



Newmarket

TOWN COUNCIL

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

Attendance :

Councillor J Bailey, Chairman
Councillor C Turner
Councillor W Burch
Councillor W Hirst
Councillor R Fletcher

Also Present: Isabelle Barrett - Town Clerk, Rosemary Foreman – Minute Assistant, 2 Members of the Press

	Minute	Action by
F/08/07/1	<u>APOLOGIES</u> Apologies were received from Councillor M Jefferys.	
F/08/07/2	<u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> Councillor Hirst declared an interest in item 9 on the Agenda.	
F/08/07/3	<u>TO CONFIRM THE MEETING HELD ON 23rd JUNE 2008</u> Councillor Bailey signed the minutes of the Finance & Policy Committee meeting held on Monday, 23 rd June 2008, as a correct record.	
F/08/07/4	<u>MATTERS ARISING</u> None noted.	
F/08/07/5	<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.	
F/08/07/6	<u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – JUNE 08</u> Members reviewed the list of payments and receipts. In reply to questions from Councillors, Town Clerk advised that sponsorship for the new four bus shelters had been received from SCC, SCC Cllrs Locality Budgets and The Jockey Club. Therefore the net cost to NTC for the four new bus shelters including the raising of the kerbs was around £2,400. Town Clerk advised that as far as she was aware, the grant of £2,000 from FHDC towards the BOB competition had not yet been received.	

The Committee made the following recommendation:

F/08/07/06.01 Recommendation

That the schedules for payments relating to the period 1/6/08 – 30/6/08 be received and adopted.

F/08/07/7

TO SIGN THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATION RE: AGENDA ITEM 6

The Committee agreed that the bank reconciliation relating to the end of month 30/6/08 (month 3) for the Town Council Current and Petty Cash bank accounts should be countersigned.

F/08/07/8

TO ANALYSE THE INCOME & EXPENDITURE REPORT FOR JUNE 08

The Committee analysed the Income and Expenditure data for June 08. Town Clerk advised that the contribution from NIB towards the cost of the hanging baskets had not yet been received and the cost of light and heat for the Cemetery and the Memorial Hall had been calculated from estimated readings and would be adjusted in due course. Cllr Hirst advised that NIB had not received their estimated sponsorship income toward the Hanging Basket scheme and there might therefore be a shortfall of the expected contribution to the Council.

Councillor Hirst declared a prejudicial interest in the following item, remained at the meeting to give his report and answer any queries from Cllrs and then left the meeting for the duration of the Committee discussion and recommendation.

F/08/07/9

FINANCIAL GRANT FOR CAB

The Committee noted the report submitted by Councillor Hirst (Chairman of the CAB) setting out the work undertaken, funding streams, staffing, workload, the effects of the increase in debt/money work and their financial situation. With the increasing workload, a further full-time employee was needed and the CAB were seeking £25,000 from various sources to keep solvent. They therefore requested a grant of £5,000 or more from NTC in September 2008 and again in September 2009.

After replying to questions from Councillors regarding funding sources, Councillor Hirst left the meeting.

The Committee recognised that the CAB was a very necessary and worthwhile organisation but in view of the commitments already made by NTC for the 2008/09 financial year made the following recommendation:

F/08/07/9.01 Recommendation

That NTC offer the CAB a one-off payment of £1,000 now and review the situation regarding further financial aid in January 2009.

Councillor Hirst returned to the meeting and was informed of the Committee's decision. He was also advised that the CAB should make an application to NTC in September 08 if they wished to be considered for a grant for the financial year 2009/10. This would enable the Council to consider their request when setting the budgets.

F/08/07/10 **TRANSFER OF AGREED FEE RELATED TO WELLINGTON STREET FEASIBILITY STUDY FROM FHDC TO SCC**

The Committee noted the letter from SCC Officer Andy Johnson informing that SCC had appointed Mouchel Parkman, a member of the Suffolk Highways Partnership, to carry out the initial consultations and feasibility study for the Wellington Street project. Colin Bird would be SCC officer for the project and Mark Eves would be project engineer for Mouchel Parkman.

Councillor Bailey was pleased to report that the Study could now move forward in line with the redevelopment of the Market Square.

Following the request from SCC for the transfer of the related fee of £15,000, the Committee made the following recommendation:

F/08/07/10.01 Recommendation

That the agreed fee of £15,000 be transferred to SCC without delay to enable them to proceed with the feasibility study for the pedestrianisation or shared space of Wellington Street. Town Clerk to request payment of the £15,000 from FHDC to NTC.

Town Clerk

F/08/07/11 **TOWN COUNCIL'S PROPOSED THREE YEAR PLAN**

Councillor Turner reported that two meetings had been held to formulate a development plan for Newmarket. The aims of NTC had been reviewed and the committee proposed that the 2003 Mission Statement be updated.

