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	**CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED** 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	**APOLOGIES FOR ABSENCE** Apologies were received from Cllrs Cooke and De'Ath.	
F/19/07/3	**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** None noted.	
F/19/07/4	**TO CONFIRM THE MINUTES OF THE MEETING HELD ON 17TH JUNE 2019 AND ANY MATTERS ARISING** 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: **19/06/16.02 Resolved** *(F/19/06/9.01 Recommendation)* **That the Standing Orders be amended to allow any Committee (except Finance & Policy and Human Resources) to be made up on a volunteer basis.** Subject to the amendment being made, the following was agreed: **F/19/07/4.01 Resolved** **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.** There were no matters arising.	
F/19/07/5	**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

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 accidently 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 accidently 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 ________________________