



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 January 2008 at 7.15 pm at the Memorial Hall, Newmarket

Attendance :

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

Also Present: Isabelle Barrett - Town Clerk,

Minute	Action by
<p>F/08/01/24 <u>APOLOGIES</u> None noted.</p>	
<p>F/08/01/25 <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.</p>	
<p>F/08/01/26 <u>TO CONFIRM THE MEETING HELD ON 3RD DECEMBER 2007</u> Councillor Turner signed the Minutes of the Finance & Policy Committee meeting held on Monday, 3rd December 2007, as a correct record.</p>	
<p>F/08/01/27 <u>MATTERS ARISING</u> Cllr Turner advised that a staff meeting still needed to take with one member of staff pertaining to the Lone Working Policy. Cllr Burch advised that he would undertake this meeting in the very near future.</p>	Cllr Burch
<p>F/08/01/28 <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 at this meeting.</p>	
<p>F/08/01/29 <u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – NOVEMBER & DECEMBER 2007</u> Members reviewed the list of payments and receipts for Cashbooks 1 and 2 for November and December 07 and forwarded the following recommendation:</p>	

F/07/11/6.01 Recommendation

That the schedules for payments relating to the period 1/11/07 – 30/11/07 and 01/12/07 – 31/12/07 (Cashbook 1 and 2) be received and adopted.

F/08/01/30 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 30/11/07 (month 8) and 31/12/07 (month 9) for the Town Council Current and Petty Cash bank accounts be countersigned.

F/08/01/31 TO RECEIVE THE INCOME & EXPENDITURE DATA FOR THE MONTH OF DECEMBER 07

The Committee analysed the Income and Expenditure data for December 07 and agreed that the Council's finances were in a satisfactory position.

F/08/01/32 TO CONSIDER A RECOMMENDATION IN RESPECT OF THE BUDGET AND PRECEPT 2008/09

Discussion took place on the Budgets for 2008/09 and the following recommendation was agreed:-

F/08/01/32.01 Recommendation

That the Precept for the financial year 2008/09 be accepted at £301,283. This would be an annual increase of 6.42%, or an increase of as little as 7.5pence per week for a Band D Property. The total Council Tax per Band D household for 2008/09 is £58 a year.

Town Clerk

F/08/01/33 TO RECEIVE AN UPDATE ON PROGRESS MADE ON THE PLASTIC BAG RECYCLING CAMPAIGN

The Committee acknowledged Cllr Turner's report that had been distributed with the Agenda. Cllr Turner clarified paragraph three in his report and confirmed that Waitrose and Tesco will not contribute any financial grants but would match fund in each other in support of the TABS campaign.

F/08/01/34 TO DISCUSS THE VARIATION OF PREMISE LICENCE FROM 23.00-01.00HRS TO SERVE FOOD – WIMPEY, 81 HIGH STREET, NEWMARKET

The Committee discussed the request to a variation of premises licence submitted by Wimpey, and agreed on the following recommendation:-

F/08/01/34.01 Recommendation

That the Council object to the variation of premise licence form 23.00-01.00hrs to serve food.

Town Clerk

F/08/01/35 TO DISCUSS THE 24/7 LICENCE APPLICATION FOR TOTAL GARAGE, HIGH STREET, NEWMARKET

The Committee discussed the above application, and agreed on the following recommendation:-

F/08/01/35.01 Recommendation

That the Council object to this application to the variation of premises licence.

Town Clerk

Cllr Hirst advised the Committee that he would be attending the Total Garage hearing on 13th Feb 08 and requested that he be permitted to represent the Town Council at the hearing.

F/08/01/35.02 Recommendation

That Cllr Hirst be the Town Council representative in respect of the Total Garage hearing pertaining to the variation of premise licence on 13th Feb 08.

Cllr Hirst

F/08/01/36 TO DISCUSS THE PURCHASE OF BUSINESS CARDS FOR CLLRS

The Committee discussed the purchase of business cards and agreed that the cards should be made in house.

F/08/01/37 TO REVIEW THE COUNCIL'S STANDING ORDERS

The Town Clerk advised that over the past year, the Town Council had resolved to add three additional Standing Orders. These were 44.2, 70.1 and 70.2.

F/08/01.37.01 Recommendation

That the Town Council adopt the Standing Orders for the year 2008.

Town Clerk

F/08/01/38 TO REVIEW THE COUNCIL'S FINANCIAL STANDING ORDERS

The Town Clerk advised that over the past year, the Town Council had resolved to add one additional Financial Standing Order. The addition was 3.8.

The Committee discussed 3.8 and agreed that the wording needed to be refined.

F/08/01/38.01 Recommendation

That the Council adopt the Financial Standing Orders for the year 2008, subject to 3.8 reading:-

Town Clerk

The Council should ensure that the level of general reserve is not less than two months of Council expenditure i.e. £65,000 for 2008.

F/08/01/39	<u>TO ADVISE OF ATTENDANCE AT NALC CONFERENCE 20TH – 22ND MAY 08</u>	Town Clerk
	The Town Clerk advised that the NALC Conference was scheduled to take place on 20 th – 22 nd May 2008. and confirmed her attendance at the Conference.	
F/08/01/40	<u>CORRESPONDENCE</u>	Town Clerk
	The Town Clerk advised that she had received an e-mail from Adshell to advise of the planned advertising campaign for some of the bus shelters in the High Street. The Town Clerk distributed the posters of the impending campaign. The Committee acknowledged the campaign.	
F/08/01/41	<u>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</u>	
	None Noted.	
F/08/01/42	<u>DATE OF NEXT MEETING</u>	
	Monday 18 th February 2008 at 7.15pm.	
F/08/01/43	<u>EXCLUSION OF THE PRESS & PUBLIC</u>	
	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/08/01/44	<u>***SUBMISSION OF SCHEDULE OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION – NOVEMBER AND DECEMBER 2007.</u>	
	Members reviewed the list of payments and receipts for Cashbooks 3 for November and December 07 and forwarded the following recommendation:	
	<u>F/07/11/6.01 Recommendation</u>	Town Clerk
	That the schedules for payments relating to the period 1/11/07 – 30/11/07 and 01/12/07 – 31/12/07 (Cashbook 3) be received and adopted.	

F/08/01/45 *TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION RE AGENDA ITEM 20**

The Committee agreed that the bank reconciliations relating to the end of month 30/11/07 (month 8) and 31/12/07 (month 9) for the Town Staff Salary bank account be countersigned.

Meeting closed at 8.35 pm

Signed : _____

Date : _____