

Membership from May 2019

Councillor Drummond - Chairman
Councillor Hood - Vice Chairman
Councillor Caesar
Councillor Cooke
Councillor De'Ath
Councillor Kerby
Councillor Lay
Councillor Lindsay



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the

FINANCE & POLICY COMMITTEE to be held at

Memorial Hall, High Street, NEWMARKET on

Monday 12th August 2019 at 7.00pm

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

AGENDA

1. Chairman to read fire safety notice and announce that proceedings may be filmed or recorded.
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
4. MINUTES - To receive and confirm for accuracy the Minutes of the Meeting held on 15th July 2019 and any matters arising.
5. PUBLIC PARTICIPATION 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions may only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION – to review cashbooks for the previous month (To be on the table if available)
7. FINANCE - To confirm that the Bank Statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee (To be on the table if available)
8. FINANCE - To receive the income and expenditure for the previous month (To be on the table if available)
9. POLICY REVIEW – To review the following policies:
 - a. Communications Policy
 - b. Marketing Policy
 - c. Publicity Policy
 - d. Training and Development Policy
 - e. Business Continuity Policy
 - f. Flag Flying Policy
10. FIRE ALARM - To receive an update
11. HEALTH AND SAFETY – Monthly Review – to be tabled at meeting
12. CORRESPONDENCE
 - a. Food and Drink Festival
13. Date of next meeting **Monday 16th September 2019**
14. To note items for consideration at the next meeting

Signed

Roberta Bennett, Town Council Manager, 6th August 2019

To: Chairman and Members of F&P Committee Other Council Members, the press and public

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Newmarket

TOWN COUNCIL

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

Attendance:

Councillor A Drummond (Chairman)
Councillor S Ceasar (non-voting)
Councillor R Hood

Councillor T Kerby
Councillor J Lay
Councillor K Lindsay

Also Present: Bobby Bennett – TCM, Julie Ashton – Minute Assistant and 3 Members of the Public.

	Minute	Action by
F/19/07/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> 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.	
F/19/07/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Cooke and De'Ath.	
F/19/07/3	<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> None noted.	
F/19/07/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 17TH JUNE 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 17th June 2019 and the following amendment was made at the full Council meeting 24th June 2019: <u>19/06/16.02 Resolved (F/19/06/9.01 Recommendation)</u> <u>That the Standing Orders be amended to allow any Committee (except Finance & Policy and Human Resources) to be made up on a volunteer basis.</u> Subject to the amendment being made, the following was agreed: <u>F/19/07/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 17th June 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.</u> There were no matters arising.	
F/19/07/5	<u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE</u>	

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

A resident welcomed the change of Standing Orders regarding the membership of Committees but asked why Cllrs were excluded from membership of the F&P and HR Committees. TCM advised that Standing Orders sets out that membership is made up of the Chairmen and Vice Chairmen to these Committees.

He also asked if there was a budget to fight Network Rail Public Inquiry regarding the closure of the Weatherby Crossing in the Autumn as SCC were now taking a back seat. TCM advised that there was no budget but last year Network Rail held consultations in the Memorial Hall and this would be offered again. TCM was surprised to hear that SCC were taking a back seat and she would check this out at a meeting due to be held 19th July 2019.

F/19/07/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (JUNE 2019)

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

F/19/07/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/06/2019 – 30/06/2019 (Cash Book 1, 2 and 4) be received and adopted.

Cllr Hood joined the meeting.

F/19/07/7 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 30/06/2019 (month 3) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/19/07/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR JUNE 2019.

TCM advised that the Income and Expenditure reports for June 2019 were where they were expected to be and the increase to the insurance for the enhanced Memorial Gardens was noted. The Income and Expenditure reports were received and noted for June 2019.

F/19/07/9 TO REVIEW THE FOLLOWING POLICIES

a) COMMUNITY & SOCIAL POLICY

The Community & Social Policy was reviewed and the following was agreed:

F/19/07/9.01 Recommendation

That the Community & Social Policy be adopted.

b) COMMUNITY ENGAGEMENT POLICY

The Community Engagement Policy was reviewed and the following was agreed:

F/19/07/9.02 Recommendation

That the Community Engagement Policy be adopted.

c) QUALITY POLICY

The Quality Policy was reviewed and the following was agreed:

F/19/07/9.03 Recommendation

That the Quality Policy be adopted.

d) PROTECTION OF CHILDREN & VULNERABLE ADULT POLICY

The Protection of Children & Vulnerable Adult Policy was reviewed and the following was agreed:

F/19/07/9.04 Recommendation

That the Protection of Children & Vulnerable Adult Policy be adopted.

e) VOLUNTEERS POLICY

The Volunteers Policy was reviewed and the following was agreed:

F/19/07/9.05 Recommendation

That the Volunteers Policy be adopted.

f) GRANTS & FUNDING POLICY

The Grants & funding Policy was reviewed and the following was agreed:

F/19/07/9.06 Recommendation

That the Grants & Funding Policy be adopted.

g) TREASURY MANAGEMENT POLICY

The Treasury Management Policy was reviewed and the following was agreed:

F/19/07/9.07 Recommendation

That the Treasury Management Policy be adopted.

