



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
held on Monday 16th March 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 R Fletcher

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

	Minute	Action by
F/09/03/1	<u>APOLOGIES</u> Apologies were received from Councillor M Jefferys.	
F/09/03/2	<u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.	
F/09/03/3	<u>TO CONFIRM THE MEETING HELD ON 16th FEBRUARY 2009</u> Councillor Bailey signed the minutes of the Finance & Policy Committee meeting held on Monday, 16 th February 2009, as a correct record.	
F/09/03/4	<u>MATTERS ARISING</u> F/09/02/13.01 – Councillor Turner advised that he was contacting Heads of Newmarket Schools to suggest the meeting be held on 30 th April. F/09/02/12.01 – Councillor Bailey advised that Inspector Clifton had arranged for PC Lee Sampher to attend meetings. F/09/02/16 – Town Clerk reported that Ballard & Turner would be carrying out repairs to the road at Field Terrace allotments shortly.	Cllr Turner
F/09/03/5	<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.	
F/09/03/6	<u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – FEBRUARY 09</u> Members reviewed the list of payments and receipts for February 09 and after discussion made the following recommendation:	

F/09/03/6.01 Recommendation

That the schedules for payments relating to the period 1.2.09 – 28.2.09 be received and adopted.

F/09/03/7

TO SIGN THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATIONS RE AGENDA ITEM 6

Town Clerk advised that she was unable to do the reconciliation as the latest bank statement had not been received yet.

F/09/03/8

TO ANALYSE THE INCOME & EXPENDITURE REPORT FOR FEBRUARY 09

The Committee analysed and discussed the Income and Expenditure data for February and agreed that the Council figures looked healthy and within budget.

F/09/03/9

UPDATE ON PREPARATION OF THE ANNUAL REVIEW

Town Clerk advised that this was in hand and asked whether photographs of the past 10 years should be included to mark the 10th anniversary of the Council. The Committee agreed that only photographs from the 2008/09 year be included.

F/09/03/10

UPDATE ON LOCAL GOVERNMENT REVIEW

The Committee noted SCC's letter advising that the Boundary Committee would be consulting on further draft proposals from 19th March until 14th May. Local councils were encouraged to respond to their further proposals even if they had already done so.

Councillor Bailey advised of the petition on the 10 Downing Street website regarding the suggested East/West/Ipswich unitary split. The Committee agreed that any new proposals should be discussed at the next meeting of the F&P Committee or Town Council as appropriate.

F/09/03/11

UPDATE ON HM REVENUE & CUSTOMS RELATED TO VAT

Councillor Hirst advised that HM Revenue & Customs were sending a form for NTC to apply to opt to be VAT rated for the Severals.

F/09/03/12

TO DISCUSS NBA JOINING SUFFOLK CHAMBER OF COMMERCE

The Committee discussed the letter from the Newmarket Business Association regarding their possible affiliation with Suffolk Chamber of Commerce and made the following recommendation:

F/09/03/12.01 Recommendation

That NTC support the Newmarket Business Association's application to affiliate with the Suffolk Chamber of Commerce.

Councillor Hirst reminded the Committee that he was NTC's representative at the NBA and advised that he had been invited to become a member of their general committee. After discussion the following recommendation was made:

F/09/03/12.02 Recommendation

That NTC support Councillor Hirst's appointment to the general committee of the Newmarket Business Association.

Cllr Turner

F/09/03/13 ASSISTING FHDC IN RAISING THE PROFILE OF THE STANDARDS COMMITTEE

The Committee noted the letter from Mr David Bowman regarding raising the profile of the Standards Committee and agreed that Councillor Turner should ask for further information.

F/09/03/14 REVIEW OF RISK ASSESSMENTS

Town Clerk advised that to comply with the Audit & Accounts Regulations 2006 4(1) and 4(2), she had undertaken risk assessments for 2008/09 related to all the risks the Council faces. Discussion took place regarding a risk related to Council Property and Documents and it was agreed that this should be amended to medium risk as Public Liability insurance was in place.

The following recommendation was agreed:

F/09/03/14.01 Recommendation

That in accordance with the Audit and Accounts Regulations 2006 4 (1) & 4 (2) the Risk Assessments related to the Councils Assets for 2008/09 be accepted.

F/09/03/15 CORRESPONDENCE

Town Clerk advised that she had been contacted by FHDC Senior Play Ranger Tracey Stafford regarding free play sessions one day a week after school, at half term and in the summer holidays. Due to time factors, Leisure Services Chairman Councillor Jeffereys had agreed that this matter should be discussed at the F&P meeting.

It was proposed that sessions would be held in the Memorial Gardens and play organisers would be using their own equipment. All children could take part in the supervised activities.

The Committee agreed that this was an excellent idea and made the following recommendation:

F/09/03/15.01 Recommendation

That FHDC be advised that NTC support the idea of free play sessions for children in the Memorial Gardens subject to FHDC providing relevant risk assessments and suitable Public Liability insurance. The play scheme to be reviewed after three months.

F/09/03/16 DATE OF NEXT MEETING

Monday, 20th April 2009 at 7.15 pm.

F/09/03/17 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/09/03/18 *SUBMISSION OF SCHEDULES OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION FEBRUARY 09**

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

F/09/03/18.01 Recommendation

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

F/09/03/19 *TO SIGN BANK STATEMENT BALANCES & RELATED BANK RECONCILIATIONS**

The Committee agreed that the bank reconciliation relating to end of month 28.2.09 (month 11) for the Town Council Staff Salaries bank account should be countersigned.

Meeting closed at 8.15 pm

Signed : _____

Date : _____