



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
held on Monday 15th February 2010 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/10/02/1 <u>APOLOGIES</u> There were no apologies.	
F/10/02/2 <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.	
F/10/02/3 <u>TO CONFIRM THE MEETING HELD ON 18th JANUARY 2010</u> The minutes of the Finance & Policy Committee meeting held on Monday, 18 th January 2010, were agreed and signed by Councillor Jefferys as a correct record.	
F/10/02/4 <u>MATTERS ARISING</u> F/10/01/4 – Town Clerk advised that the matter of A-boards was now being kept under the umbrella of the Community Services Committee.	
F/10/02/5 <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/10/02/6 <u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – JANUARY 2010</u> Members reviewed Cash Books 1 & 2 for January 2010 and after discussion made the following recommendation: <u>F/10/02/6.01 Recommendation</u> That the schedules for payments relating to the period 1.01.10 – 31.01.10 (Cash Books 1& 2) be received and adopted.	Noted

F/10/02/7 **TO CONFIRM THAT BANK STATEMENT BALANCES & RELATED BANK RECONCILIATIONS RE AGENDA ITEM 6 HAVE BEEN SIGNED BY THE CHAIRMAN OF F&P**

The Committee confirmed that the bank reconciliation relating to the end of month 31.01.10 (month 10) for the Town Council Current and Petty Cash bank accounts had been countersigned by the Chairman of F&P Committee.

F/10/02/8 **TO ASSESS INCOME & EXPENDITURE FOR JANUARY 2010**

The Committee analysed and discussed the Income and Expenditure data for January 2010 and Town Clerk agreed to provide an analysis of Legal Expenses for the next meeting of the Town Council.

Discussion took place regarding funding for the new play equipment in the Memorial Gardens and the following recommendation was agreed:

F/10/02/8.01 Recommendation

That, should the need arise, the Leisure Services Committee be permitted to utilise the following funds towards the cost of the play equipment regeneration project in the Memorial Gardens:

Memorial Gardens budget (still in budget)	£4,000
Reserve	£6,000
Play Equipment Reserve Fund	£3,000

F/10/02/9 **POLICY RELATED TO COMMUNICATION WITH OTHER AUTHORITIES AND OUTSIDE BODIES**

The Committee discussed recommendation F/09/04/10.01 and agreed it should be amended as follows:

F/10/02/9.01 Recommendation

That all communications and correspondence concerning NTC Committee business between Councillors, Chairman and Committees and other authorities and their Officers should be sent by the Town Clerk and her advice sought on protocol and procedures. In addition, any correspondence issued by the Town Clerk concerning FHDC, should be copied to the Chairman of the relevant NTC Committee as well as the Leader of Forest Heath District Council.

F/10/02/10 **TO RECEIVE AND ADOPT THE REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT PROCEDURE FOR THE FINANCIAL YEAR 2009/10**

The Committee received the draft Procedure for the Review of Effectiveness of Internal Audit and agreed the following recommendation:

Done copies left
in Cllrs Bailey &
Jefferys trays

All Cllrs

All Cllrs

	<p><u>F/10/02/10.01 Recommendation</u> That the draft Procedure for the Review of Effectiveness of Internal Audit for 2009/10 be accepted.</p>	Town Clerk
F/10/02/11	<p><u>INTERIM INTERNAL AUDITORS REPORT</u> The Committee received the 2009/10 Interim Internal Audit Report and were pleased to note that no specific recommendations had been made as a result of the audit.</p>	
	<p><u>F/10/02/11.01 Recommendation</u> That the Internal Auditors interim internal audit has been noted.</p>	Town Clerk
F/10/02/12	<p><u>VAT ELEMENT RELATED TO THE TOWN COUNCIL</u> Town Clerk advised that the Council's Accountant was drafting a letter to HM Revenue & Customs to clarify the definition of a cultural exemption. The Committee agreed that Councillor Jefferys should liaise with the Town Clerk when the draft letter from the Accountant was received.</p>	Town Clerk/ Cllr Jefferys
F/10/02/13	<p><u>UPDATE ON INSTALLATION OF NEW IT EQUIPMENT</u> Town Clerk advised that the new IT equipment would be installed on 8th March and it was agreed that she should ask the contractors to assess the value of the current equipment and follow the relevant Procedure regarding its disposal.</p>	Town Clerk
F/10/02/14	<p><u>CORRESPONDENCE</u> None noted.</p>	
F/10/02/15	<p><u>DATE OF NEXT MEETING</u> Monday, 15th March 2010 at 7.15 pm.</p>	
F/10/02/16	<p><u>EXCLUSION OF THE PRESS & PUBLIC</u> With the vote being unanimous, it was</p>	

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/10/02/17 *SUBMISSION OF SCHEDULES OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION JANUARY 2010**

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

F/10/02/17.01 Recommendation

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

Noted

F/10/02/18 *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 31.01.10 (month 10) for the Town Council Staff Salaries bank account had been countersigned by the Chairman of F&P Committee.

Meeting closed at 8.00 pm

Signed : _____

Date : _____