



# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Finance & Policy Committee**  
**Held on Monday 23<sup>rd</sup> April 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/18/04/1	<p><b><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></b></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/18/04/2	<p><b><u>APOLOGIES</u></b></p> <p>None noted</p>	
F/18/04/3	<p><b><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></b></p> <p>None noted.</p>	
F/18/04/4	<p><b><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> MARCH 2018 AND ANY MATTERS ARISING</u></b></p> <p>Members received the minutes of the Finance &amp; Policy Committee meeting held on 19<sup>th</sup> March 2018 and the following was agreed:</p> <p><b><u>F/18/04/4.01 Resolved</u></b>  <b>That the minutes of the Finance &amp; Policy Committee meeting held on 19<sup>th</sup> March 2018 be adopted and signed as a true record by the Mayor.</b></p> <p>There were no matters arising.</p>	
F/18/04/5	<p><b><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></b></p> <p>None noted.</p>	
F/18/04/6	<p><b><u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION</u></b></p>	

**CB1, CB2 AND CB4 FOR (MARCH 2018)**

Members reviewed CB1, CB2 and CB4 and the RFO advised that she would be speaking to RBS regarding the information presented in CB1. The following was agreed:

**F/18/04/6.01 Recommendation**

**That the ratification of the schedules of payments for the period 01/03/2018 – 31/03/2018 (Cash Book 1, 2 and 4) be received and adopted.**

**F/18/04/7 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 31/03/2018 (month 12) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

**F/18/04/8 TO RECEIVE THE INCOME & EXPENDITURE REPORT FOR THE PERIOD (MARCH 2018)**

Members assessed the Income & Expenditure report for March 2018 the RFO was advised that line 590 – deferred income was from the Mary Portas grant and this would be looked at.

RFO advised that an issue had been identified regarding the end of year action for 2017 and that the opening balances could not be cleared until the issue was resolved.

**F/18/04/9 TO AGREE KEY ISSUES FOR THE REPORT FOR THE ANNUAL MEETING**

A general discussion was held on the format of the meeting to make it more engaging for residents and included the following:

- All Cllrs to be seated at the top table
- Display achievements and plans of each Committee on boards
- Change the start time to 5:30pm to allow residents to look at the boards and ask informal questions.
- Provide refreshments for residents prior to the start of the meeting
- TCM to produce draft reports for each Committee
- The meeting to be advertised in the press and Facebook

The following was agreed:

**F/18/04/9.01 Recommendation**

**That the format of the meeting be changed and all Councillors be seated at the top table.**

**F/18/04/9.02 Recommendation**

**That the start time be changed to 5:30 and refreshments be served to residents.**

**F/18/04.9.03 Recommendation**

That the TCM produce draft reports for each Committee and to display achievements and plans on boards.

**F/18/04/9.04 Recommendation**

That the Mayor's Allowance be increased to £1,500 and that £500 be used for a budget for the Annual Meeting of the Town.

**F/18/04/10 UPDATE ON HEALTH AND SAFETY ISSUES - LEGIONELLA**

TCM advised that health and safety work was continuing, Legionella recommendations were being actioned and that two members of staff had completed an online training course. Discussions would be held with a company supplying water features.

**F/18/04/11 CORRESPONDENCE**

None noted.

**F/18/04/12 DATE OF NEXT MEETING**

Monday 21<sup>st</sup> May 2018 at 7.15pm at the Memorial Hall, High Street, Newmarket.

**F/18/04/13 ITEMS FOR THE NEXT AGENDA**

- Annual Meeting of the Town

Meeting closed at 8:30pm

Signed \_\_\_\_\_ Date \_\_\_\_\_