F/19/07/10 ELLIS WHITTAM – SERVICE PROPOSAL

TCM advised that a 5 year service proposal had been received and that this had been an invaluable resource with excellent service. Members consider the 5 year service proposal and the following was agreed:

F/19/07/10.01 Resolved

That the Ellis Whittam 5 year service proposal be received and accepted.

F/19/07/11 TO RECEIVE AN UPDATE ON THE FIRE ALARM

TCM advised that when the stage lights were being inspected, the fire alarm was accidentally tripped and a full evacuation of the building was executed. This would be counted as a successful fire drill. TCM was asked to look into ways of switching off the alarm remotely when accidentally tripped.

F/19/07/12 HEALTH AND SAFETY MONTHLY REVIEW

TCM circulated the monthly Health & Safety report at the meeting which was noted.

Cllr Borda joined the meeting.

F/19/07/13 GOVERNANCE – TO RECEIVE A REPORT ON CS RESOLUTION C/19/04/6.01 AND CONSIDER ANY ACTION

TCM advised that due to overspend in other areas and a recommendation from the Auditor to build up the General Reserve it had not been possible to transfer the Community Services surplus of £28,000 for the Clock Tower Project. The Committee were committed to carrying out the Clock Tower Project which already has an earmarked reserve of £42,000. The Community Services committee would be considering tenders for this work and the budget would be carefully managed. The following was agreed:

F/19/07/13.01 Resolved

That the Community Services resolution to transfer the surplus of £28,000 to the Clock Tower Project not be carried out and that the funds remain in the General Reserve to meet the financial responsibilities of the Council.

F/19/07/14 CORRESPONDENCE

None noted.

F/19/07/15 DATE OF NEXT MEETING

Monday 19th August 2019 at the Memorial Hall, High Street, Newmarket.

F/19/07/16 ITEMS FOR THE NEXT AGENDA

None noted.

Meeting closed at 8:02pm

Signed _____ Date _____



Mayor Rachel Hood
Newmarket Town Council
Memorial Hall
High Street
Newmarket
CB8 8JP

25 July 2019

Dear Mayor Rachel Hood

Re Funding support application – Newmarket Food & Drink Festival

I would like to make application for funding support for the Newmarket Food & Drink Festival being held over the weekend of 14 and 15 September this year.

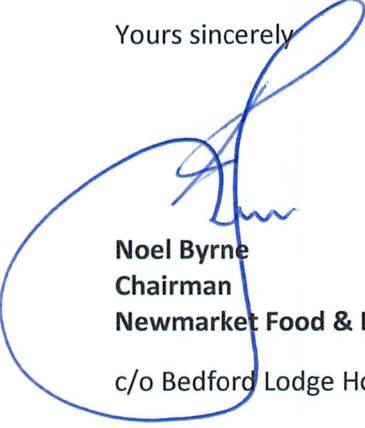
We are now in our fifth year of this event, having held the last two in and around the grounds of Palace House, and before that at the Racecourse. Last year we counted in excess of 8000 unique visitors to the Festival, that is aside from those that visited the town for shopping reasons, or to experience the 800 anniversary of the Town Market Charter. We had 28 exhibitors, all focused on food and drink, as well as several musicians in the Palace House gardens. Added to this the appearance of Rosemary Schrager as well as many other local Chefs to demonstrate their cooking skills throughout the weekend.

This year we have already 51 exhibitors booked for the event, which will now cover twice the area of last years, and with greater marketing and promotion, we hope to encourage many more visitors than we have had before. We are getting extraordinary radio coverage and promotion and have employed the services of the person who promotes all the festivals in Cambridge to work alongside us. We have again employed the services of Rosemary Schrager as well as some new and some old Chef favourites to demonstrate their skills in the Demo kitchen. The kitchen kicks off with a final competition between three local colleges – West Suffolk, Cambridge Regional College and Norwich Catering College, all competing in a cook-off to see who is judged to be the best on the day. This has gained much more support and promotes the town to the colleges and its catering students.

We very much appreciate that the Town Council have supported us in the last two years and would hope that this is possible again this year. We are looking for an increase in support if possible, to help with the promotion of this event in the coming months leading up to the weekend. The figure we are hoping to apply for is £2500.00. This will enable us to reach even more people, who may well end up as a visitor.

I hope the council can look favourably upon this application. If there is anything else you need from me in order to support this application, please do let me know.

Yours sincerely



Noel Byrne
Chairman
Newmarket Food & Drink Festival Committee

c/o Bedford Lodge Hotel