deadline of 17 January 2020.
- 15 Damaged Gate Pillar – Horley Recreation Ground**
To receive an update on the insurance claim for repairs to the damaged gate pillar with the Town Council’s insurers, Royal & Sun Alliance.
- 16 IT Support Contract Renewal – Micro Maintenance Ltd**
To ratify the Town Council’s IT Support Contract Renewal with Micro Maintenance Ltd (effective 1 January 2020) together with the 5% annual increase of £137.04 giving a total of £2876.40 + VAT
- 17 Water Hygiene Services – WET Ltd**
To ratify the Town Council’s Water Hygiene Services Contract Renewal with WET Ltd (effective 1 January 2020) together with a small annual increase giving a total of £792 +VAT
- 18 Council Offices - Maintenance Works**
 - i) Led Lighting Upgrade to offices – to ratify expenditure of £748.50 + VAT
 - ii) Maintenance of the car park barrier – to note information received
 - iii) Led Lighting Upgrade to hall – to approve expenditure TBA
 - iv) Consider options for PA System upgrade and other sound improvement options.
- 19 Defibrillator Donation at The Bull Public House, Horley Row**
To receive an update.
- 20 Scout Hut at Michael Crescent Centenary Park**
 - i) To note the recent reported break-in at the Scout Hut Building, including damaged caused and actions taken.
 - ii) To consider enhanced crime prevention measures and possible replacement of the entry door to the Scout Hut building.
- 21 Pension Valuation, Pension Administration Strategy Consultation and Pension Funding Strategy Statement Consultation (Consultation closes 1 February 2020)**
To note information received.
- 22 Letters Received**
- 23 Diary Dates**
To note forthcoming events.
- 24 Items for future consideration**
To note any items for inclusion an any future agenda.
- 25 Press Release**
To agree items for inclusion.



Signed: Joan Walsh, Town Clerk

Dated: 23 January 2020

Date of next meeting – Tuesday 10 March 2020