



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
held on Monday 21st September 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/09/09/1 <u>APOLOGIES</u> There were no apologies.	
F/09/09/2 <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.	
F/09/09/3 <u>TO CONFIRM THE MEETING HELD ON 20th JULY 2009</u> The minutes of the Finance & Policy Committee meeting held on Monday, 20 th July 2009, were agreed and signed by Councillor Jefferys as a correct record.	
F/09/09/4 <u>MATTERS ARISING</u> F/09/07/14.01 – The Committee noted that the Mayoral chain had been repaired at a cost of £560.	
F/09/09/5 <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/09/09/6 <u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – JULY & AUGUST 09</u> Members reviewed Cash Books 1 & 2 for July and August 09 and made the following recommendation: <u>F/09/09/6.01 Recommendation</u> That the schedules for payments relating to the periods 1.7.09 – 31.7.09 (Cash Books 1& 2) and 1.8.09 – 31.8.09 (Cash Books 1 & 2) be received and adopted.	

F/09/09/7 **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 31.7.09 and 31.8.09 (months 4 & 5) for the Town Council Current and Petty Cash bank accounts should be countersigned.

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

The Committee analysed and discussed the Income and Expenditure data for August 09.

F/09/09/9 **TO ASSESS THE SUCCESS OF THE CLLR SURGERIES**

Councillor Bailey reported that the response to the first Councillor Surgery had been disappointing, but concerns raised had been followed up with the appropriate organisations and people advised accordingly. Notices had been sent out regarding the October Surgery, when four Councillors would attend.

Discussion took place regarding possible alternative venues for the Surgeries but it was agreed that the October and November Surgeries should be held at the Council Offices as planned, following which the situation would be reviewed.

F/09/09/10 **BUDGET SETTING PROCESS TIMETABLE**

Town Clerk advised that the timetable for setting budgets would be as in previous years:

October – start setting budgets with each Committee Chairman. Committees to look at, approve or amend and 1st Draft submitted to Town Council meeting.

November – Committees to look at budgets again

December – final approval

F/09/09/11 **APPROPRIATE USE OF THE PUBLIC EXEMPT PART OF THE MEETING**

Town Clerk clarified the situation regarding the appropriate use of the Public Exempt part of a meeting, advising that she and the Committee Chairman should decide which items should be included prior to the Agenda being sent out. Items should be listed clearly with the reason for their inclusion in that part of the meeting. Items recommended for inclusion in the Public Exempt part of the meeting were matters relating to the engagement of staff, salaries, etc, tenders and contracts, legal papers and proceedings regarding disputes. All other items should be in the Public part of the meeting.

Should a Councillor ask at a meeting for an item to be in the Public Exempt section, the matter must meet the above criteria and be formally proposed, seconded and agreed.

F/09/09/12 **CRB CHECKS FOR COUNCILLORS & STAFF**
Town Clerk advised that FHDC had confirmed that CRB checks were only required for those Councillors or staff working directly with children or vulnerable people.

F/09/09/13 **LITTER PICK CONTRACT**
Following discussion, it was agreed that no further action be taken regarding the litter pick contract.

F/09/09/14 **MANDATORY SIGNATORIES OF THE TOWN COUNCIL**
Town Clerk outlined the current situation and the Committee discussed the suggestion that Councillor Bailey should be one of four mandatory signatories of the Town Council.

F/09/09/14.01 Recommendation

That Councillors Millar and Turner be removed from the current list of signatories and Councillor Bailey become one of the four mandatory signatories of the Town Council.

F/09/09/15 **DISTRIBUTION OF NEWSLETTER**
Cllr Bailey advised that the contractor had failed to deliver Newsletters to some of the areas requested, particularly the gated communities, and payment to the contractor had been with-held. Town Clerk advised that no door to door company would be prepared to deliver to gated communities. However, the Town Clerk suggested that a database could be prepared for residents not receiving the newsletter for example those in gated communities, and when distribution is due the newsletter would be posted directly to those residents from our offices.

After discussion, the Committee agreed the following recommendation:

F/09/09/15.01 Recommendation

That the current contractor be paid and future deliveries be carried out by the previous contractor. Copies for gated communities and any other residents not receiving the newsletter be mailed by post.

Town Clerk

F/09/09/16 **ADVERTISING SPACE FOR LOCAL BUSINESSES IN THE QUARTERLY NEWSLETTER**
The Committee discussed the suggestion that local businesses be invited to advertise in the quarterly Newsletter and agreed that the Town Clerk should make enquiries regarding advertising rates for other local publications and report to the next meeting.

Town Clerk

F/09/09/17 **CORRESPONDENCE**
The Committee noted that a grant of £50,000 had been awarded for the regeneration of the Memorial Gardens Play Equipment area and congratulated the Assistant to the Town Clerk on her work.

F/09/09/18 **DATE OF NEXT MEETING**
Monday, 19th October 2009 at 7.15 pm.

F/09/09/19 **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/09/09/20 *****SUBMISSION OF SCHEDULES OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION JULY & AUGUST 09**

Members reviewed the list of payments related to Staff Salaries for the months of July and August 09 and agreed to the following recommendation:

F/09/09/20.01 Recommendation

That the schedule of payments for Staff Salaries for the months of July and August 09 (Cashbook 3) be received and adopted.

F/09/09/21 *****TO SIGN BANK STATEMENT BALANCE & RELATED BANK RECONCILIATION – STAFF SALARIES**

The Committee agreed that the bank reconciliations relating to end of months 31.7.09 and 31.8.09 (months 4 & 5) for the Town Council Staff Salaries bank account should be countersigned.

Meeting closed at 8.05 pm

Signed : _____

Date : _____