

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a Meeting of the above-named Committee held at the Town Council
Offices, Albert Road, Horley on Tuesday 23 January 2018, at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
R Biggs
K Etheridge
M George
L Mabbett
V Marshall
R Olliver
H Randall

In attendance: Joan Walsh – Town Clerk
C Fenton – Head of Leisure & Deputy Clerk
Alan Jones

F 4128 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Baird, Baker, Jackson and Helen Kitajewski be accepted, for reasons as specified in the Attendance Register.

F 4129 Disclosable Pecuniary Interests and Non-Pecuniary Interests

There were no Declarations of Interest in relation to any items included on this agenda.

RESOLVED: noted.

F 4130 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 4131 Approval of Minutes
Finance & General Purposes Committee, 21 November 2017**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved.

F 4132 Audit Matters

RESOLVED: that the Councillors' Audit Certificate for November & December 2017 and Clerk's responses, where applicable, be received. (A copy is appended.)

F 4133 Financial Reports for November 2017

RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) Bank Reconciliations**
- ii) Receipts List totalling £7,596.83 (no VAT)**
- ii) Payments List totalling £41,297.79 plus VAT (£44,203.65)
 (Includes payment of £17,131.52 to Public Works Loan Board)**

Financial Reports for December 2017

F 4134 RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) Bank Reconciliations**
- ii) Receipts List totalling £4,466.98 VAT (£4,479.58)**
- iii) Payments List totalling £34,793.84 plus VAT (£37,060.22)**
- iv) Summary of Receipts and Payments compared with Estimates**

RESOLVED:

F 4135 Alan Jones advised that Legal and Professional Fees (Cost Code 53) currently showed a significant overspend, due to fees associated with the ongoing Grievance Claim. An overspend was also currently showing for the Skate Park (Cost Code 81), as the use of Reserves to offset this would not be reflected in the accounts until the end of the current Financial Year.

RESOLVED: noted.

F 4136 RESOLVED: that the allocation of funds to Cost Codes 50 and 129 be amended to reflect the correct position regarding Public Works Loan Board loan repayments.

F 4137

RESOLVED; that explanatory footnotes be added to the Summary of Receipts & Payments for the remainder of the Financial Year.

F 4138 Communications

It was noted that the date of the next meeting of the Communications Sub-Committee had been re-arranged to take place on 13 February 2018. It was also noted that the 2018 Town Guide was currently in the process of being delivered to Horley residents.

RESOLVED: noted.

F 4139 Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)

Cllr Olliver reported that he had attended a meeting of Surrey ALC in December, minutes of which had been circulated to members. He added that he had also attended a SERCAF (South East Region County Association Forum) meeting, where there had been a presentation from Sataswana, one of the companies current being used by SSALC to advise on the implications of compliance with the upcoming General Data Protection Regulations.

RESOLVED: noted.

General Data Protection Regulations (GDPR)

F 4140 Alan Jones advised that he was in the process of seeking advice from Maureen Chaffe, also being used by SSALC, regarding compliance with GDPR, as well as ascertaining any changes which may be necessary for the Town Council website. Further advice and support regarding privacy notices and policies would be sought from the Town Council's IT provider.

F 4141 ***RESOLVED: noted.***

RESOLVED: that General Data Protection Regulations become a standing item on this agenda at the present time.

F 4142 Legionella Control

Alan Jones advised that both he and the tenant at the Innes Pavilion had now received Legionella (Water Hygiene Monitoring) Training from Water Environment Treatment Ltd.

RESOLVED: noted.

F 4143 Risk Assessment and Management Paper 2017-2018

RESOLVED: that the paper, subject to one minor amendment, be referred for approval at the Full Council meeting on 13 February 2018.

F 4144 Request to Site Additional Cabin at Michael Crescent Centenary Park

RESOLVED: that the request from the Borough Council's Air Quality Monitoring Officer to site an additional cabin at Michael Crescent for Air Quality Monitoring purposes be approved, the Monitoring Officer to be informed accordingly.

F 4145 Community Infrastructure Levy (CIL)

Receipt was noted of the latest Financial Reports from the Borough

F 4145) Council's CIL Officer.

RESOLVED: noted.

F 4146 Electoral Review of Reigate & Banstead: Warding Arrangements

The Deputy Clerk advised receipt of initial information regarding the Electoral Review. The Borough Council was recommending that the number of Councillors be reduced from 51 to 45, with each ward being represented by three Borough Councillors. It was noted that the formal Local Government Boundary Commission Consultation was due to commence on 30 January 2018.

RESOLVED: that the Town Council's response to the Consultation be agreed in due course.

F 4147 Town Meeting, 27 April 2018

Members considered arrangements for the Town Meeting. It was agreed that refreshments again be provided for those attending. Cllr George advised that presentations would be made at the meeting to the winners of the Court Lodge in Colour Competition. Members were reminded that help setting up on the night was always very much appreciated. It was suggested that a representative from the Kent Surrey & Sussex Air Ambulance Trust (Town Mayor's Charity) be invited to give a presentation on the work of the Trust.

RESOLVED: that the Kent, Surrey & Sussex Air Ambulance Trust be contacted accordingly.

F 4148 Diary Dates

RESOLVED: that upcoming events be noted, in particular the Residents' Forum Meeting on 30 January, Horley Town Management Group (new date) on 20 February, St George's Day Fair on 21 April and Town Meeting on 27 April.

F 4149 Confidential Business

RESOLVED: that, "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."

F 4150 Innes Pavilion Tenancy

CONFIDENTIAL

F 4151

Members agreed the way forward for 2018 / 2019.

Meeting Closed at 8.15 pm. Date of Next Meeting: 13 March 2018