



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee

Held on Monday 16th September 2019 at 7:00pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)

Councillor R Hood

Councillor S Ceasar (non-voting)

Councillor T Kerby

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

	Minute	Action by
F/19/09/1	<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/19/09/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs De’Ath and Lay. Cllr Cooke was absent.	
F/19/09/3	<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/19/09/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 12TH AUGUST 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 12th August 2019 and the following was agreed: <u>F/19/09/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 12th August 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. Matters arising: Page 2- F/19/08/7 – The Chairman confirmed that the bank reconciliations relating to the end of 30/07/2019 (month 4) for the Town Council’s Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee. Page 3 – F/19/08/12.01 Resolved – it was noted that the Food & Drink Festival had not been added to the NTC calendar and that the signs had also advertised the Open Weekend which would take place next week. There was also no date on the signs and it was felt that the advertising for this event should be improved for next year	

and the following was agreed:

F/19/09/4.01 Resolved

That the Events Manager be asked to ensure that the Open Weekend is on the NTC Calendar and that it is also on the West Suffolk website. That the comments regarding advertising be fed back to the organisers of the event.

F/19/09/5 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

None noted.

F/19/09/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (AUGUST 2019)

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

F/19/09/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/08/2019 – 31/08/2019 (Cash Book 1 and 2) be received and adopted.

F/19/09/7 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 31/08/2019 (month 5) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/19/09/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR AUGUST 2019.

The Income and Expenditure reports for August 2019 were received and noted.

F/19/09/9 TO REVIEW THE FOLLOWING POLICIES

a) GLOSSARY OF TERMS & ACRONYMS

The Glossary of Terms & Acronyms was reviewed and the following was agreed:

F/19/09/9.01 Recommendation

That the Glossary of Terms & Acronyms be adopted.

b) ASSET REGISTER

The Asset Register was reviewed and the following was agreed:

F/19/09/9.02 Recommendation

That the Asset Register be adopted.

c) EMPLOYEE HANDBOOK & PERSONNEL POLICIES

The Employee Handbook & Personnel Policies were reviewed and the following was agreed:

F/19/09/9.03 Recommendation

That the Employee Handbook & Personnel Policies be adopted.

d) PUBLICATION SCHEME & INFORMATION GUIDE

The Publication Scheme & Information Guide were reviewed and the following was agreed:

F/19/09/9.04 Recommendation

That the Publication Scheme & Information Guide be adopted.

e) MAYOR'S ALLOWANCE SCHEME

The Mayor's Allowance Scheme was reviewed and the following was agreed:

F/19/09/9.05 Recommendation

That the Mayor's Allowance Scheme be adopted.

f) RISK MANAGEMENT SCHEME

The Risk Management Scheme was reviewed and the following was agreed:

F/19/09/9.06 Recommendation

That the Risk Management Scheme be adopted.

g) TOWN EMERGENCY PLAN

The Town Emergency Plan was reviewed and the following was agreed:

F/19/09/9.07 Recommendation

That the Town Emergency Plan be adopted.

h) PRIVACY POLICY

The Privacy Policy was reviewed and the following was agreed:

F/19/09/9.08 Recommendation

That the Privacy Policy be adopted.

F/19/09/10 TO RECEIVE THE MONTHLY PCSO REPORT

The Committee welcomed the PCSO report and they liked the brevity of it. It was noted that Inspector Shipton would be attending the next full Council meeting. The following was agreed:

F/19/09/10.01 Resolved

That a letter of thanks be sent to the PCSO for the report along with a request for this to become a monthly requirement.

F/19/09/11 HEALTH AND SAFETY MONTHLY REVIEW

RFO circulated the monthly Health & Safety report and the Fire Risk Assessments at the meeting. RFO advised that all recommendations for the Fire Risk Assessments had been actioned. The Chairman signed the monthly Health & Safety report.

F/19/09/12 CORRESPONDENCE

Notice of Casual Vacancy for Scaltback was noted. Date to be confirmed.

F/19/09/13 DATE OF NEXT MEETING

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

F/19/09/14 ITEMS FOR THE NEXT AGENDA

None noted.

Meeting closed at 7:38pm

Signed _____ Date _____