Newmarket
TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 18th June 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:
Councillor A Drummond (Chairman)
Councillor J Morrey
Councillor R Nobbs
Councillor Winter

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

	Minute	Action b
F/18/06/1	**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 and announced that the meeting may be filmed or recorded.	
F/18/06/2	**APOLOGIES** Apologies were received from Cllrs Hood and Lay.	
F/18/06/3	**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** Cllr Winter declared that she was a member of the Newmarket BID Board.	
F/18/06/4	**TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21ST MAY 2018 AND ANY MATTERS ARISING** Members received the minutes of the Finance & Policy Committee meeting held on 21st May 2018 and the following was agreed: **F/18/06/4.01 Resolved** **That the minutes of the Finance & Policy Committee meeting held on 21st May 2018 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.** Matters arising: Page 3 – F/18/05/12 – TCM advised that work was ongoing to be compliant with GDPR and that she was waiting for documents to be retrieved from storage to be reviewed. Page 3 – F/18/05/15 – It was noted the Risk Management Policy was considered at the last full Council meeting.	
F/18/06/5	**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/18/06/6 **TO REVIEW THE TERMS OF REFERENCE**

Members reviewed the Terms of Reference and a number of amendments were made to the membership of the Committee and item 8.02 regarding the website to be moved to the Community Services Committee.

Subject to the amendments being made, the following was agreed

F/18/06/6.01 Recommendation

That the Terms of Reference for the F&P Committee be adopted.

TCM requested that item 11 for Emergency Planning be reviewed at the next meeting.

F/18/06/7 **TO RECEIVE THE FINAL ACCOUNTS**

Members reviewed the final accounts and the Internal Auditor's summary. RFO gave a summary of the answers for the Annual Governance Statement and the following was agreed:

F/18/06/7.01 Recommendation

That the Final Accounts for 2017/18 be received and adopted. That questions 1 – 8 in the Annual Governance Statement be approved and that question 9 regarding Trust Funds be noted as not applicable.

F/18/06/8 **TO CONSIDER QUOTES FOR THE TELEPHONE SYSTEM**

Members considered three quotes for a replacement telephone system and the following was agreed:

F/18/06/8.01 Resolved

That the quote from N-CIS for a start-up fee of £916.00 and £144.50 per month be accepted.

TCM agreed to go back to the supplier to review the costs for calls.

F/18/06/9 **TO REVIEW THE ANNUAL TOWN MEETING**

Members reviewed the new format of the meeting and found that the display boards with Committee reports worked well. However it was felt that more time should be allowed to discuss issues with residents after the meeting and the following was agreed:

F/18/06/9.01 Recommendation

That the new format of the meeting be continued next year and that the next Annual Town Meeting be held before the late May Bank Holiday. That the Annual Town Council meeting be held separately.

F/18/06/10 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (MAY 2018)**

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

F/18/06/10.01 Recommendation

That the ratification of the schedules of payments for the period 01/05/2018 – 30/05/2018 (Cash Book 1, 2 and 4) be received and adopted.

F/18/06/11 **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 30/05/2018 (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/18/06/12 **TO RECEIVE THE INCOME & EXPENDITURE REPORT FOR THE PERIOD (MAY 2018)**

Members assessed the Income & Expenditure report for May 2018. TCM advised that the grant budget should be monitored closely to keep within budget.

F/18/06/13 **TO AGREE A PROTOCOL FOR VERSION CONTROL OF THE MINUTES**

The Chairman advised that the final draft of minutes can be missed on occasions and TCM proposed that when the Minute Assistant receives a laptop with access to the NTC drive, that final drafts would be saved direct to the NTC drive. The following was agreed:

F/18/06/13.01 Resolved

That the Minute Assistant saves all final versions of minutes direct to the NTC drive.

F/18/06/14 **TO RECEIVE AN UPDATE ON HEALTH & SAFETY ISSUES**

TCM advised that the fire doors had been ordered and that there had been conflicting views on the Legionella Risk Assessment for the water feature. It was hoped that the issues would be resolved this week.

F/18/06/15 **TO CONSIDER PLANS FOR REMEMBRANCE 2018**

TCM advised that the "There but not there" British Legion campaign to commemorate the Centenary were now offering a 6ft high outline figure of a soldier for £600 to raise funds for Help the Heroes and the following was agreed

F/18/06/15.01 Recommendation

That three outline figures of soldiers be purchased for £750 each. That two be sited outside of the Memorial Hall entrance door and one at the War Memorial.

TCM would look at the St George's Day EMR to fund the purchases.

F/18/06/16 **CORRESPONDENCE**

None noted.

F/18/06/17 **DATE OF NEXT MEETING**
Monday 9th July 2018 at 7.15pm at the Memorial Hall, High Street, Newmarket.

F/18/06/18 **ITEMS FOR THE NEXT AGENDA**

- Emergency Plan
- Mid Term Financial Plan
- NTC Mission Statement

Meeting closed at 8:39pm

Signed ______________________________ Date ________________________