



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee

Held on Monday 17th September 2018 at 6.50 pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)

Councillor J Morrey

Councillor R Hood

Councillor D Hudson (non-voting)

Councillor R Nobbs

Councillor Winter

Also Present: Bobby Bennett – TCM, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and Cllr Hulbert

Minute	Action by
F/18/09/1 <u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting at 6:50 and advised that the Fire Safety Notice was not required. It was confirmed that the meeting may be filmed or recorded.	
F/18/09/2 <u>APOLOGIES</u> Apologies were received from Cllr Lay.	
F/18/09/3 <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/18/09/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20TH AUGUST 2018 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 20 th August 2018 and the following was agreed: <u>F/18/09/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 20th August 2018 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. <i>Cllr Hudson joined the meeting.</i> Matters arising: F/18/08/11 Emergency Plan – TCM advised that dates for training would be circulated. F/18/08/13 Councillor Training – the following was agreed: <u>F/18/09/4.01 Recommendation</u> That Councillor training be held on the 5th Monday evening when there are	

five weeks in a month.

F/18/09/5 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/18/09/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (AUGUST 2018)

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

F/18/09/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/08/2018 – 31/08/2018 (Cash Book 1, 2 and 4) be received and adopted.

F/18/09/7 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 31/08/2018 (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/18/09/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR AUGUST 2018

Members received and noted the income and expenditure for August 2018. RFO advised that some adjustments had been made to the codes and these would be shown in the accounts next month.

F/18/09/9 KIOSK FINANCIAL SPEND V INCOME

Members considered the financial spend and income of the Kiosk and the RFO advised that a notice to finish at the end of September 2018 had been received. A request was made to provide a full report on income from when the Kiosk first started.

F/18/09/10 MEDIUM TERM FINANCIAL PLAN

Members reviewed the Medium Term Financial Plan and the following was agreed:

F/18/09/10.01 Recommendation

That the revised Medium Term Financial Plan be received and adopted.

F/18/09/11 TO RECEIVE AN UPDATE ON HEALTH & SAFETY ISSUES

TCM advised that the actions points had been reviewed on 4th September 2018 and the progress made was noted. Assessments would be carried out on 19th September 2018 and 14th October 2018.

F/18/09/12 CORRESPONDENCE

None noted.

F/18/09/13 DATE OF NEXT MEETING

Monday 15th October 2018 following the preceding meeting but no later than 7:15pm at the Memorial Hall, High Street, Newmarket.

F/18/09/14 ITEMS FOR THE NEXT AGENDA

- Building up the General Reserve

Meeting closed at 7:30pm

Signed _____ Date _____