



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee

Held on Monday 10th December 2018 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)
Councillor R Hood

Councillor D Hudson (non-voting)
Councillor J Lay
Councillor J Morrey

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

	Minute	Action by
F/18/12/1	<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. It was confirmed that proceedings may be filmed or recorded.</p>	
F/18/12/2	<p><u>APOLOGIES</u></p> <p>Apologies were received from Cllrs Nobbs and Winter.</p>	
F/18/12/3	<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/18/12/4	<p><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19TH NOVEMBER 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Finance & Policy Committee meeting held on 19th November 2018 and the following was agreed:</p> <p><u>F/18/12/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 19th November 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/18/11/8 – TCM advised that the Police were responsible for advertising the PCSO post.</p>	
F/18/12/5	<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>	

None noted.

F/18/12/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (NOVEMBER 2018)

TCM advised that she had sought approval from the Mayor and the Chairman of the Community Services to authorise a payment over £1,000. TCM advised that the insurance would be renewed in January 2019 and she was asked to ensure that all buildings were revalued.

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

F/18/12/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/11/2018 – 30/11/2018 (Cash Book 1, 2 and 4) be received and adopted.

F/18/12/7 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 30/11/2018 (month 8) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/18/12/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR NOVEMBER 2018

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

F/18/12/9 TO AGREE THE COSTS ASSOCIATED WITH THE TERMINATION OF CONTRACT WITH SHIRE LEASING

The RFO advised that a copy of the original contract had been received and had been signed by the Mayor in 2016.

Cllr Hood joined the meeting

There was little difference in the costs to carry on paying the quarterly invoices and the settlement quote but it would be better to terminate the contract in this financial year. The following was agreed:

F/18/12/9.01 Recommendation

That subject to confirmation of the signature on the contract, that the settlement quote be accepted and paid.

F/18/12/10 TO RECEIVE AND ADOPT THE FINAL 2019/20 BUDGET

TCM presented the final budget and further amendments were made. The following was agreed:

F/18/12/10.01 Recommendation

That subject to the amendments being made, the final F&P Budget for 2018/19 be received and adopted.

F/18/12/11 TO RECEIVE AN UPDATE ON HEALTH & SAFETY ISSUES

TCM advised that the Health & Safety report had been circulated to Members and there was only a short list of actions to be taken. These would be reviewed in 3 months.

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

Internal Audit Report 2018-19 – the report and recommendations were noted and the TCM was congratulated for the few recommendations received. The report would be added to the next agenda for a recommendation for full Council.

F/18/12/13 **DATE OF NEXT MEETING**

Monday 21st January 2019 at the Memorial Hall, High Street, Newmarket.

F/18/12/14 **ITEMS FOR THE NEXT AGENDA**

- Internal Audit Report 2018-19

Meeting closed at 8:25pm

Signed _____ Date _____