



# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Finance & Policy Committee**  
**held on Monday 17<sup>th</sup> March 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/08/03/1</b>     <b><u>APOLOGIES</u></b> There were no apologies.</p>	
<p><b>F/08/03/2</b>     <b><u>DECLARATION OF MEMBERS INTERESTS &amp; CONSIDER UPDATE OF REGISTER OF INTEREST</u></b> None noted.</p>	
<p><b>F/08/03/3</b>     <b><u>TO CONFIRM THE MEETING HELD ON 18<sup>th</sup> FEBRUARY 2008</u></b> Councillor Turner signed the minutes of the Finance &amp; Policy Committee meeting held on Monday, 18<sup>th</sup> February 2008, as a correct record.</p>	
<p><b>F/08/03/4</b>     <b><u>MATTERS ARISING</u></b> F/08/02/7 – Councillor Turner advised that he had carried out a spot check of the Petty Cash book in February.</p> <p>F/08/02/10 – In reply to a question from Councillor Hirst, Town Clerk advised that the Audit Reports had been received last Wednesday from the auditors for 2004/05, 2005/06 and 2006/07 approving the accounts. The reason she had not included an item on the Agenda for tonight’s meeting was that they had arrived too late to be included on the Agenda and she also wished to prepare a detailed report to the next F&amp;P meeting.</p>	<b>Town Clerk</b>
<p><b>F/08/03/5</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>	

**F/08/03/6**      **SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – FEBRUARY 08**  
Members reviewed the list of payments and receipts and made the following recommendation:

**F/08/03/6.01 Recommendation**

**That the schedules for payments relating to the period 1/2/08 – 29/2/08 be received and adopted.**

**F/08/03/7**      **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 29/2/08 (month 11) for the Town Council Current and Petty Cash bank accounts should be countersigned.

**F/08/03/8**      **TO RECEIVE THE INCOME & EXPENDITURE DATA FOR THE MONTH OF FEBRUARY 08**

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

- 1 BOB income – cheque now paid in
- 2 Income for bus shelters only included that from SCC and Councillor Chambers. At the time it had been agreed that the remaining sponsorship would be forthcoming the 2008/09 financial year.

**F/08/03/9**      **UPDATE ON PROGRESS MADE ON THE PLASTIC BAG RECYCLING CAMPAIGN**

Councillor Turner advised that, although finances were in place, funding was still awaited from Viridor and Suffolk Waste Management. The banner to be erected across the High Street was ready and volunteers were in place. Suffolk Waste Management would have a stall in the Market Square or The Guineas and Tesco and Waitrose would be manned by volunteers, including one expert at each location to answer any questions. Press releases would be sent to both local and national press, four local radio and BBC/ITV stations. The committee planned a meeting for 2<sup>nd</sup> April to evaluate the success of the first No Plastic Bags Day on 1<sup>st</sup> April.

**F/08/03/10**      **DISPLAY OF RENEW BANNER ACROSS THE HIGH STREET FOR A PERIOD OF 12 WEEKS**

Cllr Turner advised that he wished to erect the banner for 11 weeks across the High Street. The length of time was required to cover all three free plastic bag days.

After discussion, the following recommendation was agreed:

**F/08/03/10.01 Recommendation**

**That a SUPPORT NEWMARKET IN THEIR NO PLASTIC BAG DAYS banner be erected in the High Street from 25<sup>th</sup> March – 2<sup>nd</sup> June 08.**

**F/08/03/11**

**TIMETABLE AND TITLE FOR THE ANNUAL REVIEW 2007/08**

Town Clerk advised that, as part of the Quality Town Status, the Annual Review must contain information regarding the achievements of each Committee over the past year. After discussion, the following recommendations were agreed:

**F/08/03/11.01 Recommendation**

**That the title of the Annual Review 2007/08 be Racing Ahead.**

**F/08/03/11.02 Recommendation**

**That the centre pages of the Review contain a short report from each Committee Chairman, highlighting an area of interest, and the back page contain photographs, ward and committee details, etc of all Councillors. All articles to be received by Town Clerk by 25<sup>th</sup> March.**

All F&P Cllrs

**F/08/03/12**

**RESPONSE TO FHDC RELATED TO THE PROPOSED LOCAL GOVERNMENT REORGANISATION**

The Committee noted the contents of the Town Clerk's report of a SALC/Forest Heath area meeting she had attended regarding the proposed Local Government reorganisation.

The Boundary Commission had been asked by the Secretary of State to provide advice by 31<sup>st</sup> December 2008 on possible alternative unitary proposals to that previously made by Ipswich Borough Council. They were therefore conducting a combined review of local government structure in the counties of Suffolk and Norfolk, commencing 3<sup>rd</sup> March 2008:

- 1 Unitary models – an Ipswich unitary structure with extended boundaries or a single unitary structure for Suffolk
- 2 Unitary models with Great Yarmouth – as above incorporating the whole or part of the district of Great Yarmouth
- 3 Alternative versions – any alternative proposals under 1 or 2 above that better meet the criteria
- 4 Boundary Committee alternative – Any Boundary Commission alternative proposals under (3) and, if not, under 1 and 2.

