



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
held on Monday 19th April 2010 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,
Councillor G Edge

Minute	Action by
<p>F/10/04/1 <u>APOLOGIES</u> Apologies were received from Councillor M Jefferys.</p>	
<p>F/10/04/2 <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.</p>	
<p>F/10/04/3 <u>TO CONFIRM THE MEETING HELD ON 15th MARCH 2010</u> The minutes of the Finance & Policy Committee meeting held on Monday, 15th March 2010, were agreed and signed by Councillor Turner as a correct record.</p>	
<p>F/10/04/4 <u>MATTERS ARISING</u> F/10/03/8 – Town Clerk distributed a print-out of Miscellaneous Expenses as requested at the last meeting.</p>	
<p>F/10/04/5 <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/10/04/6 <u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – MARCH 2010</u> Members reviewed Cash Books 1 & 2 for March 2010 and after discussion made the following recommendation:</p> <p><u>F/10/04/6.01 Recommendation</u> That the schedules for payments relating to the period 1.03.10 – 31.3.10 (Cash Books 1& 2) be received and adopted.</p>	

F/10/04/7	<p><u>TO CONFIRM THAT BANK STATEMENT BALANCES & RELATED BANK RECONCILIATIONS RE AGENDA ITEM 6 HAVE BEEN SIGNED BY THE CHAIRMAN OF F&P</u></p>	
	<p>The Committee confirmed that the bank reconciliations relating to the end of month 31.3.10 (month 12) for the Town Council Current and Petty Cash bank accounts had been countersigned by the Chairman of F&P Committee.</p>	
F/10/04/8	<p><u>TO ASSESS INCOME & EXPENDITURE FOR MARCH 2010</u></p>	
	<p>The Committee analysed and discussed the Income and Expenditure data for March 2010. Town Clerk advised there would be some minor adjustments with transfers to Reserves.</p>	
F/10/04/9	<p><u>UPDATE RELATED TO END OF YEAR ACCOUNTS CLOSURE FOR 2009/2010</u></p>	Town Clerk
	<p>Town Clerk advised that due to unforeseen circumstances, the end of year accounts would now be presented at the Town Council meeting held on May.</p>	
F/10/04/10	<p><u>AUTHORISATION OF TRAVEL EXPENDITURE IN ACCORDANCE WITH EXPENDITURE POLICY</u></p>	
	<p>Town Clerk advised that she had been unable to pre-authorise an item of Councillor Hirst's travelling expenses and after discussion the following recommendation was agreed:</p>	
	<p><u>F/10/04/10.01 Recommendation</u> That payment of Councillor Hirst's travelling be authorised.</p>	Town Clerk
F/10/04/11	<p><u>BUDGET FOR THE VISION OF NEWMARKET</u></p>	
	<p>Councillor Fletcher outlined the Working Group's progress in drawing up a Vision for Newmarket and advised that the final document could be accepted by FHDC as a supplementary planning document to consider when making planning decisions. The project would be announced at the Annual Meeting of the Town in May and publicised at events such as the Carnival. Some funding would be required to meet the costs of printing questionnaires, signs advertising the project and the designer's time in putting the questionnaire on the website.</p>	
	<p>After discussion, it was agreed that the Vision Group should prepare a more detailed statement of expected costs for discussion at the next meeting.</p>	Cllr Fletcher
F/10/04/12	<p><u>UPDATE ON ANNUAL REVIEW</u></p>	
	<p>Councillor Turner congratulated all members on their prompt submission of articles for the Annual Review and Town Clerk advised that the Review would be distributed two weeks before the Annual Meeting of the Town.</p>	

F/10/04/13 CORRESPONDENCE

None noted.

F/10/04/14 DATE OF NEXT MEETING

Monday, 17th May 2010 at 7.15 pm.

F/10/04/15 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/10/04/16 *SUBMISSION OF SCHEDULE OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION MARCH 2010**

Members reviewed the list of payments related to Staff Salaries for the month of March 2010 and agreed to the following recommendation:

F/10/04/16.01 Recommendation

That the schedule of payments for Staff Salaries for the month of March 2010 (Cashbook 3) be received and adopted.

F/10/04/17 *TO CONFIRM BANK STATEMENT BALANCE & RELATED BANK RECONCILIATIONS HAVE BEEN SIGNED BY CHAIRMAN OF F&P COMMITTEE – STAFF SALARIES**

The Committee confirmed that the bank reconciliation relating to end of month 31.03.10 (month 12) for the Town Council Staff Salaries bank account had been countersigned by the Chairman of F&P Committee.

Meeting closed at 7.55 pm

Signed : _____

Date : _____