



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
held on Monday 20th July 09 at 7.15 pm at the Memorial Hall, Newmarket

Attendance :

Councillor C Turner, Vice Chairman
Councillor J Bailey
Councillor K Bovill
Councillor W Burch
Councillor W Hirst
Councillor R Fletcher

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

Minute	Action by
<p>F/09/07/1 <u>APOLOGIES</u> Apologies were received from Councillor M Jefferys.</p>	
<p>F/09/07/2 <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.</p>	
<p>F/09/07/3 <u>TO CONFIRM THE MEETING HELD ON 15th JUNE 2009</u> F/09/06/11.01 – Recommendation amended at Town Council meeting held on 22nd June 09 to read as follows:</p> <p><i>Ex 3 Town Clerk to keep a register of expense claims as notified to her in advance by Councillors.</i></p> <p>With this amendment, Councillor Turner signed the minutes of the Finance & Policy Committee meeting held on Monday, 15th June 2009, as a correct record.</p>	
<p>F/09/07/4 <u>MATTERS ARISING</u> None noted.</p>	
<p>F/09/07/5 <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/09/07/6 <u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – MAY & JUNE 09</u> Members reviewed Cash Book 1 for May 09 and Cash Books 1 & 2 for June 09 and made the following recommendation:</p>	

F/09/07/6.01 Recommendation

That the schedules for payments relating to the period 1.5.09 – 31.5.09 (Cash Book 1) and 1.6.09 – 30.6.09 (Cash Books 1 & 2) be received and adopted.

F/09/07/7

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 30.6.09 (month 3) for the Town Council Current and Petty Cash bank accounts should be countersigned.

F/09/07/8

TO ASSESS THE INCOME & EXPENDITURE FOR MAY & JUNE 09

The Committee analysed the Income and Expenditure data for May and June 09 and, after discussion regarding the cost of litter picking in the town, agreed that the Town Clerk should:-

- Write to FHDC regarding the high cost of litter picking
- Seek a quote for litter picking in the town
- Discuss litter picking with the Town Keeper

Town Clerk

F/09/07/9

TO RECEIVE THE COUNCILLOR TRAVEL EXPENSES POLICY

The Committee received and discussed the NTC Travel Expenses Policy (July 2009) and made the following recommendation:

F/09/07/9.01 Recommendation

That the NTC Travel Expenses Policy (July 2009) be received and adopted.

F/09/07/10

TO RECEIVE 3 KEY OBJECTIVES FROM EACH CHAIRMAN IDENTIFYING ASSOCIATED RISKS & RELATED PREVENTION METHODS

Committee Chairmen each identified three key objectives and associated risks and after discussion made the following recommendations:

F/09/07/10.01 Recommendation

That NTC have a Risk Management Policy & Structure and the key objectives and associated risks identified by Committee Chairmen form the basis of this document.

F/09/07/10.02 Recommendation

That the Risk Management Register be formatted as per Councillor Bovill's draft, with the inclusion of a column for Objectives.

F/09/07/10.03 Recommendation

That the Risk Management Register be reviewed by each Committee annually in January.

- F/09/07/11** **COSTS ASSOCIATED WITH COUNCILLOR SURGERIES**
Following advice from the Town Clerk that there was no budget provision for further advertising, it was agreed that the surgeries planned for the first Saturdays in September, October and November should be advertised in the Newsletter and on flyers posted in the Library etc. An item to be included on the Agenda for the Town Council meeting to ascertain which Councillors would be available for the September surgery.
- F/09/07/12** **STANDING ORDERS 9, 44.1 & 51 – ELECTION PROCESS OF COMMITTEE CHAIRMAN & MAYOR/DEPUTY MAYOR**
Following discussion and a vote, a proposal to amend Standing Orders 9, 44.1 and 51 was not agreed.
- F/09/07/13** **CLARIFICATION ON QUALIFICATION TO BE TOWN MAYOR/DEPUTY MAYOR**
The Committee noted the advice from SALC that the Council cannot preclude a member by virtue of having a role on another tier from being put forward as a committee chairman should the Council choose to nominate them. However, Councillors who were members of more than one authority were subject to the code of conduct and any decisions made at the Town Council were made in the interest of the community and should not be influenced by their activities or decisions made on another. Councillors in this position should be very careful of the dangers around predetermination and bias.
- F/09/07/14** **REPAIRS TO MAYORAL CHAIN**
Councillor Bailey advised that the Mayoral chain was in a poor state of repair and after discussion the Committee made the following recommendation:
- F/09/07/14.01 Recommendation**
That the Mayoral chain be repaired and put on a velvet collar at a cost of up to £1,000. (Councillor Fletcher objected to allowing a cost of up to £1,000.)
- F/09/07/15** **UPDATE ON UPGRADING THE COUNCIL'S WEBSITE**
Town Clerk advised that a format for the website had been agreed and upgrading would go ahead as soon as possible.
- F/09/07/16** **CORRESPONDENCE**
None noted.
- F/09/07/17** **DATE OF NEXT MEETING**
Monday, 21st September 2009 at 7.15 pm.
- F/09/07/18** **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/09/07/19 *SUBMISSION OF SCHEDULES OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION JUNE 09**

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

F/09/07/19.01 Recommendation

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

F/09/07/20 *TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION**

The Committee agreed that the bank reconciliation relating to end of month 30.6.09 (month 3) for the Town Council Staff Salaries bank account should be countersigned.

Meeting closed at 8.40 pm

Signed : _____

Date : _____