



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
held on Monday 16th February 09 at 7.15 pm at the Memorial Hall, Newmarket

Attendance :

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

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

| | Minute | Action by |
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| F/09/02/1 | <u>APOLOGIES</u> Apologies were received from Councillor R Fletcher. | |
| F/09/02/2 | <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted. | |
| F/09/02/3 | <u>TO CONFIRM THE MEETING HELD ON 19th JANUARY 2009</u> The Committee noted that at the meeting of the Town Council held on 27 th January 09 it had been resolved that an amendment be made to the minute item F/09/01/11.01 as follows:- <i>Recommendation: That the Precept for the financial year 2009/10 be accepted at £377,712. This would be an overall annual increase of 25.3% or £13.54 on the present Band D property per annum. This equates to an increase of £0.26p per week.</i> With this amendment noted, Councillor Bailey signed the minutes of the Finance & Policy Committee meeting held on Monday, 19 th January 2009, as a correct record. | |
| F/09/02/4 | <u>MATTERS ARISING</u> Town Clerk advised that at the Town Council meeting held on 27 th January 09, it had been resolved that an additional newsletter be published to advise residents of the reasons why the precept had increased by 25.3%. However, in light of the fact that FHDC had not granted the grant for the regeneration of the Memorial Hall and the costs involved of publishing a newsletter, The Town Clerk wished members to consider whether the additional newsletter should still be published. After discussion members agreed that the increase of the precept had already been widely published and therefore agreed that the additional newsletter should not be published at this stage. | |

F/09/02/5 **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/09/02/6 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – JANUARY 09**

Members reviewed the list of payments and receipts for January 09 and after discussion made the following recommendation:

F/09/02/6.01 Recommendation

That the schedules for payments relating to the period 1.1.09 – 31.1.09 be received and adopted.

F/09/02/7 **TO SIGN THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATIONS RE AGENDA ITEM 6**

The Committee agreed that the bank reconciliation relating to the end of month 31.1.09 (Month 10) for the Town Council Current and Petty Cash bank accounts should be countersigned.

F/09/02/8 **TO ANALYSE THE INCOME & EXPENDITURE REPORT FOR JANUARY 09**

The Committee analysed and discussed the Income and Expenditure data for January.

F/09/02/9 **UPDATE ON PREPARATION OF THE ANNUAL REVIEW**

Town Clerk advised that she had delegated the preparation for the Annual Review to her assistant. Therefore Cllrs should mail their articles directly to the Assistant to the Town Clerk.

F/09/02/10 **UPDATE ON LOCAL GOVERNMENT REVIEW**

The Committee noted that the Secretary of State had extended the deadline to 15th July 2009 for the Boundary Committee to submit its advice. Councillor Hirst reported that a letter had been received from the Boundary Committee to advise that a further concept would be issued in May for comments by June.

F/09/02/11 **INFORMATION RECEIVED FROM HM REVENUE & CUSTOMS RELATED TO VAT**

The Committee noted the letter from HM Revenue & Customs and Councillor Hirst reported that he had also spoken to their Enquiry Officer, Mr Martin Day. As a result, Councillor Hirst believed that NTC should therefore try to obtain Public Notice 742A 'Opting to tax land and buildings' and register VAT only for the Severals, which could allow the possibility of recovering VAT on the buildings there.

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| | <p><u>F/09/02/11.01 Recommendation</u> That the Town Council aim to obtain Public Notice 742A ‘Opting to tax land and building’ and register VAT only for the Severals.</p> | Town Clerk |
| F/09/02/12 | <p><u>UPDATE ON CLEANUP NEWMARKET CAMPAIGN</u> The Committee received the minutes of the meeting of the CleanUp Newmarket Campaign held on 14th January 09 and Councillor Bailey highlighted the lack of communication between businesses, the CCTV Centre and the Police when crimes were committed. After discussion, the following recommendations were agreed:</p> | |
| | <p><u>F/09/02/12.01 Recommendation</u> That Town Clerk write to Inspector Clifton regarding the lack of communication between businesses, the CCTV Centre and the Police and invite Inspector Clifton to give a verbal report to the next meeting of the Town Council.</p> | Town Clerk |
| | <p><u>F/09/02/12.02 Recommendation</u> That Councillor Hirst ask the SNT if they would like to send a representative to the CleanUp Newmarket Campaign meetings.</p> | Cllr Hirst |
| F/09/02/13 | <p><u>WORKING IN PARTNERSHIP WITH LOCAL SCHOOLS</u> Councillor Turner proposed that a meeting be held between representatives of the Town Council and local schools to discuss ways in which they could work together. After discussion the following recommendation was agreed:</p> | |
| | <p><u>F/09/02/13.01 Recommendation</u> That a meeting be held between representatives of the Town Council and Newmarket schools to explore ways in which they could work together. Items for discussion on the Agenda would include: Councillor Representatives at school Youth Councils Memorial Gardens – consultation re play equipment Citizenship – role of the Town Council Art & Writing Competitions</p> | Cllr Turner |
| F/09/02/14 | <p><u>SPECIAL MEETING OF COMMUNITY SERVICES & LEISURE SERVICES COMMITTEES RELATED TO 2012 OLYMPICS</u> Members discussed their attendance at the 2012 Olympic meeting held last week and how they could involve our community. After discussion, the following recommendation was agreed:</p> | |
| | <p><u>F/09/02/14.01 Recommendation</u> That the following meetings should be held on Monday, 9th March 09:</p> <p>5.45 pm – 6.30 pm Employment & Staffing Committee 6.30 pm – 7.15 pm Special combined meeting of the Community</p> | Cllr Hirst |

Services & Leisure Services Committees related to 2012 Olympics – Mr Adam Baker to be invited to attend.

7.15 pm Leisure Services Committee

F/09/02/15 RISK ASSESSMENTS RELATED TO KEY FINANCIAL ACTIVITIES OF THE COUNCIL

Town Clerk submitted a schedule of key risks facing the Council in 2009 and the Committee made the following recommendation:

F/09/02/15.01 Recommendation

That the schedule of Risk Assessments of Financial Key Risks facing the Town Council dated 01.2.2009 be adopted.

F/09/02/16 WORKS AT FIELD TERRACE ROAD ALLOTMENTS

Councillor Burch reported that two quotes had been received for repairs to the road at the Field Terrace Road allotments and the Committee made the following recommendation:

F/09/02/16.01 Recommendation

That the tender submitted by Ballard & Turner for repairs to the road at the Field Terrace Road allotments be accepted.

Councillor Hirst expressed concern at the untidy state of the allotments in New Cheveley Road and that this matter would be discussed at the next meeting of the Community Services Committee.

F/09/02/17 CORRESPONDENCE

The Committee noted the following correspondence:

Pat Patterson – Schools reorganisation.

F/09/02/18 DATE OF NEXT MEETING

Monday, 16th March 2009 at 7.15 pm.

F/09/02/19 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/09/02/20 *SUBMISSION OF SCHEDULES OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION JANUARY 09**

Members reviewed the list of payments related to Staff Salaries for the month of January 09 and agreed to the following recommendation:

F/09/02/20.01 Recommendation

That the schedules of payments for Staff Salaries for the month of January 09 (Cashbook 3) be received and adopted.

F/09/02/21 *TO SIGN BANK STATEMENT BALANCES & RELATED BANK RECONCILIATIONS**

The Committee agreed that the bank reconciliation relating to end of month 31.1.09 (month 10) for the Town Council Staff Salaries bank account should be countersigned.

Meeting closed at 8.30 pm

Signed : _____

Date : _____