



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 20th August 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor R Hood (Mayor)

Councillor J Lay (Vice Chairman)

Councillor D Hudson (non voting)

Councillor R Nobbs

Councillor Winter

Also Present: Bobby Bennett – TCM, Cathy Whitaker – RFO, and 1 Member of the Press

	Minute	Action by
F/18/08/1	<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 the Fire Safety Notice was noted and announced that the meeting may be filmed or recorded.</p>	
F/18/08/2	<p><u>APOLOGIES</u></p> <p>Apologies were received from Cllrs Drummond and Morrey.</p>	
F/18/08/3	<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/18/08/4	<p><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9TH JULY 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Finance & Policy Committee meeting held on 9th July 2018 and the following was agreed:</p> <p><u>F/18/08/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 9th July 2018 be adopted and signed as a true record by the Vice Chairman of the Finance & Planning Committee.</p> <p>There were no matters arising.</p>	
F/18/08/5	<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/18/08/6	<p><u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (JULY 2018)</u></p>	

It was noted that there had been issues with the Barclays switching team and that the RFO was arranging for the remaining balance and direct debits to be transferred manually.

It was noted that the Neighbourhood planning fee was for 5 months and that two months were from the previous financial year. The RFO would request monthly invoices and breakdowns.

The RFO would report on the cost of Kiosk repairs to the next F&P committee meeting.

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

F/18/08/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/07/2018 – 31/07/2018 (Cash Book 1, 2 and 4) be received and adopted.

F/18/08/7 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 had confirmed prior to the meeting that the bank reconciliations relating to the end of 31/07/2018 (month 4) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/18/08/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR JULY 2018

Members received and noted the income and expenditure for July 2018.

F/18/08/9 TO CONSIDER DEFERRED GRANTS

Members considered the amount listed under Liabilities and deferred grant and the following was agreed:

F/18/08/9.01 Resolved

That subject to meeting the terms of the original grant, the funds totalling £2455 be moved to EMR 313 Town Centre Regeneration.

F/18/08/10 TO RECEIVE AN UPDATE ON A PCSO

Members were updated, and the following was agreed:

F/18/08/10.01 Recommendation

That the Mayor, Deputy Mayor and TCM meet with Suffolk Constabulary in 26th September to discuss the service level agreement regarding the PCSO.

F/18/08/11 TO RECEIVE AN UPDATE ON THE EMERGENCY PLAN

The Chairman advised that following the emergency in June, the TCM had met with the Emergency Officer for the area who would be supporting the Town Council with the revision of the Emergency Plan. The staff and councillors had been offered rest centre training. TCM to progress this.

F/18/08/12 TO REVIEW THE CORPORATE STRATEGY

The corporate strategy was reviewed, and the following was agreed:

F/18/08/12.01 Recommendation

That subject to minor amendments, the Corporate Strategy be readopted.

F/18/08/13 TO DISCUSS COUNCILLOR TRAINING

Councillors had suggested the following topics for training:

Planning

Disability Discrimination

County Lines

Accounts

Emergency Rest Centre

In addition, LCPAS could offer evening sessions on a variety of corporate governance issues. A report would be put the Full Town Council meeting for discussion.

F/18/08/14 TO RECEIVE AN UPDATE ON HEALTH AND SAFETY ISSUES

The Health and Safety adviser was due to attend for the annual review in September.

F/18/08/15 CORRESPONDENCE

None noted.

F/18/08/16 DATE OF NEXT MEETING

Monday 17th September 2018 at 7.15pm at the Memorial Hall, High Street, Newmarket.

F/18/08/17 ITEMS FOR THE NEXT AGENDA

Kiosk Financial Spend vs Income

Meeting closed at 8.15pm

Signed _____ Date _____