



Newmarket

T O W N C O U N C I L

Minutes of a Meeting of the Finance & Policy Committee
held on Monday 21st April 2008 at 7.15 pm at the Memorial Hall, Newmarket

Attendance :

Councillor C Turner, Chairman
Councillor W Burch, Town Mayor
Councillor J Bailey
Councillor M Jefferys
Councillor W Hirst
Councillor W Sadler

Also Present: Isabelle Barrett - Town Clerk, Rosemary Foreman – Minute Assistant

Minute	Action by
<p>F/08/04/1 <u>APOLOGIES</u> There were no apologies.</p>	
<p>F/08/04/2 <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.</p>	
<p>F/08/04/3 <u>TO CONFIRM THE MEETING HELD ON 17th MARCH 2008</u> Councillor Turner signed the minutes of the Finance & Policy Committee meeting held on Monday, 17th March 2008, as a correct record.</p>	
<p>F/08/04/4 <u>MATTERS ARISING</u> None noted.</p>	
<p>F/08/04/5 <u>AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION RELATING TO ITEMS LISTED IN THE PUBLIC PART OF THE AGENDA ONLY</u> There were no members of the public present.</p>	
<p>F/08/04/6 <u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – MARCH 08</u> Members reviewed the list of payments and receipts and made the following recommendation:</p> <p><u>F/08/04/6.01 Recommendation</u> That the schedules for payments relating to the period 1/3/08 – 31/3/08 be received and adopted.</p> <p>Councillor Turner advised that he would carry out a spot check in the very near future.</p>	<p>Cllr Turner</p>

F/08/04/7	<p><u>TO SIGN THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATION RE: AGENDA ITEM 6</u></p>	
	<p>The Committee agreed that the bank reconciliation relating to the end of month 31/3/08 (month 12) for the Town Council Current and Petty Cash bank accounts should be countersigned.</p>	
F/08/04/8	<p><u>TO RECEIVE THE EXTERNAL AUDITOR'S REPORTS ON THE ANNUAL RETURNS FOR 2004/05, 2005/06 AND 2006/07</u></p>	
	<p>The Committee received the External Auditor's Reports on the Annual Returns for 2004/05, 2005/06 and 2006/07 and Town Clerk advised of the actions taken following his comments and recommendations. After discussion the Committee made the following recommendations:</p>	
	<p><u>F/08/04/8.01 Recommendation</u></p>	Town Clerk
	<p>That the Council's fidelity guarantee insurance cover be increased to the level of the Precept for 2008/09.</p>	
	<p><u>F/08/04/8.02 Recommendation</u></p>	Town Clerk
	<p>That the External Auditor's Reports on the Annual Returns for 2004/05, 2005/06 and 2006/07 be received and accepted.</p>	
F/08/04/9	<p><u>TO REVIEW RISK ASSESSMENTS RELATED TO THE KEY ACTIVITIES OF THE COUNCIL</u></p>	
	<p>The Committee received Town Clerk's Risk Assessment report covering all key risks faced by the Council. The Committee noted that as all risk ratings were from 1-3 no review or improvements were needed. The Committee therefore made the following recommendation:</p>	
	<p><u>F/08/04/9.01 Recommendation</u></p>	Town Clerk
	<p>That NTC accept Town Clerk's report on Risk Assessments of Key Risks facing the Town Council 2008.</p>	
F/08/04/10	<p><u>TO RECEIVE AND ADOPT THE FINAL END OF YEAR ACCOUNTS AND ASSOCIATED BALANCE SHEET AS AT 31/3/08</u></p>	
	<p>The Committee received the final end of year accounts and associated balance sheet as at 31/3/08. Town Clerk reported that the Accountant had advised that the following items should be transferred from Tourism to Section 137:</p>	
	<p>War Memorial Wreath - £67 Donation to ReNew Campaign - £1,000 Donations received for ReNew Campaign - £4850.</p>	
	<p><u>F/08/04/10.01 Recommendation</u></p>	Town Clerk
	<p>That the following expenditure and income in the financial year 2007/08 be raised under Section 137 and that the items be transferred from Tourism to Section 137:</p>	

Expenditure

War Memorial Wreath - £67

Donation to ReNew Campaign - £1,000

Income

Donations received for ReNew Campaign - £4850.

