



# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Finance & Policy Committee**  
**held on Monday 19<sup>th</sup> October 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

	<b>Minute</b>	<b>Action by</b>
F/09/10/1	<b><u>APOLOGIES</u></b> There were no apologies.	
F/09/10/2	<b><u>DECLARATION OF MEMBERS INTERESTS &amp; CONSIDER UPDATE OF REGISTER OF INTEREST</u></b> None noted.	
F/09/10/3	<b><u>TO CONFIRM THE MEETING HELD ON 21<sup>st</sup> SEPTEMBER 2009</u></b> The minutes of the Finance & Policy Committee meeting held on Monday, 21 <sup>st</sup> September 2009, were agreed and signed by Councillor Jefferys as a correct record.	
F/09/10/4	<b><u>MATTERS ARISING</u></b> F/09/09/15 – In reply to a question from Councillor Turner, Town Clerk advised that the contractor had now been paid. The previous contractor had agreed to distribute to all residential homes in Newmarket except gates communities, totalling 8,300 Newsletters. These households would receive copies by post.	
F/09/10/5	<b><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></b> There were no members of the public present.	

**F/09/10/6**      **SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – SEPTEMBER 09**

Members reviewed Cash Books 1 & 2 for September 09 and, following a question from Councillor Fletcher, Town Clerk agreed to investigate whether it was possible to show VAT on the schedules. After further discussion, the Committee made the following recommendation:

**F/09/10/6.01 Recommendation**

**That the schedules for payments relating to the periods 1.9.09 – 30.9.09 (Cash Books 1& 2) be received and adopted.**

**F/09/10/7**      **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 30.9.09 (month 6) for the Town Council Current and Petty Cash bank accounts should be countersigned.

**F/09/10/8**      **TO ASSESS THE INCOME & EXPENDITURE FOR SEPTEMBER 09**

The Committee analysed and discussed the Summary Income and Expenditure data for September 09 and noted that the column headed ‘% of Budget’ showed the percentage remaining, not percentage spent. Town Clerk agreed to investigate whether it was possible to reverse these figures and also to look at the way VAT was recorded and report back to the next meeting.

Town Clerk

**F/09/10/9**      **TO RECEIVE THE FIRST DRAFT BUDGET FOR THE FINANCIAL YEAR 2010/2011**

The Committee analysed and discussed the first draft budget for 2010/2011 for the Finance & Policy Committee. Councillor Burch expressed concern at the proposed percentage increase in expenditure and asked for prudence in the current financial climate. Following a question from Councillor Hirst, Town Clerk agreed to clarify with FHDC the situation regarding rates payable on the Memorial Hall during any refurbishment. After further discussion, the Committee agreed the following recommendation:

Town Clerk

**F/09/10/9.01 Recommendation**

**That the first draft budget for 2010/11 for the Finance & Policy Committee be accepted.**

**F/09/10/10**      **POWER OF WELL BEING TRAINING COURSES & ASSOCIATED COSTS**

Town Clerk advised that, as NTC had previously resolved to adopt the Power of Well Being, it was necessary for at least 80% of Councillors to attend a 2-hour Well Being training session, which would cost £150. After discussion the following recommendation was agreed:

**F/09/10/10.01 Recommendation**

**That NTC Councillors be invited to attend a 2-hour Well Being training session in February 2010 at a cost of £150 - Town Clerk to circulate Councillors with a list of possible dates and arrange the session accordingly.**

**F/09/10/11 TO RECEIVE THE EXTERNAL AUDITOR'S CERTIFICATE & REPORT RELATED TO END OF YEAR AUDIT FOR FINANCIAL YEAR 1<sup>st</sup> APRIL 2008 TO 31<sup>st</sup> MARCH 2009**

Councillor Jefferys advised that the External Auditors had advised that on the basis of their review, and in their opinion, the information contained in the annual return was in accordance with the Audit Commission's requirements and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements were not met. Therefore, and for the first time since the inception of the Council, the Audit Report had been given a clear, with no further action required.

Other matters noted but not affecting the opinion of the External Auditor were:-

- Town Clerk reported that she had been asked by the External Auditor, and prior to approval of the annual return, to remove the long term investments from boxes 1 and 7 and restate the figures to exclude the long term investments. The long term investments had been included in Box 9. The restated figures had been accepted by the External Auditor, with no further action required.
- Ensure that in future all the Council's assets were recorded in Box 9 and matched the asset register.
- Implementation of the Internal Auditors recommendations, although the Town Clerk had advised the External Auditors that the Town Council had already implemented steps to work on the Internal Auditors recommendations. A copy of the minute recording this action had been included in the audit pack to the External Auditor with the completed Annual Return.

**F/09/10/11.01 Recommendation**

**That the Town Council has approved and accepts BDOs audit opinion related to the annual return for the year end 31<sup>st</sup> March 09 and has noted the recommendations that do not affect the opinion of the External Auditor.**

The Committee congratulated Town Clerk and her team on this excellent result.

**F/09/10/12 TOWN COUNCIL POLICY RELATED TO THE YOUTH COUNCIL**

Councillor Jefferys advised that the Youth Council had held two very successful meetings. However, a policy needed to be put in place to establish the relationship between the Youth Council and Newmarket Town Council. Councillor Turner identified three areas for consideration:

- 1 Administrative support
- 2 Which NTC Committee the Youth Council should report back to
- 3 Financial implications

The Committee noted that the Youth Council had elected their Chair and Vice Chair but NTC would act as Treasurer. The Assistant to the Town Clerk was seeking grant aid for them for an event they wished to stage.

After discussion, the following recommendation was agreed:

**F/09/10/12.01 Recommendation**

**That the Youth Council be granted a budget of £500, and any expenditure should be commensurate with the benefit to the community of Newmarket.**

**F/09/10/12.02 Recommendation**

**That a member of the Council staff be allocated to attend Youth Council meetings and provide administrative support.**

**F/09/10/13 COSTS RELATED TO ADVERTISING SPACE IN THE TOWN CRIER**

After discussion, the following recommendation was agreed:

**F/09/10/13.01 Recommendation**

**That the F&P Committee be given delegated responsibility to agree suitable advertisements for the Town Crier, the cost of a 6cm x 5cm box advertisement to be £25.00.**

**F/09/10/14 CORRESPONDENCE**

The Committee noted the following correspondence:  
FHDC – ‘Meet the Buyer’ Business Event, 28<sup>th</sup> October 2009.

**F/09/10/15 DATE OF NEXT MEETING**

Monday, 16<sup>th</sup> November 2009 at 7.15 pm.

**F/09/10/16 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/09/10/17    \*\*\*SUBMISSION OF SCHEDULES OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION SEPTEMBER 09**

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

**F/09/10/17.01 Recommendation**

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

**F/09/10/18    \*\*\*TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION – STAFF SALARIES**

The Committee agreed that the bank reconciliation relating to end of month 30.9.09 (month 6) for the Town Council Staff Salaries bank account should be countersigned.

Meeting closed at 8.20 pm

Signed : \_\_\_\_\_

Date : \_\_\_\_\_