



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 17th June 2019 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)

Councillor S Ceasar (non-voting)

Councillor T Kerby

Councillor J Lay

Councillor K Lindsay

Also Present: Bobby Bennett – TCM, Cathy Whitaker – RFO and Member of the Public.

Minute		Action by
F/19/06/1	<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/19/06/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillor R Hood and Councillor J De'Ath Councillor Cooke was not in attendance.	
F/19/06/3	<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/19/06/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20TH MAY 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 20 th May 2019 and the following was agreed: <u>F/19/06/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 20 th May 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.	
F/19/06/5	<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/19/06/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1, CB2 AND CB4 FOR (MAY 2019)**

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

F/19/06/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/05/2019 – 31/05/2019 (Cash Book 1 and 2) be received and adopted.

**F/19/06/7 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 31/05/2019 (month 2) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/19/06/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR MAY 2019.

The RFO gave an overview of the Income and Expenditure reports which were received and noted for May 2019.

F/19/06/9 TO REVIEW THE FOLLOWING POLICIES

a) STANDING ORDERS

The Standing orders were reviewed and the following was agreed:

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.

If adopted by full council, volunteers will be accepted at the following full council meeting to add new members to the existing committees.

b) CUSTOMER CARE AND COMPLAINTS POLICY

The Customer Care and Complaints Policy was reviewed and the following was agreed:

F/19/06/9.02 Recommendation

That the Customer Care and Complaints Policy be adopted.

c) PROCUREMENT POLICY

The Procurement Policy was reviewed and the following was agreed:

F/19/06/9.03 Recommendation

That the Procurement Policy be adopted.

d) ENVIRONMENT POLICY

The Environment Policy was reviewed and the following was agreed:

F/19/06/9.04 Recommendation

That the Environment Policy be adopted.

e) EQUALITY POLICY

The Equality Policy was reviewed and the following was agreed:

F/19/06/9.05 Recommendation

That the Equality Policy be adopted.

f) INFORMATION AND DATA PROTECTION POLICY

The Information and Data Protection Policy was reviewed and the following was agreed:

F/19/06/9.06 Recommendation

That the Information and Data Protection Policy be adopted.

g) IT, WEBSITE AND EMAIL POLICY

The IT, Website and Email Policy was reviewed and the following was agreed:

F/19/06/9.07 Recommendation

That the IT, Website and Email Policy be adopted.

F/19/06/10 HEALTH AND SAFETY MONTHLY REVIEW

The RFO tabled an update regarding health and safety and this was noted.

F/19/06/11 CORRESPONDENCE

None noted.

F/19/06/12 DATE OF NEXT MEETING

Monday 15th July 2019 at the Memorial Hall, High Street, Newmarket.

F/19/06/13 ITEMS FOR THE NEXT AGENDA

Meeting closed at 7.55pm

Signed _____ Date _____