The timeline was as follows:

Stage 1 – 3<sup>rd</sup> March to 11<sup>th</sup> April 08 - Concepts for new unitary authorities and finance briefing for section 151 Officers.

Stage 2 – 14<sup>th</sup> April to 4<sup>th</sup> July 08 – Boundary Commission to consider concepts and seek information from local authorities and other stakeholders.

Stage 3 – 7<sup>th</sup> July to 26<sup>th</sup> September 08 – Consultation on draft proposals including boundaries. Affordability information provided by Local Authorities.

In reply to questions from Councillors, Councillor Sadler advised that it was unlikely that FHDC would join West Suffolk to become a Unitary Structure and county boundaries would not be moved. No change was not an option.

Councillor Hirst advised that in his capacity as FHDC Cllr, he was due to meet with the Boundary Commission on 18<sup>th</sup> March and hoped for more guidance. The Boundary Commission's presentation to District and County Councils was available to anyone who wished to have a copy.

Town Clerk advised that she had received an invitation for herself and 3 Councillors to attend a meeting at FHDC regarding the Local Government Reorganisation. Town Council advised that she would bring this invite to the attention of Cllrs at the next Town Council meeting. After further discussion, the following recommendation was agreed:

**F/08/03/12.01 Recommendation**

**That an item be included on the Agenda for the Town Council meeting on 25<sup>th</sup> March to discuss the Local Government Reorganisation and invite 3 Councillors to attend the meeting at FHDC with the Town Clerk.**

Town Clerk

**F/08/03/13**

**REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT PROCEDURE**

Town Clerk advised that the Accounts and Audit Regulations 2006 had been amended, which meant that Councils now needed to annually review the effectiveness of their Internal Audit procedure. However, the review needed to reflect that it was carried out in accordance with 'proper practices', which for Town Councils is the Governance and Accountability in Local Councils in England and Wales and Practitioners Guide 2003. This publication is also due to be revised and re-issued in 2008. The review of effectiveness of internal audit needed to cover the following points:-

- Is the internal auditor independent of the financial control/ management of the council?
- Is the internal auditor competent?
- Is the level of internal audit proportioned to the needs, size and circumstance of the council?

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- Is the scope of the internal audit fit for the purpose (in relation to the above question)?

In readiness for the Annual Return 2007/08, the Town Clerk had prepared the Councils Review of Effectiveness of Internal Audit 2008 document, which she had distributed to all Cllrs with the weekly mailing. Members reviewed and discussed the document in detail and agreed the following recommendation:

**F/08/03/13.01 Recommendation**

**That NTC adopt the Review of Effectiveness of Internal Audit document and include it in the Financial Standing Orders to review annually.**

Town Clerk

Councillor Jefferys congratulated Town Clerk on the detailed Review of Effectiveness of Internal Audit document.

**F/08/03/14 REVIEW OF CURRENT LEASE AGREEMENT ON AN ITEM OF OFFICE EQUIPMENT**

As only one quote had been received, it was agreed to defer this item to the next meeting.

**F/08/03/15 FUTURE OF LEXINGTON LINK**

Councillor Hirst advised that Lexington Link had organised an American/British student exchange and requested a grant of £500 - £1,000 to help with the cost of the scheme. The students involved would be aged 15 – 17. After discussion, the following recommendation was agreed:

**F/08/03/15.01 Recommendation**

**That a one-off payment of £1,000 be made to Lexington Link towards the cost of an American/British student exchange subject to sufficient funds being available at the end of the 2007/08 financial year.**

Town Clerk

*Councillor Sadler left the meeting.*

**F/08/03/16 CORRESPONDENCE**

None noted.

**F/08/03/17 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**

Following a suggestion by Councillor Hirst, it was agreed that a report from Newmarket Health Forum should be included in the Confidential section of the Agenda for the next meeting of the Town Council.

Town Clerk

**F/08/03/18**    **DATE OF NEXT MEETING**  
Monday, 21<sup>st</sup> April 2008 at 7.15 pm.

**F/08/03/19**    **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/08/03/20**    **\*\*\*SUBMISSION OF SCHEDULE OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION – FEBRUARY 2008**  
Members reviewed the list of payments related to Staff Salaries for the month of February 2008 and agreed to the following recommendation:

**F/08/03/20.01 Recommendation**

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

**F/08/03/21**    **\*\*\*TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION RE AGENDA ITEM 20**  
The Committee agreed that the bank reconciliation relating to end of month 29/02/08 (month 11) for the Town Council Staff Salaries bank account should be countersigned.

Meeting closed at 8.25 pm

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

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