



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee

Held on Monday 19th November 2018 at 7:55pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)

Councillor R Hood

Councillor D Hudson (non-voting)

Councillor J Morrey

Councillor R Nobbs

Councillor Winter

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

	Minute	Action by
F/18/11/1	<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/18/11/2	<u>APOLOGIES</u> Apologies were received from Cllr Lay.	
F/18/11/3	<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/18/11/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 15TH OCTOBER 2018 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 15th October 2018 and the following was agreed: <u>F/18/11/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 15th October 2018 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. There were no matters arising.	
F/18/11/5	<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/18/11/6	<u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1,</u>	

CB2 AND CB4 FOR (OCTOBER 2018)

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

F/18/11/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/10/2018 – 31/10/2018 (Cash Book 1, 2 and 4) be received and adopted.

F/18/11/7 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 31/10/2018 (month 7) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/18/11/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR OCTOBER 2018

Members received and noted the income and expenditure for October 2018. TCM advised that the vacancy for a PCSO had been advertised.

F/18/11/9 TO RECEIVE THE INCOME AND EXPENDITURE FOR THE KIOSK

Members received and noted the income and expenditure for the Kiosk for the period April 2016 to August 2018.

F/18/11/10 TO AGREE THE COSTS ASSOCIATED WITH THE TERMINATION OF CONTRACT WITH SHIRE LEASING

The severance quote was considered and the RFO was asked to obtain a copy of the original contract and report back at the next meeting.

F/18/11/11 TO CONSIDER THE 2019/20 BUDGET

TCM presented the draft budget and advised that two further lines would be added for Tourism - £1,000 and Yellow Brick Road - £2,000. Staff Travel was reduced to £200 and Software/Computer Consumables was reduced to £750. The following was agreed:

F/18/11/11.01 Recommendation

That subject to the amendments being made, the draft F&P Budget for 2018/19 be received and adopted.

F/18/11/12 TO REVIEW THE COMMUNICATIONS AND MARKETING POLICY AND CONSIDER RECOMMENDATIONS

TCM advised that the current Communications and Marketing Policy was not user friendly and the layout needed to be revised and split into separate policies. The following was agreed:

F/18/11/12.01 Recommendation

That the current Communications and Marketing Policy be revised into a separate Communications Policy and Marketing Policy. That Cllrs be required to sign the Communications Policy to confirm that they have read it.

F/18/11/13 INSURANCE FOR EMPLOYMENT TRIBUNAL COVER

TCM advised that the current insurance policy does provide cover for Employment Tribunals and that they must be informed at the start of any dispute.

F/18/11/14 TO RECEIVE AN UPDATE ON HEALTH & SAFETY ISSUES

TCM advised that the Annual Health & Safety and Fire Safety reports had been received and would be circulated to Members. There were no concerns to report.

F/18/11/15 CORRESPONDENCE

None noted.

F/18/11/16 DATE OF NEXT MEETING

Monday 10th December 2018 following the preceding meeting but no later than 7:15pm at the Memorial Hall, High Street, Newmarket.

F/18/11/17 ITEMS FOR THE NEXT AGENDA

- Severance quote from Shire Leasing

Meeting closed at 8:27pm

Signed _____ Date _____