



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee

Held on Monday 19th February 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)
Councillor J Berry

Councillor R Nobbs
Councillor Winter

Also Present: Cathy Whitaker – RFO and Julie Ashton – Minute Assistant.

	Minute	Action by
F/18/02/1	<p><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></p> <p>The Chairman opened the meeting and advised that the Fire Safety Notice and announcement that the meeting may be filmed or recorded were not required as Members were at the previous meeting.</p>	
F/18/02/2	<p><u>APOLOGIES</u></p> <p>Apologies were received from Cllrs Hood and O'Neill.</p>	
F/18/02/3	<p><u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u></p> <p>None noted.</p>	
F/18/02/4	<p><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 22ND JANUARY 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Finance & Policy Committee meeting held on 22nd January 2018 and the following was agreed:</p> <p><u>F/18/02/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 22nd January 2018 be adopted and signed as a true record by the Mayor.</p> <p>Matters arising:</p> <p>Page 2 – 18//01/10 218/19 Budget – RFO confirmed that the budget had been amended.</p>	
F/18/02/5	<p><u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION</u></p> <p>None noted.</p>	

F/18/02/6 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (DECEMBER 2017)**

Members reviewed CB1, CB2 and CB4 and the following was agreed:

F/18/02/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/01/2018 – 31/01/2018 (Cash Book 1, 2 and 4) be received and adopted.

F/18/02/7 **TO CONFIRM THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATION HAVE BEEN SIGNED BY THE CHAIRMAN OF F&P COMMITTEE**

The Chairman of the Finance & Policy Committee confirmed that the bank reconciliations relating to the end of month 31/01/2018 (month 10) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/18/02/8 **TO RECEIVE THE INCOME & EXPENDITURE REPORT FOR THE PERIOD (JANUARY 2018)**

Members assessed the Income & Expenditure report for January 2018 and the RFO confirmed that the majority of transfers had been completed. RBS were due to complete end of year action which would be followed by the internal audit.

F/18/02/9 **UPDATE ON HEALTH AND SAFETY ISSUES**

The Chairman gave a verbal update which included the following:

- Fixed wiring test – quotes were being sought
- Two staff had attended a 3 day first aid course
- Stage curtains in the Hall had been treated with fire retardant spray
- A Bomb scare procedure had been drafted for office staff
- A member of staff had carried out fire warden training online provided by Ellis Whittam

The next priorities included the following:

- Fixed wiring testing
- Complete Legionella recommendations
- Conduct a fire evacuation at a Council meeting
- Replace the damaged main fire doors between the Hall and reception
- Introduce a system to keep track of staff on/off site
- Replace the CCTV
- Review the headstone safety at the Cemetery

F/18/02/10 **TO RECEIVE THE RECOMMENDATIONS FROM THE LEGIONELLA REPORT**

Members received the Legionella risk assessment and the following was agreed:

F/18/02/10.01 Recommendation

That the recommendations from the Legionella assessment be received and adopted.

F/18/02/11 TO DISCUSS THE ARRANGEMENTS FOR THE ANNUAL TOWN MEETING

The Chairman confirmed that the Annual Town Meeting would be held at 6:00pm prior to the Full Council Meeting at 7:00pm. The articles for the Chairman's reviews of their Committees were discussed and the following was agreed:

F/18/02/11.01 Recommendation

That the date and time of the Annual Town Meeting be advertised in the press 3 weeks prior to the meeting and the articles for the review of Committees be published on the website with hard copies made available in the office.

F/18/02/12 CORRESPONDENCE

None noted.

F/18/02/13 DATE OF NEXT MEETING

Monday 19th March 2018 at 7.15pm at the Memorial Hall, High Street, Newmarket.

F/18/02/14 ITEMS FOR THE NEXT AGENDA

- Legionella recommendations for the Water Feature
- Summary of resolutions for the year to date

Meeting closed at 7:58pm

Signed _____ Date _____