



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 21st May 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/18/05/1	<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/18/05/2	<p><u>APOLOGIES</u></p> <p>None noted.</p>	
F/18/05/3	<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/18/05/4	<p><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 23RD APRIL 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Finance & Policy Committee meeting held on 23rd April 2018 and the following was agreed:</p> <p><u>F/18/05/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 23rd April 2018 be adopted and signed as a true record by the Mayor.</p> <p>There were no matters arising.</p>	
F/18/05/5	<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/18/05/6	<p><u>TO RECEIVE THE FINAL ACCOUNTS</u></p>	

TCM advised that the General Fund would need to be increased over the next few years and that sales of assets should be kept in an asset EMR rather than the General Fund.

It was noted that there was a St George's Day EMR and that this should be transferred to the General Fund. The following was agreed:

F/18/05/6.01 Resolved

That £4,070 in 340 EMR St George's Day be transferred to the General Fund.

It was noted that there was no EMR for Winter Wonderland and the following was agreed:

F/18/05/6.02 Resolved

That £1,245 from the income of the 2017/18 Winter Wonderland be transferred to a Winter Wonderland EMR.

The end of year audit had gone well and Members were asked to scrutinise the final accounts and to put any questions to TCM/RFO.

F/18/05/7 TO CONSIDER WRITING OFF A BAD DEBT

Members considered the request to write off a bad debt and noted the efforts of staff to bring the amount owed down. The following was agreed:

F/18/05/7.01 Resolved

That the outstanding amount of £1,244 be written off as a bad debt.

F/18/05/8 TO REVIEW THE PREPARATION FOR THE ANNUAL TOWN MEETING

TCM advised that preparations were continuing and that agendas and invitations had been sent out. FHDC had withdrawn the launch of the consultation for the High Street from the meeting.

F/18/05/9 TO REVIEW THE ANNUAL REPORT TO THE ANNUAL TOWN MEETING

TCM read out the draft report and the following was agreed:

F/18/05/9.01 Resolved

That the draft report to the Annual Town Meeting be accepted.

F/18/05/10 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 30/04/2018 (month 1) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/18/05/11 TO RECEIVE THE INCOME & EXPENDITURE REPORT FOR THE PERIOD (APRIL 2018)

Members assessed the Income & Expenditure report for April 2018. TCM advised that postage was being looked at and that they would be moving to a wireless system to reduce costs. The next priority would be to look at the provision of telephones.

F/18/05/12 TO RECEIVE AN UPDATE ON WORK TOWARDS COMPLIANCE FOR GDPR

TCM advised that more staff training was required and that the RFO would be visiting the documents and storage unit. An amendment to National Standing Orders regarding GDPR was expected and would be adopted when issued.

F/18/05/13 TO REVIEW STANDING ORDERS AND FINANCIAL STANDING ORDERS

Members reviewed the Standing Orders and Financial Standing Orders and the following was agreed:

F/18/05/14.01 Resolved

That the Standing Orders and Financial Standing Orders be received and adopted.

F/18/05/14 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (APRIL 2018)

Members reviewed CB1, CB2 and CB4 and TCM was asked to compare the supplier for stationery with other suppliers.

TCM advised that she was challenging the payment of business rates for the toilets as these were owned by FHDC and managed by NTC. The following was agreed:

F/18/05/14.01 Recommendation

That the ratification of the schedules of payments for the period 01/04/2018 – 30/04/2018 (Cash Book 1, 2 and 4) be received and adopted.

F/18/05/15 TO REVIEW THE RISK MANAGEMENT POLICY

Members reviewed the Risk Management Policy and a number of amendments were made to reduce some risks as action had already been taken to mitigate the risks. TCM agreed to update the policy and bring it back to the next meeting.

F/18/05/16 TO RECEIVE AN UPDATE ON HEALTH & SAFETY ISSUES

TCM advised that quotes to replace the fire doors were being looked at and that a keeping in touch meeting with the Health & Safety Officer would be held in the near future.

Quotes were being sought to recommission the Water Feature in the Memorial Gardens and as the summer season was on the horizon the following was agreed:

F/18/05/16.01 Resolved

That TCM be given delegated authority to spend up to £5,000 to expedite quotes for the Water Feature.

F/18/05/17 **CORRESPONDENCE**

None noted.

F/18/05/18 **DATE OF NEXT MEETING**

Monday 18th June 2018 at 7.15pm at the Memorial Hall, High Street, Newmarket.

F/18/05/19 **ITEMS FOR THE NEXT AGENDA**

- Final Accounts
- Risk Management Policy

Meeting closed at 8:35pm

Signed _____ Date _____