



# Newmarket

T O W N C O U N C I L

**Minutes of a Meeting of the Finance & Policy Committee**  
**held on Monday 18<sup>th</sup> February 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><b>F/08/02/1</b>     <b><u>APOLOGIES</u></b> There were no apologies.</p>	
<p><b>F/08/02/2</b>     <b><u>DECLARATION OF MEMBERS INTERESTS &amp; CONSIDER UPDATE OF REGISTER OF INTEREST</u></b> None noted.</p>	
<p><b>F/08/02/3</b>     <b><u>TO CONFIRM THE MEETING HELD ON 21<sup>st</sup> JANUARY 2008</u></b> Councillor Turner signed the minutes of the Finance &amp; Policy Committee meeting held on Monday, 21<sup>st</sup> January 2008, as a correct record.</p>	
<p><b>F/08/02/4</b>     <b><u>MATTERS ARISING</u></b> F/08/01/27 – the Committee noted that Councillor Burch had now met with the remaining staff member regarding the Lone Working Policy.</p>	
<p><b>F/08/02/5</b>     <b><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></b> There were no members of the public present.</p>	
<p><b>F/08/02/6</b>     <b><u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – JANUARY 08</u></b> Members reviewed the list of payments and receipts and made the following recommendation:</p> <p><b><u>F/08/02/6.01 Recommendation</u></b> <b>That the schedules for payments relating to the period 1/1/08 – 31/1/08 be received and adopted.</b></p>	

**F/08/02/7**      **TO SIGN THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATION RE: AGENDA ITEM 6**

The Committee agreed that the bank reconciliations relating to the end of month 31/1/08 (month 10) for the Town Council Current and Petty Cash bank accounts should be countersigned.

Following a request from the Town Clerk, Councillor Turner agreed to do a spot check of the Petty Cash book.

Cllr Turner

**F/08/02/8**      **TO RECEIVE THE INCOME & EXPENDITURE DATA FOR THE MONTH OF JANUARY 08**

The Committee analysed the Income and Expenditure data for January 08 and made the following observations:

- 1 Town Clerk would contact Marketing Force regarding the non-payment of the £3,000 for roundabout advertising
- 2 Cleaning of the Memorial Gardens had not been carried out satisfactorily due to staff shortages
- 3 Cemetery costs and charges to be discussed at the March meeting of the Community Services Committee
- 4 SCC might pay for the uplighting of the Clock Tower

**F/08/02/9**      **TO RECEIVE AND DISCUSS THE SPECIFICATION REPORT RELATED TO ESTABLISHING A 3 YEAR TOWN COUNCIL ACHIEVEMENT PLAN**

The Committee discussed the various options for achieving a list of priorities for the next three years and made the following recommendation::

**F/08/02/9.01 Recommendation**

**That Option 2 be accepted as the way forward for achieving a list of priorities for NTC for the next three years:**

- 1 Organise a Working Party Group to which all Councillors are invited**
- 2 Working Party Group to meet over 2 evening meetings to analyse Health Check report as well as priorities set by Council in 2004 (dates to be set by Town Council but prior to May 2008)**
- 3 Working Party Group to agree on and set priorities for the next 3 years**
- 4 Town Council to approve set priorities**
- 5 Set up smaller working party groups to produce detailed plans and timings including consultations with residents with a view to any expenditure arising from the priorities being incorporated in the budgets for 2009/2010, 2010/ 11 and 2011/2012.**

**All Councillors to be sent a copy of the summary of FHDC's Corporate Plan.**

**F/08/02/10**    **TO ACKNOWLEDGE THE APPOINTMENT OF EXTERNAL AUDITOR FOR THE PERIOD 2007/08 TO 2011/2012**

The Committee noted that the Audit Commission proposed to appoint BDO Stoy Hayward LLP as auditor to Newmarket Town Council for a five year period commencing with the 2007/08 accounts.

Town Clerk advised that no Audit Report had been received from the current auditors for 2004/5, 2005/6 and 2006/7. Town Clerk advised that the current External Auditors had promised that the Town Council's accounts for the above periods would be signed off within the next 10 days.

