



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
held on Monday 23rd June 2008 at 7.15 pm at the Memorial Hall, Newmarket

Attendance :

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

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

	Minute	Action by
F/08/06/1	<u>APOLOGIES</u> There were no apologies.	
F/08/06/2	<u>ELECTION OF CHAIRMAN</u> Councillor Hirst proposed Councillor Bailey. Councillor Jefferys seconded the proposal. Councillor Bailey was duly elected Chairman of the Finance & Policy Committee for the year 2008/09.	
F/08/06/3	<u>ELECTION OF VICE CHAIRMAN</u> Councillor Burch proposed Councillor Jefferys. Councillor Turner seconded the proposal. Councillor Jefferys was duly elected Vice Chairman of the Finance & Policy Committee for the year 2008/09.	
F/08/06/4	<u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.	
F/08/06/5	<u>TO CONFIRM THE MEETING HELD ON 19th MAY 2008</u> Councillor Bailey signed the minutes of the Finance & Policy Committee meeting held on Monday, 19 th May 2008, as a correct record.	
F/08/06/6	<u>MATTERS ARISING</u> F/08/05/11 – Councillor Turner advised that he had left a supply of reusable carrier bags for Dial-a-Ride passengers. F/08/05/15.01 – In reply to a question from Councillor Burch., Town Clerk advised that £5,000 had been included in the budget for CCTV.	

F/08/06/7 **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**

There were no members of the public present.

F/08/06/8 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – MAY 08**

Members reviewed the list of payments and receipts and made the following recommendation:

F/08/06/08.01 Recommendation

That the schedules for payments relating to the period 1/5/08 – 31/5/08 be received and adopted.

Town Clerk advised that £2,000 had been received from Councillor Sadler's Locality Budget towards the raising of kerbs and £250 each from Councillors Sadler and Chambers towards the music event for Newmarket residents.

F/08/06/9 **TO SIGN THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATION RE: AGENDA ITEM 8**

The Committee agreed that the bank reconciliation relating to the end of month 31/5/08 (month 2) for the Town Council Current and Petty Cash bank accounts should be countersigned.

F/08/06/10 **TO ANALYSE THE INCOME & EXPENDITURE REPORT FOR MAY 08**

The Committee analysed the Income and Expenditure data for May 08. Town Clerk advised that £315 included under Allotments for the cost of the District Valuer valuing the land at Field Terrace Road would be transferred across to Administration Legal Expenses. A separate nominal code and cost centre for income and expenditure connected with the sale of the land would be created in due course.

F/08/06/11 **UPDATE ON PROGRESS MADE ON THE PLASTIC BAG RECYCLING CAMPAIGN**

Councillor Turner advised that 2,000 bags had been distributed free of charge at three sites on the final No Plastic Bag day on 1st June and he expressed his thanks to the nine Councillors who helped on that day.

2,500 pledges by shoppers had been sent to Hilary Benn, MP, at DEFRA and a reception to celebrate Renew's success was held on 18th June.

Councillor Richer had been elected as new chairman of ReNew and Councillor Turner thanked NTC for their support on the campaign. A balance of £600-£700 would be carried forward to the next phase of the campaign, when it was hoped to evaluate how many people were reusing bags and to hold a public meeting to discuss new ideas.

F/08/06/12 **CHANGES TO THE HANDLING OF COMPLAINTS UNDER THE CODE OF CONDUCT**

The Committee noted that from 8th May 2008 all complaints made under the Code of Conduct against Town and Parish Councillors within the Forest Heath District must be made to FHDC's Standards Committee.

F/08/06/13 **UPDATE ON THE COUNCIL'S FIDELITY GUARANTEE**

Town Clerk reported that the Council's Insurers had advised that the Fidelity Insurance had now been increased to match the 2008/09 precept and not additional charge had been incurred

F/08/06/14 **ENGRAVING OF MAYORAL CHAIN**

Councillor Turner proposed that the Mayoral Chain links be engraved with former Mayor's names and after discussion the following recommendation was agreed:

F/08/06/14.01 Recommendation

That the Mayoral Chain be engraved with the names of former Mayors during the month of August.

Discussion also took place regarding the Mayor's Board and the Committee made the following recommendation:

F/08/06/14.02 Recommendation

That the Mayor's Board be revised and updated with the list of names running downwards as opposed to across.

F/08/06/15 **TOWN COUNCIL RECEPTION**

Town Clerk reported on the numbers that could be invited to the Council's July Festival Reception. The Committee acknowledged that the small numbers involved would not justify going ahead with the Reception.

The Committee discussed the possibility of holding a Reception to include all local volunteers, charities and businesses and individuals who had sponsored and or participated in various events or worked in partnership with the Town Council during the year. After discussion, the following recommendation was agreed:

F/08/06/15.01 Recommendation

That Councillors Turner and Bailey meet with the Town Clerk to consider ideas for a Town Council Reception and an item to discuss this be placed on the Agenda for the next meeting.

Cllrs Turner &
Bailey/Town
Clerk

F/08/06/16 **CORRESPONDENCE**

None noted.

Following a suggestion by Councillor Bailey, it was agreed that Item 17 on the Agenda be moved to the Public and Press exclusion part of the meeting.

F/08/06/17 **DATE OF NEXT MEETING**
Monday, 21st July 2008 at 7.15 pm.

F/08/06/18 **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/08/06/19 *****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**

Cllr Hirst advised that the CAB were seeking financial funding from the Town Council for the current and next financial year. Cllr Hirst advised that he had been elected as Chairman of the CAB. Cllr Hirst advised of the sum of the grant they were seeking for this financial year. Town Clerk advised members that no funding had been allocated for such a grant in this financial year. Following a discussion, it was agreed that an item be included on the Agenda for the next Community Services Committee to discuss a request by the CAB for funding.

Town Clerk

F/08/06/20 *****SUBMISSION OF SCHEDULE OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION – MAY 2008**
Members reviewed the list of payments related to Staff Salaries for the month of May 2008 and agreed to the following recommendation:

F/08/06/20.01 Recommendation

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

F/08/06/21 *****TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION**

The Committee agreed that the bank reconciliation relating to end of month 31/5/08 (month 2) for the Town Council Staff Salaries bank account should be countersigned.

F/08/06/22 *****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 : _____