Ideas for developing Newmarket over the next three years had been discussed and a development plan agreed and prioritised:

High priority:

- 1 Take responsibility for town centre management, eg car parking, pavement safety, etc, ensuring that Newmarket is a safe place to be in
- 2 Provide an excellent community hall
- 3 Promote and help develop the market, including a farmers' market

Medium priority

- 1 Promote/advertise local clubs and societies through a book
- 2 Lobby for a bus service that responds to the needs of the people of Newmarket

Councillor Turner advised that Cllr Hudson had advised that there was a need for additional allotments and asked the Committee consider including this item on the list of priorities. The Committee discussed the request but agreed to leave the list of priorities as it stands.

F/08/07/11.01 Recommendation

That the Town Council adopt the three year plan with the priorities listed as above.

F/08/07/12 BOUNDARY COMMISSION PROPOSALS FOR LOCAL GOVERNMENT RE-ORGANISATION

The Committee noted that the Boundary Committee proposed that there should be an Ipswich & Felixstowe unitary authority and a Suffolk unitary authority comprising the rest of the county apart from the Lowestoft area (which would be included in the proposed Norfolk unitary authority).

Councillor Turner advised that various drop-in and breakfast sessions were being organised by SCC and NBA and he would attend the SCC meeting to be held in Newmarket on 31st July.

Councillor Hirst advised that it was important to comment on the Boundary Committee's proposals and state what is best for Newmarket, even if it was the status quo or an East-West split. There could also be a community group of councils, giving more authority to town and parish councils. It was the Boundary Committee's brief to look at unitaries but the Secretary of State was open to any consultation.

Town Clerk reported that SCC had offered to send a representative to the Town Council meeting on 28th July to answer any questions or concerns but after discussion it was agreed that they should be invited to attend the meeting to be held on 13th September.

Town Clerk

Town Clerk advised that the NTC Newsletter would be distributed on 22nd July and an item had been included urging residents to attend the FHDC meeting at Palace Mews to discuss the Boundary Commission's recommendations.

F/08/07/13 LOCAL GOVERNMENT ELECTIONS

The Committee noted that the Department of Communities and Local Government were seeking views on a proposal to move the date of local elections from 7th May 2009 to 4th June 2009 to coincide with the European Parliamentary elections. However, there would be no NTC elections in 2009.

F/08/07/14 **REMOVAL OF AGENDA ITEM URGENT BUSINESS FROM TOWN COUNCIL AND COMMITTEE AGENDAS AND CHAIRMAN ROLES AT MEETINGS**

Town Clerk advised that Urgent Business applied to Principal Authorities only and therefore needed to be removed from the Town Council and Committee agendas. It would be possible to replace Urgent Business with Any Other Business but any items raised could only be for exchange of information such as to request that an agenda item be placed on a future agenda. However, the Town Clerk recommended that the Council do not replace the item with Any Other Business as vague agenda items that do not specify the business to be transacted can be seen as concealing as opposed to being transparent.

After discussion, the following recommendation was agreed:

F/08/07/14.01 Recommendation

That NTC dispense with Urgent Business and replace it with Any Other Business for a period of six months. Committee chairmen to be given a list of items that could be raised under Any Other Business, which would be drafted by the Town Clerk.

F/08/07/15 **PAYMENT OF STAFF SALARIES AND PLACING OF TREASURY DEPOSITS**

Town Clerk advised that following staff changes the Bank would no longer accept her signature, with the result that she was unable to authorise the payment of staff salaries and direct debits or place Treasury Deposits.

F/08/07/15.01 Recommendation

That Town Clerk be authorised to agree the payment of staff salaries, deal with direct debits and place Treasury Deposits.

F/08/07/16 **CORRESPONDENCE**

None noted.

F/08/07/17 **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**

None noted.

F/08/07/18 **DATE OF NEXT MEETING**

Monday, 15th September 2008 at 7.15 pm.

F/08/07/19 **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/08/07/20 *****SUBMISSION OF SCHEDULE OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION – JUNE 2008**

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

F/08/07/20.01 Recommendation

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

F/08/07/21 *****TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION**

The Committee agreed that the bank reconciliation relating to end of month 30/6/08 (month 3) for the Town Council Staff Salaries bank account should be countersigned.

F/08/07/22 *****TO RECEIVE A RECOMMENDATION FROM THE EMPLOYMENT & STAFFING COMMITTEE RELATED TO THE EMPLOYMENT OF AN ADDITIONAL MEMBER OF STAFF**

Councillor Turner advised that the E&S Committee had recommended that the temporary member of staff be offered a full-time permanent post and after discussion the Committee agreed the following recommendation:

F/08/07/22.01 Recommendation

That the temporary member of staff be offered a full-time permanent position with the Town Council. Town Clerk to seek advice from FHDC Human Resources Officer regarding the job description.

Meeting closed at 8.55 pm

Signed : _____

Date : _____