



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
held on Monday 19th May 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, Kay Dawson – Assistant to the Town Clerk

Minute	Action by
<p>F/08/05/1 <u>APOLOGIES</u> There were no apologies.</p>	
<p>F/08/05/2 <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.</p>	
<p>F/08/05/3 <u>TO CONFIRM THE MEETING HELD ON 21st APRIL 2008</u> Councillor Turner signed the minutes of the Finance & Policy Committee meeting held on Monday, 21st April 2008, as a correct record.</p>	
<p>F/08/05/4 <u>MATTERS ARISING</u> None noted.</p>	
<p>F/08/05/5 <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.</p>	
<p>F/08/05/6 <u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – APRIL 08</u> Members reviewed the list of payments and receipts. The Committee noted that Town Clerk had requested a refund of £1600 for overpaid gas charges and a reduction in the monthly payment to £150. The following recommendation was made:</p> <p><u>F/08/05/6.01 Recommendation</u> That the schedules for payments relating to the period 1/4/08 – 30/4/08 be received and adopted.</p>	

F/08/05/7 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 30/4/08 (month 1) for the Town Council Current and Petty Cash bank accounts should be countersigned.

F/08/05/8 TO ANALYSE THE INCOME & EXPENDITURE REPORT FOR APRIL 08

The Committee analysed the Income and Expenditure data for April 08 and discussion took place regarding whether amounts allocated to Reserve should be shown as deductions each month. Town Clerk explained that this was not possible.

Town Clerk advised that £3,650 had now been received in respect of sponsorship of roundabouts for 2007/08.

F/08/05/9 TO RECEIVE THE FINAL INTERNAL AUDITOR'S REPORT FOR THE FINANCIAL YEAR 2007/08

Town Clerk advised that the Internal Auditor's Report for the financial year 2007/08 had not yet been received. This item would therefore be included on the Agenda for the June meeting.

F/08/05/10 TO EVALUATE THE STRUCTURE OF CHAIRMANSHIPS OF COMMITTEES OF THE COUNCIL

The Committee received Town Clerk's report regarding the structure of committee chairmanships. After discussion it was agreed to recommend that the following changes be made to Standing Orders to give more Councillors the opportunity to chair committee meetings and learn additional skills which would be of benefit to the Councillor and the Council:

F/08/05/10.01 Recommendation

That Standing Orders be amended to reflect the following changes:

- 1 That the Town Mayor should be Chairman of the Employment & Staffing Committee and no other Committee.**
- 2 That the Deputy Mayor should be Chairman of the Finance & Policy Committee and no other Committee.**
- 3 That any other Councillor should be Chairman of only one Committee.**

F/08/05/11 UPDATE ON PROGRESS MADE ON THE PLASTIC BAG RECYCLING CAMPAIGN

Councillor Turner advised of the following results of the second No Plastic Bag day held on 1st May:

- 1 Councillor Uney and the Town Clerk carried out the arrangements following the unexpected absence of the Assistant to the Town Clerk**

Town Clerk
Resolved at TC
meeting of
02.06.08

Town Clerk
Updated STO on
3rd June 08

- 2 Over 1500 pledges were received and 2000 bags distributed at 3 sites
- 3 The Animal Health Trust also distributed their bags at voluntary cost
- 4 Presence in the town by volunteers from 9.00 am to 4.30 pm
- 5 The bench made from recycled plastic bags bought by ReNew had been installed in the Memorial Gardens at no cost to NTC
- 6 There had been photoshoots of campaign members and school-children around the newly installed bench
- 7 A reception was planned in the Council Chamber in June to celebrate the success of ReNew
- 8 The free draw prizes had proved very successful for those shoppers who were seen re-using their bags

Councillor Burch advised that The Voluntary Network had requested a supply of bags for Dial-a-Ride passengers and Councillor Turner agreed to meet this request.

Cllr Turner

F/08/05/12 UPDATE ON THE ANNUAL REVIEW

Town Clerk reported that the Annual Review would be delivered on 20th May and distributed to all Newmarket households on 21st May.

F/08/05/13 QUOTES RECEIVED FOR OFFICE EQUIPMENT

The Committee noted the quotes received for the photocopier lease and agreed the following recommendation:

F/08/05/13.01 Recommendation

That the quote from The Ideal Group in the sum of £86.23 per month for the lease of a photocopier and up to 3500 copies per quarter be accepted.

Dealt with on 3rd June 08

F/08/05/14 CORRESPONDENCE

None noted.

F/08/05/15 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 reported that her car had been broken into while parked at the side of the Memorial Hall. The Police had attended and recommended that a CCTV camera be installed in this area to act as a deterrent and for people's safety.

F/08/05/15.01 Recommendation

That Town Clerk obtain costs of installing a CCTV camera in the parking area to the side of the Memorial Hall and report to the next meeting of the Memorial Hall Committee.

E-mailed Cllr Jaggard for directions awaiting reply

F/08/05/16 DATE OF NEXT MEETING

Monday, 16th June 2008 at 7.15 pm.

F/08/05/17 **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/08/05/18 *****SUBMISSION OF SCHEDULE OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION – APRIL 2008**

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

F/08/05/18.01 Recommendation

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

Noted

Town Clerk advised that employee pension contributions were now based on salary and employer contributions had increased.

F/08/05/19 *****TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION**

The Committee agreed that the bank reconciliation relating to end of month 30/4/08 (month 1) for the Town Council Staff Salaries bank account should be countersigned.

F/08/05/20 *****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 8.05 pm

Signed : _____

Date : _____