



# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Finance & Policy Committee**  
**held on Monday 15<sup>th</sup> September 2008 at 7.15 pm at the Memorial Hall, Newmarket**

**Attendance :**

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

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

	<b>Minute</b>	<b>Action by</b>
<b>F/08/09/1</b>	<b><u>APOLOGIES</u></b> There were no apologies	
<b>F/08/09/2</b>	<b><u>DECLARATION OF MEMBERS INTERESTS &amp; CONSIDER UPDATE OF REGISTER OF INTEREST</u></b> None noted.	
<b>F/08/09/3</b>	<b><u>TO CONFIRM THE MEETING HELD ON 21<sup>st</sup> JULY 2008</u></b> Councillor Bailey signed the minutes of the Finance & Policy Committee meeting held on Monday, 21 <sup>st</sup> July 2008, as a correct record.	
<b>F/08/09/4</b>	<b><u>MATTERS ARISING</u></b> F/08/07/11 – In reply to Councillor Jefferys’ question regarding the Council’s Mission Statement, Town Clerk advised that it would be distributed at the next Town Council meeting for discussion.	
<b>F/08/09/5</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.	
<b>F/08/09/6</b>	<b><u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – JULY &amp; AUGUST 08</u></b> Members reviewed the list of payments and receipts. Following a question from Councillor Burch Town Clerk advised that, to reduce the cost of hiring skips, a large recyclable container was now being used for green waste at a cost of £11 per month.  After further discussion, the Committee made the following recommendations:  <b><u>F/08/09/06.01 Recommendation</u></b>	

**That the Town Clerk takes a mileage reading of the Council's van on the first working day of each month.**

**F/08/09/06.02 Recommendation**

**That the schedules for payments relating to the periods 1/7/08 – 31/7/08 and 1/8/08 – 31/8/08 be received and adopted.**

**F/08/09/7**

**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 months 31/7/08 (month 4) and 31/8/08 (month 5) for the Town Council Current and Petty Cash bank accounts should be countersigned.

*With the agreement of the Committee, Item 10 on the Agenda was brought forward.*

**F/08/09/8**

**TO ANALYSE THE INCOME & EXPENDITURE REPORT FOR JULY & AUGUST 08**

The Committee analysed the Income and Expenditure data for July and August 08. After questions from Councillors, the following actions were agreed:

Clock Tower Expenses (96.1%) – Town Clerk to investigate figures and report back to next meeting

Town Clerk

Sport on Severals (0.7%) – Budget transferred to E&S Committee - reassess financial situation in January

Horticultural Contract – Town Clerk to give Councillor Hirst a copy of last year's figures showing cost per month

Town Clerk

**F/08/09/8.01 Recommendation**

**That a separate bank account be opened for Income from Sports Entertainment**

Town Clerk

**F/08/09/9**

**TO RECEIVE TWO RECOMMENDATIONS FROM THE MEMORIAL HALL REGENERATION COMMITTEE RELATED TO THE FUNDING APPLICATION FOR THE REGENERATION OF THE MEMORIAL HALL**

After discussion, the Committee approved the following recommendations:

**F/08/09/9.01 Recommendation**

**That Newmarket Town Council make arrangements to fund £10,000 + VAT towards design and other costs to be incurred before 22<sup>nd</sup> October 08. This would be before and therefore at risk of the Funder's agreement in principle.**

**F/08/09/9.02 Recommendation**

**That Newmarket Town Council make arrangements to fund the remaining £40,000 + VAT towards design and other costs to be incurred prior to planning permission, subject to the funding**

**application being successful.**

Councillor Hirst advised that the funders had raised questions regarding the document submitted.

**F/08/09/9.03 Recommendation**

**That Town Clerk and Councillor Hirst respond to the questions received from the funders.**

Town Clerk/  
Cllr Hirst

**F/08/09/10 TO ASSESS SITUATION ON VAT REGISTRATION**

After discussion, the following recommendation was agreed:

**F/08/09/10.01 Recommendation**

**That Town Clerk seek advice from NALC regarding VAT registration and report back to the next meeting.**

**F/08/09/11 POLICY ON COUNCILLORS' INTERACTION WITH THE PRESS**

Councillor Bailey expressed concern at recent incidents involving Councillors and the Press and suggested that Councillors should be made aware of what was acceptable and the correct form to follow, particularly with regard to letters to the press.

Town Clerk advised that SALC were organising a training course on interacting positively with the Press and she would ascertain if Councillors could also attend.

Town Clerk

After discussion, the following recommendation was agreed:

**F/08/09/11.01 Recommendation**

**That when interacting with the Press either verbally or in writing, Councillors should make clear whether they are expressing their personal opinion or that of the Council.**

**F/08/09/12 CORRESPONDENCE**

None noted.

**F/08/09/13 DATE OF NEXT MEETING**

Monday, 20<sup>th</sup> October 2008 at 7.15 pm.

**F/08/09/14 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/08/09/15    \*\*\*SUBMISSION OF SCHEDULE OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION – JULY & AUGUST 2008**

Members reviewed the list of payments related to Staff Salaries for the months of July and August 2008 and agreed to the following recommendation:

**F/08/09/15.01 Recommendation**

**That the schedule of payments for Staff Salaries for the months of July and August 2008 (Cashbook 3) be received and adopted.**

**F/08/09/16    \*\*\*TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION**

The Committee agreed that the bank reconciliations relating to end of months 31/7/08 (month 4) and 31/8/08 (month 5) for the Town Council Staff Salaries bank account should be countersigned.

Meeting closed at 8.40 pm

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

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