



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
held on Monday 15th March 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/10/03/1 <u>APOLOGIES</u> There were no apologies.	
F/10/03/2 <u>DECLARATION OF MEMBERS INTERESTS & CONSIDER UPDATE OF REGISTER OF INTEREST</u> None noted.	
F/10/03/3 <u>TO CONFIRM THE MEETING HELD ON 15th FEBRUARY 2010</u> The minutes of the Finance & Policy Committee meeting held on Monday, 15 th February 2010, were agreed and signed by Councillor Jefferys as a correct record.	
F/10/03/4 <u>MATTERS ARISING</u> None noted.	
F/10/03/5 <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/10/03/6 <u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR RATIFICATION – FEBRUARY 2010</u> Members reviewed Cash Books 1 & 2 for February 2010 - Town Clerk to investigate the cost of Cemetery refreshments. After further discussion, the following recommendation was made: <u>F/10/03/6.01 Recommendation</u> That the schedules for payments relating to the period 1.02.10 – 28.02.10 (Cash Books 1& 2) be received and adopted.	Town Clerk

F/10/03/7	<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 reconciliation relating to the end of month 28.02.10 (month 11) for the Town Council Current and Petty Cash bank accounts had been countersigned by the Chairman of F&P Committee.</p>	
F/10/03/8	<p><u>TO ASSESS INCOME & EXPENDITURE FOR FEBRUARY 2010</u></p> <p>The Committee analysed and discussed the Income and Expenditure data for January 2010 and Town Clerk agreed to bring a print-out of Miscellaneous expenses to the next meeting.</p>	Town Clerk
F/10/03/9	<p><u>REVIEW OF RISK ASSESSMENTS RELATED TO ALL RISKS FACED BY THE COUNCIL</u></p> <p>The Committee received and discussed Town Clerk's report on Risk Assessments of Key Risks facing the Town Council 2010 and made the following recommendation:</p> <p><u>F/10/03/9.01 Recommendation</u> That the Report on Risk Assessments of Key Risks facing the Town Council 2010 be received and accepted.</p>	Town Clerk
F/10/03/10	<p><u>REVIEW OF RISK ASSESSMENTS RELATED TO KEY FINANCIAL ACTIVITIES OF THE COUNCIL</u></p> <p>The Committee received and discussed Town Clerk's report on Risk Assessments of Key Financial Activities facing the Town Council and agreed the following recommendation:</p> <p><u>F/10/03/10.01 Recommendation</u> That the report on Risk Assessments of Key Financial Activities facing the Town Council be received and accepted.</p>	Town Clerk
F/10/03/11	<p><u>REVIEW OF THE COUNCIL'S STANDING ORDERS</u></p> <p>The Committee received and discussed the Council's Standing Orders and agreed the following recommendation:</p> <p><u>F/10/03/11.01 Recommendation</u> That the Council's Standing Orders, Eighth Edition, March 2010, be received and adopted, subject to the amendment of para 33.3 referring to paragraphs (a) or (b) and para 33.4 referring to paragraph (c)</p>	Town Clerk
F/10/03/12	<p><u>REVIEW OF THE COUNCIL'S FINANCIAL STANDING ORDERS</u></p> <p>The Committee received and discussed the Council's Financial Standing Orders and agreed the following recommendation:</p>	

	<p><u>F/10/03/12.01 Recommendation</u> That the Council’s Financial Standing Orders, Eighth Edition, March 2010, be received and adopted, subject to the inclusion of the NTC Travelling Expenses Policy in Section 7 – Expenses: Staff and Councillors.</p>	Town Clerk
F/10/03/13	<p><u>TITLE FOR ANNUAL REVIEW</u> The Committee discussed a title for the 2009 Annual Review and agreed the following recommendation:</p>	
	<p><u>F/10/03/13.01 Recommendation</u> That the 2009 Annual Review be entitled “10 Years of Working for Newmarket”.</p>	Town Clerk
	<p>Town Clerk reminded Councillors that items for inclusion in the Annual Review were needed by the end of March.</p>	All Chairman
F/10/03/14	<p><u>UPDATE ON INSTALLATION OF NEW IT EQUIPMENT</u> Town Clerk advised that the IT equipment had all been installed in one day and any problems had been resolved. After discussion, the following recommendation was agreed:</p>	
	<p><u>F/10/03/14.01 Recommendation</u> That the old computer be loaned to Councillor Burch.</p>	
F/10/03/15	<p><u>CORRESPONDENCE</u> None noted.</p>	
F/10/03/16	<p><u>DATE OF NEXT MEETING</u> Monday, 19th April 2010 at 7.15 pm.</p>	
F/10/03/17	<p><u>EXCLUSION OF THE PRESS & PUBLIC</u> With the vote being unanimous, it was</p>	
	<p>RESOLVED</p> <p>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.</p>	
F/10/03/18	<p><u>***SUBMISSION OF SCHEDULE OF PAYMENTS RELATED TO STAFF SALARIES FOR RATIFICATION FEBRUARY 2010</u> Members reviewed the list of payments related to Staff Salaries for the month of February 2010 and agreed to the following recommendation:</p>	

F/10/03/18.01 Recommendation

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

F/10/03/19

*****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 28.02.10 (month 11) for the Town Council Staff Salaries bank account had been countersigned by the Chairman of F&P Committee.

Meeting closed at 7.50 pm

Signed : _____

Date : _____