Town Clerk reported that the following items in the end of year accounts for 2007/08 had been transferred from/to Earmarked Reserves:-

From Earmarked Reserves to 101

Miscellaneous Reserve - £5969 – offset against Legal Fees

To Earmarked Reserve from 101

Mayor's Civic Function Budget – carry forward to 2008/09 to finance a Civic Reception following the July Festival.

F/08/04/10.02 Recommendation

That the following transfers be made:

Miscellaneous Earmarked Reserve - £5969 – offset against Legal Fees Budget

Mayor's Civic Function Budget – carry forward to 2008/09

F/08/04/10.03 Recommendation

That the final end of year accounts and associated balance sheet as at 31/3/08 be received and adopted.

Town Clerk

Town Clerk

F/08/04/11

TO CONSIDER A RECOMMENDATION IN RESPECT OF THE ANNUAL RETURN FOR THE YEAR END 31/3/08

Town Clerk submitted the Statement of Accounts and Annual Governance Statement and associated reports for the year ended 31st March 08. After discussion the Committee made the following recommendations:

F/08/04/11.01 Recommendation

That the Annual Return Sections 1 Statement of Accounts be accepted.

F/08/04/11.02 Recommendation

That the Annual Return Section 2 Annual Governance Statement be accepted.

Town Clerk

Town Clerk

Town Clerk also submitted the Intermediate Audit Questionnaire related to the Annual Return 2007/08 and its associated report. After discussion, the Committee made the following recommendation:-

F/08/04/11.02 Recommendation

That the Intermediate Audit Questionnaire related to the Annual Return 2007/08 be accepted.

Town Clerk

The Committee noted that the Council's Accountant had advised that NTC should have a General Reserve equal to 25% of the Precept.

F/08/04/11.03 Recommendation

That on the advice of the Accountant, NTC reach 25% of the Precept in the General Reserve by 2011.

Town Clerk

F/08/04/12 UPDATE ON PROGRESS MADE ON THE PLASTIC BAG RECYCLING CAMPAIGN

Councillor Turner advised of the following results of the No Plastic Bags day on 1st April:

- 1 1650 fabric bags were distributed free at 3 outlets – The Guineas, Tesco and Waitrose.
- 2 1100 pledges were received from shoppers saying they would reduce their use of plastic bags
- 3 There was a presence in the town from 9 am – 4 pm
- 4 Following an evaluation meeting, Councillor Turner had visited 5 local schools explaining why the campaign was taking place
- 5 A photoshoot with local schoolchildren and sponsors Viridor would take place on 1st May in the Memorial Gardens when the bench made from recycled plastic bags would be presented.
- 6 2000 bags would be given away on 1st May and it was hoped Councillors and NTC officers would use their free bags.
- 7 As an incentive to encourage the re-use of bags, people seen re-using bags on 1st May would be entered into a free draw with 10 prizes of £10 each
- 8 Tesco award clubcard points for re-used bags.

F/08/04/13 TO DISCUSS QUOTES RECEIVED FOR THE ANNUAL REVIEW

After discussion, the following recommendation was agreed:

F/08/04/13.01 Recommendation

That the quote received from the Moreton Hall Press in the sum of £1513 for a 6-page Annual Report be accepted.

Town Clerk

F/08/04/14 FHDC CONCEPTS FOR LOCAL GOVERNMENT RE-ORGANISATION AND RESPONSE TIME FRAME FROM NTC TO THE BOUNDARY COMMISSION

The Committee received FHDC's Concept for Unitary Local Government in Suffolk and noted that they recommended a unitary local government in Suffolk based on West Suffolk and East Suffolk Unitary authorities. The Boundary Committee would publish their recommendations on 7th July and it was agreed that these should be discussed at the July meeting of the Town Council.

