



# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Finance & Policy Committee**  
**Held on Monday 15<sup>th</sup> October 2018 at 6.50 pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor A Drummond (Chairman)  
Councillor R Hood

Councillor J Lay  
Councillor Winter

Also Present: Cathy Whitaker – RFO and Julie Ashton – Minute Assistant

	<b>Minute</b>	<b>Action by</b>
F/18/10/1	<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 at 6:50 and advised that the Fire Safety Notice was not required. It was confirmed that the meeting may be filmed or recorded.</p>	
F/18/10/2	<p><b><u>APOLOGIES</u></b></p> <p>Apologies were received from Cllrs Morrey and Nobbs.</p>	
F/18/10/3	<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/18/10/4	<p><b><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> SEPTEMBER 2018 AND ANY MATTERS ARISING</u></b></p> <p>Members received the minutes of the Finance &amp; Policy Committee meeting held on 17<sup>th</sup> September 2018 and the following was agreed:</p> <p><b><u>F/18/10/4.01 Resolved</u></b> <b>That the minutes of the Finance &amp; Policy Committee meeting held on 17<sup>th</sup> September 2018 be adopted and signed as a true record by the Chairman of the Finance &amp; Planning Committee.</b></p> <p>Matters arising: Page 2 – F/18/09/9 – RFO advised that the report on the Kiosk costs would be available at the next meeting.</p>	
F/18/10/5	<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/18/10/6	<p><b><u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1,</u></b></p>	

**CB2 AND CB4 FOR (SEPTEMBER 2018)**

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

**F/18/10/6.01 Recommendation**

**That the ratification of the schedules of payments for the period 01/09/2018 – 30/09/2018 (Cash Book 1, 2 and 4) be received and adopted.**

**F/18/10/7 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 30/09/2018 (month 6) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

**F/18/10/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR SEPTEMBER 2018**

Members received and noted the income and expenditure for September 2018. RFO advised that adjustments had been made to the coding and that the reports now showed a true figure. The internal audit had been booked to take place at the end of November 2018.

**F/18/10/9 SUFFOLK COUNTY COUNCIL BUDGET CONSULTATION**

Members considered the consultation and a link would be sent to all Councillors with a request to complete it individually online.

**F/18/10/10 TO CONSIDER BUILDING UP THE GENERAL RESERVE**

RFO advised that at the internal audit the strategy to build up the General Reserve would be considered.

**F/18/10/11 TO RECEIVE AN UPDATE ON HEALTH & SAFETY ISSUES**

RFO advised that the Annual Health & Safety and Fire Safety reports were awaited.

**F/18/10/12 CORRESPONDENCE**

None noted.

**F/18/10/13 DATE OF NEXT MEETING**

Monday 19<sup>th</sup> November 2018 following the preceding meeting but no later than 7:15pm at the Memorial Hall, High Street, Newmarket.

**F/18/10/14 ITEMS FOR THE NEXT AGENDA**

- Insurance for Employment Tribunal Cover
- Income and expenditure report for the Kiosk costs

Meeting closed at 7:43pm

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