



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 19th March 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)
Councillor J Berry
Councillor R Hood

Councillor R Nobbs
Councillor C O'Neill
Councillor Winter

Also Present: Bobby Bennett – TCM, Cathy Whitaker – RFO and Julie Ashton – Minute Assistant.

	Minute	Action by
F/18/03/1	<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 was not required as there were no members of the public and announced that the meeting may be filmed or recorded.</p>	
F/18/03/2	<p><u>APOLOGIES</u></p> <p>None noted</p>	
F/18/03/3	<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/18/03/4	<p><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19TH FEBRUARY 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Finance & Policy Committee meeting held on 19th February 2018 and the following was agreed:</p> <p><u>F/18/03/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 19th February 2018 be adopted and signed as a true record by the Mayor.</u></p> <p>There were no matters arising.</p>	
F/18/03/5	<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/18/03/6 **TO RECEIVE A LIST OF RESOLUTIONS FOR THE YEAR TO DATE**
The list of resolutions year to date were received and noted. TCM advised that they had all been actioned.

F/18/03/7 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (FEBRUARY 2018)**
Members reviewed CB1, CB2 and CB4 and the RFO advised that the septic tank at the Severals would now only be emptied once a year instead of every six months. TCM was asked to investigate the payments for the Studlands street lighting regarding reducing the amount by installing dimmers and LED lights and the following was agreed:

F/18/03/7.01 Recommendation

That the ratification of the schedules of payments for the period 01/02/2018 – 28/02/2018 (Cash Book 1, 2 and 4) be received and adopted.

F/18/03/8 **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 28/02/2018 (month 11) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/18/03/9 **TO RECEIVE THE INCOME & EXPENDITURE REPORT FOR THE PERIOD (JANUARY 2018)**
Members assessed the Income & Expenditure report for February 2018 and the RFO presented two invoices from the Neighbourhood Plan Committee for scrutiny. TCM advised that the F&P budget overspend was due to Legal expenses, Professional fees to support the Council through the transition and PWLB loan charges that were not budgeted for. It was noted that the telephone and fax expenditure were high and TCM was asked to review the number of phone lines required.

F/18/03/10 **UPDATE ON HEALTH AND SAFETY ISSUES**
TCM advised that the risk assessment had been updated and that the Town Keeper would be looking at the play area work. Work was continuing on the outstanding items--.

F/18/03/11 **TO RECEIVE THE RECOMMENDATIONS FROM THE LEGIONELLA REPORT**
Members noted that the Legionella risk assessment had been received and adopted at the last meeting and a summary of the recommendations issued at the meeting was reviewed. TCM was asked to check the risk assessment for the water feature and it was noted that it would require a management plan.

F/18/03/12 **TO REVIEW THE DRAFT POLICY AND RECOMMENDATIONS FOR GDPR**
TCM gave a summary of the background to the new GDPR due to be introduced in

May 2018. The report and recommendations were considered and the following was agreed:

F/18/03/12.01 Recommendation

That the RFO be appointed as the DPO and be included in the Job Description and Contract of Employment.

F/18/03/12.02 Resolved

That a half hour training session on GDPR be arranged for all Cllrs to attend prior to the March 2018 Full Council meeting.

F/18/03/12.03 Recommendation

That the F&P Committee undertake the responsibilities for compliance with GDPR and amend the terms of reference accordingly.

F/18/03/12.04 Recommendation

That the draft GDPR Policy be considered.

F/18/03/12.05 Recommendation

That the RFO and TCM produce a time table to comply with GDPR.

F/18/03/12.06 Recommendation

That the Document Retention Policy be amended to reflect the GDPR and Record Management.

F/18/03/13 CORRESPONDENCE

None noted.

F/18/03/14 DATE OF NEXT MEETING

Monday 23rd April 2018 at 7.15pm at the Memorial Hall, High Street, Newmarket.

F/18/03/15 ITEMS FOR THE NEXT AGENDA

- Legionella recommendations

Meeting closed at 8:03pm

Signed _____ Date _____