



Newmarket

TOWN COUNCIL

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

Attendance :

Councillor M Jefferys, Chairman
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
F/09/11/1 <u>APOLOGIES</u> There were no apologies.	
F/09/11/2 <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.	
F/09/11/3 <u>TO CONFIRM THE MEETING HELD ON 19th OCTOBER 2009</u> The minutes of the Finance & Policy Committee meeting held on Monday, 19 th October 2009, were agreed and signed by Councillor Jefferys as a correct record.	
F/09/11/4 <u>MATTERS ARISING</u> F/09/10/6 – Town Clerk advised that NTC was now VAT registered and a form to reclaim VAT had been completed but was awaiting checking by the Accountant before being sent off. It was not possible to show VAT on the schedules or to change the headings showing percentages of the budget spent or remaining. F/09/10/10.01 – Town Clerk was still awaiting a reply regarding dates for a Well Being training session.	
F/09/11/5 <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/09/11/6 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – OCTOBER 09**

Members reviewed Cash Books 1 & 2 for October 09 and, following questions from Councillors, Town Clerk asked that they notify her of any queries prior to the meeting to enable her to provide relevant information.

The Committee noted that the Events Manager had mislaid the receipt for items purchased for the Halloween Party.

After discussion the Committee made the following recommendations:

F/09/11/6.01 Recommendation

That the schedules for payments relating to the period 1.10.09 – 31.10.09 (Cash Books 1& 2) be received and adopted.

F/09/11/6.02 Recommendation

That the Events Manager be reimbursed the sum of £35.00 for expenses incurred in connection with the Halloween Party

Town Clerk

F/09/11/7 **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 31.10.09 (month 7) for the Town Council Current and Petty Cash bank accounts should be countersigned.

F/09/11/8 **TO ASSESS THE INCOME & EXPENDITURE FOR OCTOBER 09**

The Committee analysed and discussed the Income and Expenditure data for October 09 and Councillors expressed concern that several headings were over-budget.

F/09/11/9 **TO RECEIVE THE SECOND DRAFT BUDGET FOR THE FINANCIAL YEAR 2010/2011**

The Committee analysed and discussed the second draft budget for 2010/2011 for the Finance & Policy Committee and agreed the following recommendation:

F/09/11/9.01 Recommendation

That the second draft budget for 2010/11 for the Finance & Policy Committee be accepted subject to the following amendment:

Noted

4061 Councillors Expenses – increase to £900

F/09/11/10 **COUNCILLOR SURGERY HELD ON 7th NOVEMBER 09**

Councillor Bailey advised that only two residents had attended the Surgery on 7th November, making a total of five people attending the three Surgeries. Matters raised were being dealt with.

However, a Street Meet with representatives from the Safer Neighbourhood team, Kings Forest Housing and Councillors Bailey and Sadler at Freshfields on 4th November had been very successful, with 20-25 attendees. Letters had previously been circulated to residents and many issues were raised. Councillor Bailey recommended that this should be the way forward.

F/09/11/10.01 Recommendation

That Councillors organise Ward Surgeries in conjunction with representatives from the SNT, Police, Kings Forest Housing, FHDC and other relevant parties.

Town Clerk

F/09/11/11

OFFICE PROCEDURE RELATED TO COMMITTEE MINUTES

The Committee discussed the Procedure related to How to Process Minutes of the Council and its Committees and agreed the following recommendation:

F/09/11/11.01 Recommendation

That the Procedure related to How to Process Minutes of the Council and its Committees be agreed and adopted subject to the addition of the following:

Town Clerk

8) The Town Mayor may request minutes of Committees once they have been approved by the Committee Chairman

9) Development & Planning Committee minutes may be forwarded to NTC Councillors who are also on FHDC Planning Committee once they have been approved by the Committee Chairman.

F/09/11/12

ASSESSMENT OF NTC THREE YEAR PLAN OBJECTIVES MET TO DATE

Councillor Bailey expressed concern that items (such as the provision of allotments) were being added to the list of objectives which had not been designated as priorities and for which no provision had been made when setting the budget.

Action was being taken regarding A-Boards etc to ensure that Newmarket was a safe place to be in and a database had been set up to promote/advertise local clubs and societies.

Following a question from Councillor Burch, it was agreed that Town Clerk should write to SCC regarding the provision of a bus station and an item included on the next Community Services Committee agenda to discuss this.

Town Clerk

F/09/11/13 **TO DISCUSS BEING A VAT REGISTERED COUNCIL**
Town Clerk advised that NTC was now VAT registered and she had attended a SALC training course on VAT by an Officer of the Inland Revenue at the SALC Offices. Being a VAT registered Council was proving more complex than had been anticipated. Members discussed being a VAT registered Council and agreed to invite the accountant to give a training session on VAT.

F/09/11/13.01 Recommendation

That the Accountant be invited to give a training session on VAT to Members of the Council including the Town Clerk.

F/09/11/14 **QUOTE FOR NEW SERVER**
Town Clerk reported that she had received a quote from a local IT company for a new server. The Committee were concerned that other equipment might also need replacing and agreed that she should seek further advice from Councillor Drummond. Councillor Bovill also agreed to investigate further.

Town Clerk/
Cllr Bovill/Cllr
Drummond

F/09/11/15 **CORRESPONDENCE**
None noted.

F/09/11/16 **DATE OF NEXT MEETING**
Monday, 7th December 2009 at 7.15 pm.

F/09/11/17 **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/09/11/18 *****SUBMISSION OF SCHEDULES OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION OCTOBER 09**
Members reviewed the list of payments related to Staff Salaries for the month of October 09 and agreed to the following recommendation:

F/09/11/18.01 Recommendation

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

F/09/11/19 *TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION – STAFF SALARIES**

The Committee agreed that the bank reconciliation relating to end of month 31.10.09 (month 7) for the Town Council Staff Salaries bank account should be countersigned.

Meeting closed at 8.30 pm

Signed : _____

Date : _____