



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 9th July 2018 at 7.00pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)	Councillor J Lay
Councillor R Hood	Councillor R Nobbs
Councillor D Hudson (did not vote)	Councillor Winter

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

Minute	Action by
<p>F/18/07/1 <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 read out the Fire Safety Notice was not required and announced that the meeting may be filmed or recorded.</p>	
<p>F/18/07/2 <u>APOLOGIES</u></p> <p>Apologies were received from Cllr Morrey.</p>	
<p>F/18/07/3 <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>	
<p>F/18/07/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18TH JUNE 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Finance & Policy Committee meeting held on 18th June 2018 and the following amendments were made:</p> <p>Page 3 – F/18/06/15.01 was changed from resolved to a recommendation and the amount for the soldier silhouettes was changed from £600 to £750.</p> <p>Page 4 – F/18/06/17 – Date of next meeting was changed to read 9th July 2018.</p> <p>Subject to the amendments being made, the following was agreed:</p> <p><u>F/18/07/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 18th June 2018 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.</p> <p>Matters arising:</p> <p>Page 2 – F/18/06/8 Telephone System – TCM advised that the new provider had</p>	

identified all of the phone numbers and that the red phone would need to be retained as a separate line. The new system would be installed in August 2018.

Page 3 – F/18/06/15.01 – RFO advised that the soldier silhouettes had not yet been ordered.

F/18/07/5 **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**

None noted.

F/18/07/6 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (JUN 2018)**

Members reviewed CB1, CB2 and CB4 and TCM advised that costs for stationary providers had been compared with the current provider being the most cost effective. A request was made for the costs be presented on a spreadsheet and that the provider be asked to match the price of any cheaper items.

RFO advised that a new cheque book from Unity Trust was now in use and that signatories would be set up to make payments online. However, a request for Barclays to transfer the balance had not been actioned but would be finalised in the next few weeks. The following was agreed:

F/18/07/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/06/2018 – 30/06/2018 (Cash Book 1, 2 and 4) be received and adopted.

F/18/07/7 **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 30/05/2018 (month 2) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/18/07/8 **TO RECEIVE THE INCOME & EXPENDITURE REPORT FOR THE PERIOD (JUNE 2018)**

Members assessed the Income & Expenditure report for June 2018. RFO advised that the deferred grants could be residual funds from the Mary Portas grant and further enquiries would be made.

TCM advised that the Emergency Plan would be put on the agenda following a meeting with the Emergency Planners on 17th July 2018. A meeting had been held to set the priorities of the PCSO and a start date would now be sought. The spend on the website project would exceed the allocated budget and would need additional funds.

F/18/07/9 TO RECEIVE A RECOMMENDATION FROM THE BOUNDARY COMMISSION

Members considered the Boundary Commission's proposal and the following was agreed:

F/18/07/9.01 Recommendation

That the Boundary Commission's proposal for 6 Town Council Wards not be accepted. It would create divisions in the heart of the Community, would not reflect the Community identity, and/or support cohesive Communities and would be unworkable. The Parish Wards should align with District Wards for continuity, local understanding and reduction of administration costs. This would create 3 Wards of 6 Town Council Members and allow District Wards to retain the historic Newmarket names as follows:

- **Newmarket North – Studlands**
- **Newmarket East – All Saints and Several**
- **Newmarket West becomes Newmarket Heath**

Should the Boundary Commission not be able to accommodate this, further consultation would be requested.

F/18/07/10 TO COMMENCE REVIEW ON THE MISSION STATEMENT

Members reviewed the Mission Statement and a number of amendments were made. The following was agreed:

F/18/07/10.01 Recommendation

That subject to amendments being made, the revised Mission Statement be adopted.

F/18/07/11 TO COMMENCE REVIEW OF THE MEDIUM TERM FINANCIAL PLAN

Members reviewed the Medium Term Financial Plan and TCM advised that the rolling capital should be used to fund future projects. Members considered a number of amendments and the following was agreed:

F/18/07/11.01 Recommendation

That subject to amendments being made, the revised Medium Term Financial Plan be adopted.

F/18/07/12 TO COMMENCE REVIEW OF THE CORPORATE STRATEGY

Members were asked to review the Corporate Strategy and to send comments and amendments to TCM by the beginning of August.

F/18/07/13 TO RECEIVE AN UPDATE ON HEALTH & SAFETY ISSUES

TCM advised that the water feature was up and running, risk assessments were in place and Legionella tests were being conducted. The temperature of the water was being checked on a daily basis. The new fire doors had been installed and the Ellis Witham Health & Safety Consultant would be visiting in September.

F/18/07/14 CORRESPONDENCE

None noted.

F/18/07/15 **DATE OF NEXT MEETING**

Monday 20th August 2018 at 7.15pm at the Memorial Hall, High Street, Newmarket.

F/18/07/16 **ITEMS FOR THE NEXT AGENDA**

- Emergency Plan
- Deferred Grants
- Corporate Strategy
- Councillor Training

F/18/07/17 **EXCLUSION OF THE PRESS & PUBLIC**

With the vote being unanimous, it was:

18/07/17.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

F/18/07/18 *****TO DICUSS A SPECIFIC HELATH & SAFETY ISSUE*****

TCM advised that the annual fire extinguisher service had been carried out and it had been identified that 3 extinguishers were missing and had been replaced with ones that were last inspected October 2017. These did not belong to NTC and were on their last service. All fire extinguishers had been marked as property of NTC and were serviced.

Meeting closed at 8:27pm

Signed _____ Date _____