



# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Finance & Policy Committee**  
**held on Monday 18<sup>th</sup> January 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 Hirst  
Councillor R Fletcher

Also Present: Isabelle Barrett - Town Clerk, Rosemary Foreman – Minute Assistant

Minute	Action by
<p><b>F/10/01/1</b>     <b><u>APOLOGIES</u></b> Apologies were received from Councillor W Burch.</p>	
<p><b>F/10/01/2</b>     <b><u>DECLARATION OF MEMBERS INTERESTS &amp; CONSIDER UPDATE OF REGISTER OF INTEREST</u></b> None noted.</p>	
<p><b>F/10/01/3</b>     <b><u>TO CONFIRM THE MEETING HELD ON 7<sup>th</sup> DECEMBER 2009</u></b> F/09/12/6 – para 4 second sentence – Amend to read Councillor <i>Hirst</i> advised ...</p> <p>With this amendment, the minutes of the Finance &amp; Policy Committee meeting held on Monday, 7<sup>th</sup> December 2009, were agreed and signed by Councillor Jefferys as a correct record.</p>	
<p><b>F/10/01/4</b>     <b><u>MATTERS ARISING</u></b> F/09/12/6 – Following a question from Councillor Fletcher, Town Clerk advised that she had attended a meeting with Julie Sheldrick, Councillors Hirst and Uney to assess and shortlist suitable designs to replace the A-boards in question. Three designs had been shortlisted and quotes were currently being sought. On receipt of the quotes, a meeting would be arranged with the retailers off the High Street to agree the preferred design. A report would then be made to the following F&amp;P meeting.</p> <p>F/09/12/9.01 – Town Clerk advised that settlement had been made with the trader.</p> <p>F/09/12/11 – Town Clerk reported that a PA system had been ordered, together with a separate CD player.</p>	<p><b>Place item on Feb F&amp;P Agenda</b></p>

**F/10/01/5**      **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**

There were no members of the public present.

**F/10/01/6**      **SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – NOVEMBER & DECEMBER 09**

Members reviewed Cash Books 1 & 2 for November and December 09 and after discussion made the following recommendations:

**F/10/01/6.01 Recommendation**

**That the schedules for payments relating to the periods 1.11.09 – 30.11.09 and 1.12.09-31.12.09 (Cash Books 1& 2) be received and adopted.**

Noted

**F/10/01/6.02 Recommendation**

**That a letter be sent from the Chairman to Councillor Mrs L Chambers thanking her for her support and generous contributions towards the Memorial Gardens Play Equipment and the Christmas Lights.**

Cllr Jefferys

**F/10/01/7**      **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 reconciliations relating to the end of months 30.11.09 and 31.12.09 (months 8 and 9) for the Town Council Current and Petty Cash bank accounts had been countersigned by the Chairman of F&P Committee.

**F/10/01/8**      **TO ASSESS THE INCOME & EXPENDITURE FOR DECEMBER 09**

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

*Following a suggestion by Councillor Jefferys, it was agreed that Item 12 on the Agenda should be brought forward.*

**F/10/01/9**      **ASSESSMENT OF QUOTES RECEIVED FOR NEW SERVER**

The Committee received the quotes for the supply and installation of a new server and after discussion agreed the following recommendation:

**F/10/01/9.01 Recommendation**

**That the quote of £5,597.62 + VAT, plus £600 pa for the service contract from JA Computer Solutions Ltd for the supply and installation of a new server be accepted.**

Town Clerk

**F/10/01/10**    **TO RECEIVE THE THIRD DRAFT F&P BUDGET FOR THE FINANCIAL YEAR 2010/2011**

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

**F/10/01/10.01 Recommendation**

**That the third draft budget for 2010/11 for the Finance & Policy Committee be accepted subject to the following amendments:**

**4995 – 306 - Remove £6,000**

**4019 – 101 - New IT System – increase to £6,200**

**4995 – 101 Transfer to Earmarked Reserves – insert £800 for IT Reserve**

Town Clerk advised, that as requested, she had obtained quotes for the pollarding of the trees in the Memorial Gardens. Members discussed the pollarding season and agreed that the trees needed to be pollarded prior the end of the pollarding season. Therefore, there would be no need to include a sum in the 2010-2011 budget.

**F/10/01/10.02 Recommendation**

**That work be carried out on pollarding trees in the Memorial Gardens at a cost of £4,200.**

**F/10/01/11**    **TO CONSIDER A RECOMMENDATION IN RESPECT OF THE FINAL BUDGETS & TOWN COUNCIL PRECEPT 2010-2011**

Discussion took place on the Budgets for 2010-11 and the following recommendation was agreed:

**F/10/01/11.01 Recommendation**

**That the Precept for the financial year 2010-2011 be accepted at £461,340. This would be an overall annual increase of 22.14%, which equated to an increase of 29p per week on a present band D property.**

**F/10/01/11.02**

**That Councillors Bailey and Jefferys, together with the Town Clerk, meet with the Press to brief them on the increase in the Precept.**

**F/10/01/12**    **CORRESPONDENCE**

None noted.

**F/10/01/13**    **DATE OF NEXT MEETING**

Monday, 15<sup>th</sup> February 2010 at 7.15 pm.

Done 19.01.10

Town Clerk

Town Clerk

Cllrs  
Bailey/Jefferys/  
Town Clerk

**F/10/01/14    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/10/01/15    \*\*\*SUBMISSION OF SCHEDULES OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION NOVEMBER & DECEMBER 09**

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

**F/10/01/15.01 Recommendation**

**That the schedules of payments for Staff Salaries for the months of November and December 09 (Cashbook 3) be received and adopted.**

**F/10/01/16    \*\*\*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 reconciliations relating to end of months 30.11.09 and 31.12.09 (months 8 & 9) for the Town Council Staff Salaries bank account had been countersigned by the Chairman of F&P Committee.

Meeting closed at 8.20 pm

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

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