

HORLEY TOWN COUNCIL

**Minutes of a Meeting of the Finance and General Purposes Committee
held at the Town Council Offices, Albert Road, Horley on 25 January 2022, at 7.30 pm**

Present	Cllrs	Jante Baird (in the Chair)	Adrian Kitajewski	Samantha Marshall
		Jordan Beech	Helen Kitajewski (Chairman)	Simon Marshall
		Andy Dye	Wayne Phillips	Robert Marr
		Mike George	David Powell*	Martin Saunders
* Absent				
Also Present		Joan Walsh (Town Clerk)		
		Judy Morgan (RFO and Planning Officer)		

F 4776 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllr Powell be accepted.

F 4777 Approval of Minutes

RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 9 November 2021, be approved.

F 4778 Finance Updates

F 4774 Letters Received

The offer of a further 110 tree whips for SCC was accepted, the planting, by volunteers, would take place on Tanyard Meadows. RBBC permission had been granted and RBBC had also agreed to be responsible for the aftercare.

RESOLVED: noted.

F4769 Horley Town Council Precept

The Precept claim was submitted to RBBC by email on 6 January 2022.

RESOLVED: noted.

F 4779 Internal Audit Matters

Councillors' Audit Certificate for November and December 2021.

RESOLVED: that the Councillors' Audit Certificate for November and December 2021 and responses by the RFO, be noted.

F 4780 Financial Matters

RESOLVED: that the following reports for November and December 2021 be approved:

***November and December Bank Reconciliations
November and December Receipts
November and December Payments***

December Summary of Accounts

F 4781 Risk Management

The Risk Management and Internal Control Procedures of the Town Council were reviewed.

RESOLVED: that the following be recommended for consideration by Full Council at the meeting to be held on 1 March 2022:

- i) the draft Risk Assessment and Management Paper for 2021/22.***
- ii) the draft Internal Control Review Paper for 2021/22.***

Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)

F 4782 The following update had been received from SALC. "Councils must continue holding meetings in person, the Government has said, as it rejected calls to introduce laws despite the spread of the Omicron variant. Lord Greenhalgh, a minister of state at the Department for Levelling Up, Housing and Communities, confirmed the policy in response to a written question. Last month the LGA had called on ministers to urgently bring in emergency legislation to enable councils to return to hybrid meetings." The Town Clerk confirmed that HTC in person Council Meetings were taking place and operating well with COVID secure measures in place.

RESOLVED: Noted

F 4783 [***SCC Consultation: Community Energy in Surrey***](#) ***"Taking action now on the Climate Crisis in Surrey" (Closing Date: 28 January 2022)***

Cllr Saunders kindly provided a draft response which was considered and agreed by the meeting.

RESOLVED: that this Council's response (appended to these Minutes) be submitted prior to the deadline.

Any other matters from the National and County Associations

A Civility and Respect Project has been founded in response to growing concerns about the impact bullying, harassment and intimidation is having on councils, councillors and staff and the resulting effectiveness of local councils. This is supported by representatives from across the sector including Councils, County Associations, NALC, SLCC and One Voice Wales.

F 4784 The primary aim of the project is to coordinate a programme of work designed to promote civility and respect in public life, including good governance, positive debate and to support the well-being of councillors, professional officers and staff.

The first project newsletter covering the following key points:

- Civility and Respect Project Mission
- Overview of the project
- Anti-bullying petition
- Local Government call for evidence regarding the abuse and intimidation of Councillors
- Bullying and harassment statement

had previously been circulate to all Members.

An open letter from the new Chairman of NALC had also been circulated.

RESOLVED: Noted

F 4785 HTC Communications

GDPR reform proposed flexible obligation for our sector defined roles core principles remain

Comms stats high twitter following introduced Instagram

RESOLVED: Noted.

HTC Operational Matters

Portable PA System and other acoustic solutions for the hall.

Members discussed the issues.

F 4786

RESOLVED: that

- i) the current portable PA system be donated to Salfords and Sidlow Parish Council**
- ii) solutions including investigating getting the current system in the hall to work and**
- iii) to investigate other possible acoustic solutions**

Election Costs

F 4787

Following a Members request the method for calculating election costs had been circulated to all Members prior to the meeting. It was clarified that costs are calculated according to a formula and the finances relating to elections are thoroughly scrutinised by the Cabinet Office. The costs are fixed according to the formula and there is no possibility of avoiding the costs or of negotiating more favourable terms if a seat is contested. As previously agreed during the Precept consideration for 2022/23 Council have not budgeted for election costs during this year and have accepted that there is a level of risk that costs may be incurred. 2023/24 is an election year for the Town Council and as the risk of a seat or seats being contested will be higher consideration will be given to allocating an amount in the budget for election costs for 2023/24.

RESOLVED: Noted.

F4788 Insurance Claim: Damage to Gate Pillar, Horley Recreation Ground

The insurance claim for damage to the gate pillar at Horley Recreation Ground has been settled in the sum of £ 5000 in lieu of repair. The excess of £100 is being pursued separately and the outcome is still awaited.

RESOLVED: Noted.

F4789 RBBC Community Centres Review

The briefing from Reigate & Banstead Borough Council held earlier in the evening was reviewed. Members were very pleased with the presentation and noted that the concerns raised by HTC during the consultation period had been taken on board. The outlook for the future was very positive and Members were optimistic about the future plans for the community centre.

RESOLVED: Noted.

F 4790 RBBC Consultation: Reigate & Banstead Borough Council's draft 2022/23 Budget Proposals

RESOLVED: That the response to the Reigate & Banstead Borough Council's draft 2022/23 Budget Proposals consultation previously circulated be ratified.

F 4791 HTC Town Meeting

There was some discussion about arrangements for the Town Meeting to be held on Friday 29 April 2022 covering the agenda items, invitees, and possible speakers.

RESOLVED: That Cllr Beech ask Lisa Townsend, the Police and Crime Commissioner for Surrey, if she would be the guest speaker.

F 4792 Letters Received

The Chairman read out a letter from the Mayor of Vimy, one of the towns with which the Horley is twinned.

RESOLVED: noted

F 4793 Diary Dates

8 February @ 19:30: Interim Planning Committee Meeting
22 February @ 19:30: Leisure Committee Meeting
1 March @ 19:30: Full Council Meeting
7 March Mayor's Charity Dinner in aid of the Mayor's Charity (The Greyhound Trust)
15 March @ 19:30: Full Planning Committee

RESOLVED: noted.

F 4794 Items for Future Consideration

For Full Council – to consider cancelling the next Finance Meeting scheduled for 29 March due to lack of business.

RESOLVED: noted

Meeting closed at 20:50 pm

Date of Next Meeting – TBC