



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 12th August 2019 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)
Councillor S Ceasar
Councillor R Hood

Councillor J Lay
Councillor K Lindsay - Resigned

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

	Minute	Action by
F/19/08/1	<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/19/08/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Cooke, De'Ath and Kerby.	
F/19/08/3	<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/19/08/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 15TH JULY 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 15th July 2019 and the following was agreed: <u>F/19/08/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 15th July 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. Matters arising: Page 2 – F/19/07/5 – TCM advised that SCC had asked NTC to take the lead in presenting the evidence for the Weatherby crossing Public Inquiry but she would follow this up regarding funding for legal representation.	
F/19/08/5	<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>	

Cllr Hulbert advised that a response from the Transport Secretary was still awaited regarding the Weatherby crossing.

**F/19/08/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1, CB2 AND CB4 FOR (JULY 2019)**

TCM advised that the schedules were not available and would be presented at the next meeting.

**F/19/08/7 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 confirmed that the bank reconciliations would be signed when they were available.

F/19/08/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR JUNE 2019.

TCM advised that the Income and Expenditure reports for July 2019 were not available and would be presented at the next meeting.

F/19/08/9 TO REVIEW THE FOLLOWING POLICIES

a) COMMUNICATIONS POLICY

The Communications Policy was reviewed and the following was agreed:

F/19/08/9.01 Recommendation

That the Communications Policy be adopted.

b) MARKETING POLICY

The Marketing Policy was reviewed and the following was agreed:

F/19/08/9.02 Recommendation

That the Marketing Policy be adopted.

c) PUBLICITY POLICY

The Publicity Policy was reviewed and the following was agreed:

F/19/08/9.03 Recommendation

That the Publicity Policy be adopted.

d) TRAINING AND DEVELOPMENT POLICY

The Training and Development Policy was reviewed and the following was agreed:

F/19/08/9.04 Recommendation

That the Training and Development Policy be adopted.

e) BUSINESS COMMUNITY POLICY

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

F/19/08/9.05 Recommendation

That the Business Community Policy be adopted.

f) FLAG FLYING POLICY

The Flag Flying Policy was reviewed and the following was agreed:

F/19/08/9.06 Recommendation

That the Flag Flying Policy be adopted.

F/19/08/10 TO RECEIVE AN UPDATE ON THE FIRE ALARM

TCM advised that the CCTV system would need to be upgraded in order for the fire alarm to be accessed remotely. This would be budgeted for next year.

A member of the public left the meeting.

F/19/08/11 HEALTH AND SAFETY MONTHLY REVIEW

TCM advised that it was an excellent report with only two outstanding actions. The monthly Health & Safety report was circulated at the meeting and noted. A request was made to add the names of the staff completing the safety checks on the form.

TCM advised that a local business had offered to replace the stolen defibrillator and the Mayor would send a letter of thanks.

F/19/08/12 CORRESPONDENCE

Request for funding for the Food and Drink Festival was considered and the following was agreed:

F/19/08/12.01 Resolved

That £1,250 be donated to support the Food and Drink Festival from the grants budget and marketing of the event would be included at the Soapbox Derby and on local radio. That the Events Manager assists with marketing on social media.

F/19/08/13 DATE OF NEXT MEETING

Monday 16th September 2019 at the Memorial Hall, High Street, Newmarket.

F/19/08/14 ITEMS FOR THE NEXT AGENDA

- Schedule of payments for July 2019
- Income and Expenditure reports for July 2019

Meeting closed at 8:00pm

Signed _____ Date _____