



Newmarket

TOWN COUNCIL

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

Attendance:

Councillor A Drummond (Chairman)
Councillor J Lay
Councillor R Hood

Councillor J Morrey
Councillor R Nobbs
Councillor P Winter

Also Present: Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 1 Member of the Public.

	Minute	Action by
F/19/04/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting at 6:35 and advised that the Fire Safety Notice was not required. It was confirmed that proceedings may be filmed or recorded.	
F/19/04/2	<u>APOLOGIES FOR ABSENCE</u> None noted.	
F/19/04/3	<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/19/04/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18TH MARCH 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 18th March 2019 and the following was agreed: <u>F/19/0/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 18th March 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. Matters arising: Page 2 F/19/03/4.02 – That the CAB be added to the list of members of other bodies to appoint a representative to attend monthly meetings.	
F/19/04/5	<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> None noted.	

- F/19/04/6** **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (FEBRUARY 2019)**
Members reviewed CB1, CB2 and CB4 and the following was agreed:
- F/19/03/6.01 Recommendation**
That the ratification of the schedules of payments for the period 01/03/2019 – 31/03/2019 (Cash Book 1, 2 and 4) be received and adopted.
- F/19/04/7** **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 31/03/2019 (month 12) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.
- F/19/04/8** **TO RECEIVE THE INCOME AND EXPENDITURE FOR FEBRUARY 2019**
Members received and noted the draft figures for income and expenditure for March 2019. The accounts would be closed 28th April 2019 and the final transfers from the Earmarked Reserves would be included.
- F/19/04/9** **PAYPAL/CREDIT CARD**
The RFO advised that an account had been set up and needed to be tested. Testing would include multiple bookings for the Soap Box Derby.
- F/19/04/10** **TO RECEIVE A REPORT ON CHARITABLE FUND**
The RFO had carried out research on setting up a charitable fund and gave a verbal update on the process. Templates were available on the HMRC website and these would be used to set up the fund and account.
- F/19/04/11** **TO RECEIVE AN UPDATE ON HEALTH & SAFETY ISSUES**
An update was not available however the following issues were raised:
- RFO was asked to check if the PSPO was still valid to ban dogs from using the Memorial Gardens following the removal of the fencing.
 - Signs to be purchased for the toilet doors to designate which should be used by females, males and disabled.
- F/19/04/12** **HEALTH AND SAFETY MONTHLY REVIEW**
The monthly safety inspection report was not available.
- F/19/04/13** **CORRESPONDENCE**
None noted.
- F/19/04/14** **DATE OF NEXT MEETING**
Monday 20th May 2019 at the Memorial Hall, High Street, Newmarket.
- F/19/04/15** **ITEMS FOR THE NEXT AGENDA**
None noted.

Meeting closed at 7:20pm

Signed _____ Date _____