Town Clerk

The Committee agreed that if no word had been received from the current External Auditors by the end of the month, that the Town Clerk alert the Audit Commission.

Town Clerk

**F/08/02/11**    **TO DISCUSS THE INVESTORS IN PEOPLE REVIEW**

Following discussion, it was agreed that no action should be taken regarding the Investors in People review.

**F/08/02/11.01 Recommendation**

**That the Town Council do not renew the Investors in People Award.**

**F/08/02/12**    **TO RECEIVE AN UPDATE ON PROGRESS MADE ON THE PLASTIC BAG RECYCLING CAMPAIGN**

Councillor Turner submitted a report detailing progress so far:

- 1    £5,000 funding received from NTC, SCC, O<sub>2</sub> and Viridor, plus £100 from a private donation. Further funds may also be received from Suffolk Waste Management.
- 2    3 no plastic bags days had been arranged for 1<sup>st</sup> April, 1<sup>st</sup> May and 1<sup>st</sup> June
- 3    Waitrose and Tesco would provide in-house advertising of these days, remove single-use plastic bags from checkouts and provide free bags-for-life
- 4    5000 textile bags had been designed and ordered at a cost of £3,525 via Tesco's suppliers
- 5    Traders in the town were being asked to display posters showing their support as well as being informed of this progress
- 6    Data from Tesco showed the impact the campaign (and coverage) of the issue was making. Tesco Newmarket was now the leading supermarket in mid-anglia for sales of at-cost bags. Waitrose report sales of bags-for-life had plateau-ed but jute bag sales had rocketed.
- 7    The group was actively pursuing sponsorship of a High Street banner advertising the days and a meeting would be held on 25<sup>th</sup> February to organise each bag-free day – volunteers needed.
- 8    Publicity for the campaign had appeared in 3 newspapers and it was hoped to organise other media coverage.

**F/08/02/13**    **TO DISCUSS THE FINDINGS OF THE HEALTH PANEL FOR NEWMARKET HOSPITAL**

Councillor Hirst advised that a decision had been made to increase the number of beds at Newmarket Hospital to 14.

**F/08/02/14**    **TO DISCUSS MEMBERSHIP FOR THE ANNUAL SUBSCRIPTION TO THE COMMUNITY HOSPITAL ASSOCIATION**

After discussion, the following recommendation was agreed:

**F/08/02/14.01 Recommendation**

**That Newmarket Town Council subscribe to the Community Hospital Association.**

**F/08/02/15**    **TO DISCUSS THE TIMETABLE AND TITLE FOR THE ANNUAL REVIEW 2007/08**

Town Clerk asked for suggestions for a title for the Annual Review for 2007/08 and for ideas for content. After discussion, the following recommendations were agreed:

**F/08/02/15.01 Recommendation**

**That all Councillors be asked to submit a short article regarding their work as a Councillor for the Annual Review, to be sent to the Town Clerk by 24<sup>th</sup> March.**

**F/08/02/15.02 Recommendation**

**That a photographer be asked to take photographs of all Councillors prior to the next meeting of the Town Council, the photographs to be included in the Annual Review and on the NTC website.**

Town Clerk

**F/08/02/16**    **CORRESPONDENCE**

None noted.

**F/08/02/17**    **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**

Town Clerk advised that in accordance with Standing Order 82 (3) she would be writing to a Councillor who had failed to attend any meetings of the Council and its Committee's for a consecutive period of 4 months, to advise of Local Government Act 1972, section 85 (1) and (2).

**F/08/02/18**    **DATE OF NEXT MEETING**

Monday, 17<sup>th</sup> March 2008 at 7.15 pm.

**F/08/02/19**    **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/08/02/20**    **\*\*\*SUBMISSION OF SCHEDULE OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION – JANUARY 2008**

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

**F/08/02/20.01 Recommendation**

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

**F/08/02/21**    **\*\*\*TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION RE AGENDA ITEM 20**

The Committee agreed that the bank reconciliation relating to end of month 31/01/08 (month 10) for the Town Council Staff Salaries bank account should be countersigned.

**F/08/02/22**    **\*\*\*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 8.00 pm

Signed : \_\_\_\_\_

Date : \_\_\_\_\_