



Newmarket

T O W N C O U N C I L

Minutes of a Meeting of the Finance & Policy Committee
held on Monday 19th January 09 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

Minute	Action by
F/09/01/1 <u>APOLOGIES</u> There were no apologies	
F/09/01/2 <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.	
F/09/01/3 <u>TO CONFIRM THE MEETING HELD ON 1st DECEMBER 2008</u> Councillor Bailey signed the minutes of the Finance & Policy Committee meeting held on Monday, 1 st December 2008, as a correct record.	
F/09/01/4 <u>MATTERS ARISING</u> None noted.	
F/09/01/5 <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> None noted.	
F/09/01/6 <u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – NOVEMBER & DECEMBER 08</u> Members reviewed the list of payments and receipts for November and December 08 and after discussion made the following recommendation: <u>F/09/01/6.01 Recommendation</u> That the schedules for payments relating to the periods 1.11.08 – 30.11.08 and 1.12.08 – 31.12.08 be received and adopted.	

F/09/01/7 TO SIGN THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATIONS RE AGENDA ITEM 6

The Committee agreed that the bank reconciliations relating to the end of months 30.11.08 (Month 8) and 31.12.08 (Month 9) for the Town Council Cashbook 1 and 2 should be countersigned.

F/09/01/8 TO ANALYSE THE INCOME & EXPENDITURE REPORTS FOR NOVEMBER & DECEMBER 08

The Committee analysed and discussed the Income and Expenditure data for November and December 08.

F/09/01/9 TO RECEIVE THE 3rd DRAFT BUDGET OF THE F&P COMMITTEE FOR THE FINANCIAL YEAR 2009/10

The Committee analysed and discussed the third draft budget for 2009/10 for the Finance & Policy Committee and agreed the following recommendation:

F/09/01/9.01 Recommendation

That the third draft budget for 2009/10 for the Finance & Policy Committee be accepted subject to the following amendments:

4014 Light & Heat – reduce to £2,870

4015 Gas – reduce to £2,870

F/09/01/10 TO REVIEW THE 3rd DRAFT BUDGETS OF ALL TOWN COUNCIL COMMITTEES FOR THE FINANCIAL YEAR 2009/10

The Committee analysed and discussed the third draft budgets of the Community Services, Leisure Services and Memorial Hall Committee for the financial year 2009/10 and agreed that no further changes would be made to these budgets.

F/09/01/11 RECOMMENDATION IN RESPECT OF THE FINAL BUDGETS AND TOWN COUNCIL PRECEPT FOR 2009/10

Discussion took place on the Budgets for 2009/10 and the following recommendation was agreed:-

F/08/01/32.01 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 £14.43 on the present Band D property per annum. This equates to an increase of £0.28p per week.

The 25.3% increase was largely due to the two major projects being undertaken by the Town Council i.e. the refurbishment of the Memorial Hall and the new Sporting Facilities on the Severals; which will both be of great benefit to our Community. In addition, a new member of staff was needed to help manage the growing workload; such as the

introduction of the much needed additional events the Town Council has introduced for the benefit of our Community.

F/09/01/11.02 Recommendation

That Councillors Turner and Bailey, together with the Town Clerk, meet with the Press on 27th January to brief them on the increase in the Precept.

F/09/01/11.03 Recommendation

That an additional Newsletter be distributed mid February to brief our Community of the reasons for the increase in the Precept and pointing out the benefits which would result from this increase.

F/09/01/12 REVIEW OF COUNCIL'S STANDING ORDERS

The Committee noted the changes in sections 42.5, 42.6 and 42.7 of the Seventh Edition of the Council's Standing orders and agreed the following recommendation:

F/09/01/12.01 Recommendation

That the Seventh Edition of the Council's Standing orders be received and adopted.

F/09/01/13 REVIEW OF COUNCIL'S FINANCIAL STANDING ORDERS

The Committee received the Seventh Edition of the Council's Financial Standing orders and agreed the following recommendation:

F/09/01/13.01 Recommendation

That the Seventh Edition of the Council's Financial Standing orders be received and adopted subject to the following amendment:

Section 3.8 – delete *i.e* £65,000 for 2008/09 financial year.

F/09/01/14 PREPARATION OF ANNUAL REVIEW

Town Clerk asked all Committee Chairmen to submit their contributions to her by the end of February. After a suggestion by Councillor Jefferys, the following recommendation was agreed:

F/09/01/14.01 Recommendation

That the title of the Annual Review for 2009 be '1999–2009: Building on Success'.

F/09/01/15 SECTION 137 EXPENDITURE FOR THE YEAR 2009/10

The Committee noted that the Department for Communities and Local Government had confirmed the appropriate sum for the purposes of section 137(4)(a) of the local Government Act 1972 for parish and town councils in England for 2009/10 was £6.15 per electorate.

F/09/01/16 **CORRESPONDENCE**

The Committee noted the following correspondence:

FHDC – Business Event at Palace House 10th February 09

F/09/01/17 **DATE OF NEXT MEETING**

Monday, 16th February 2009 at 7.15 pm.

F/09/01/18 **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/09/01/19 *****SUBMISSION OF SCHEDULES OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION – NOVEMBER & DECEMBER 08**

Members reviewed the list of payments related to Staff Salaries for the months of November and December 08 and agreed to the following recommendation:

F/09/01/19.01 Recommendation

That the schedules of payments for Staff Salaries for the months of November and December 08 (Cashbook 3) be received and adopted.

F/09/01/20 *****TO SIGN BANK STATEMENT BALANCES & RELATED BANK RECONCILIATIONS**

The Committee agreed that the bank reconciliations relating to end of months 30.11.08 (month 8) and 31.12.08 (month 9) for the Town Council Staff Salaries bank account should be countersigned.

Meeting closed at 8.27 pm

Signed : _____

Date : _____