F/08/04/15 **FUTURE OF LEXINGTON LINK**

Councillor Hirst advised that NTC had agreed to grant £1000 to Lexington Link for a student exchange provided there were sufficient funds at the end of year 2007/08. As no funds were currently available, discussion took place and the following recommendation was agreed:

F/08/04/15.01 Recommendation

That a grant of £1000 be made from the existing Twinning Budget to Lexington Link towards the cost of student exchanges in July and October 2008.

Town Clerk

Councillor Sadler left the meeting.

F/08/04/16 **CORRESPONDENCE FROM ZURICH RELATED TO THE CORPORATE HOMICIDE AND CORPORATE MANSLAUGHTER ACT 2007**

The Committee noted that, under the Corporate Manslaughter and Corporate Homicide Act 2008, companies and organisation could be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care. Zurich had reviewed and enhanced the cover in their Employers' and Public and Products Liability policies and sections of their Combined Insurance policy and advised that no action need be taken regarding this enhanced cover.

F/08/04/17 **CORRESPONDENCE FROM SALC PERTAINING TO SUFFOLK PCSO PILOT**

The Committee received the information from SALC regarding a PCSO Pilot Scheme which would run over 2 years, the Constabulary funding 100% in the first year and the council funding 50% of the second year.

After discussion, it was agreed that the situation should be reviewed in October 2008 when the budgets would be set and the results of the local government reorganisation known.

F/08/04/18 **QUOTE RECEIVED FOR OFFICE EQUIPMENT**

The Committee agreed to defer this until the next meeting.

F/08/04/19 **CORRESPONDENCE**

None noted.

F/08/04/20 **URGENT BUSINESS – ANY ITEMS THAT THE CHAIRMAN CONSIDERS A MATTER OF URGENT BUSINESS PURSUANT TO SECTION 100(b)(4)(16) OF THE LOCAL GOVERNMENT ACT 1972**

Councillor Hirst advised that the contractors had commenced erecting fencing round the Severals and hoped to complete the work in 2 weeks.

Councillor Hirst also advised of activities which would take place over the coming year to promote the Market Place. An Action Day would be held on 10th May with a band and other activities to promote the existing market. When work on the new building commenced in June/July, part of the market would move to the area near the bus station/toilets.

Town Clerk reported that SALC would like smaller councils to organise events linking neighbouring parishes and she had been invited to give presentations at Claydon, Bury St Edmunds and Southwold to encourage these councils to organise events. The presentations had been well received and Councillor Jefferys expressed his thanks to the Town Clerk.

F/08/04/21 **DATE OF NEXT MEETING**

Monday, 19th May 2008 at 7.15 pm.

F/08/04/22 **EXCLUSION OF THE PRESS & PUBLIC**

With the vote being unanimous, it was

RESOLVED

That, under section 100a(4) of the Local Government Act 1972, the press and public should be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as prescribed in Part 1 of Schedule 12a of the Local Government Act 1972 and indicated against each item *** and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

F/08/04/23 *****SUBMISSION OF SCHEDULE OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION – MARCH 2008**

Members reviewed the list of payments related to Staff Salaries for the month of March 2008 and agreed to the following recommendation:

F/08/04/23.01 Recommendation

That the schedule of payments for Staff Salaries for the month of March 2008 (Cashbook 3) be received and adopted.

Town Clerk

F/08/04/24 *****TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION**

The Committee agreed that the bank reconciliation relating to end of month 31/3/08 (month 12) for the Town Council Staff Salaries bank account should be countersigned.

F/08/04/25 *****URGENT BUSINESS – ANY ITEMS THAT THE CHAIRMAN
CONSIDERS A MATTER OF URGENT BUSINESS PURSUANT
TO SECTION 100(b)(4)(16) OF THE LOCAL GOVERNMENT
ACT 1972**

None noted.

Meeting closed at 8.42 pm

Signed : _____

Date : _____

Town Clerk

