



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 21st January 2019 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)
Councillor J Lay
Councillor J Morrey

Councillor R Nobbs
Councillor P Winter

Also Present: Roberta Bennett – TCM, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Cllr Hulbert and 1 Member of the Public.

	Minute	Action by
F/19/01/1	<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/19/01/2	<p><u>APOLOGIES</u></p> <p>Apologies were received from Cllr Hood.</p>	
F/19/01/3	<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/19/01/4	<p><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 10TH DECEMBER 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Finance & Policy Committee meeting held on 10th December 2018 and the following was agreed:</p> <p><u>F/19/01/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 10th December 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/18/12/9 – RFO confirmed that the settlement fee had been paid.</p>	
F/19/01/5	<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>A resident informed the Committee that the Internal Audit Report was a delight to</p>	

read.

F/19/01/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (DECEMBER 2018)

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

F/19/01/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/12/2018 – 31/12/2018 (Cash Book 1, 2 and 4) be received and adopted.

F/19/01/7 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 31/12/2018 (month 9) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/19/01/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR DECEMBER 2018

TCM and RFO gave a verbal report on the Income and Expenditure and Members were advised that the Civic Fund was under budget and the following was agreed:

F/19/01/8.01 Recommendation

That that the Civic Fund be increased from £1,000 to £2,500.

TCM advised that her current laptop was insufficient for her work and the following was agreed:

F/19/01/8.02 Recommendation

That a more powerful laptop be purchased for the TCM.

The old laptop would be used for presentations at meetings.

The RFO advised that UtilityWise had conducted an audit on all of the utility metres and had recommended that the contracts be switched to one supplier. The following was agreed:

F/19/01/8.03 Recommendation

That the utility contracts for the supply of electric and gas be switched to Total Gas and Power when current contracts expire.

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

F/19/01/9 TO RECEIVE THE INTERNAL AUDIT REPORT 2018 -19

Members noted that there were only 4 recommendations for action and congratulated the TCM and RFO for their work. RFO reported the following actions to address the recommendations:

R1. From December 2018 TCM was now approving the journal entries and

initialling them.

R2. The main Barclay account had been closed and the salaries account would be closed when it is switched to online banking. Cheque signatories would be asked to make trial online payments to confirm that it works.

R3. TCM and RFO would visit West Suffolk to check the burial records.

R4. From December 2018 TCM was now signing overtime claims as evidence of being reviewed.

The following was agreed:

F/19/01/9.01 Recommendation

That the internal audit report for 2018-19 be received and adopted.

F/19/01/10 TO RECEIVE AN UPDATE ON HEALTH & SAFETY ISSUES

TCM advised that the Fire Safety report for the Cemetery would be conducted in January 2019 and there was nothing further to report.

F/19/01/11 CORRESPONDENCE

None noted.

F/19/01/12 DATE OF NEXT MEETING

Monday 18th February 2019 at the Memorial Hall, High Street, Newmarket.

F/19/01/13 ITEMS FOR THE NEXT AGENDA

- Communications & Marketing Policies
- Grant to the CAB

Meeting closed at 7:39pm

Signed _____ Date _____