



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee

Held on Monday 20th January 2020 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)

Councillor R Hood

Councillor S Caesar (non-voting)

Councillor J Lay

Also Present: Deborah Sarson – Acting TCM, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Paul Brown – BID Manager and 2 representatives from Newmarket Tennis Club.

Minute		Action by
F/20/01/1	<u>CHAIRMAN TO READ THE FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings may be filmed or recorded.	
F/20/01/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs De'Ath and Kerby.	
F/20/01/3	<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. The Chairman proposed that items 11 and 12 be brought forward and the following was agreed: <u>F/20/01/3.01 Resolved</u> That Items 11 and 12 be brought forward.	
F/20/01/4	<u>SPONSOR REQUEST</u> The BID Manager invited NTC to make a donation of £500 to sponsors the 2020 Business Awards. The Committee could select which category to sponsor and be involved with the judging. The request was considered and the following was agreed: <u>F/20/01/4.01 Recommendation</u> That NTC donates £500 to sponsor the BID 2020 Business Awards for the Best Dressed Christmas Shop Window category. The BID manager thanked the Committee for their support and he left the meeting.	
F/20/01/5	<u>GRANT AND SUPPORT REQUEST</u>	

Phil Eaves - Newmarket Tennis Club gave an outline of their bid for funding from a number of sources including, grants, sponsorship, events, club membership and loans to replace three outdoor tennis courts. They had been working to build the club which now had 300 members with a capacity for 700 and were encouraging schools and community groups to use the facilities.

The request was considered and the following was agreed:

F20/01/12.01 Resolved

That NTC welcomes this initiative and fully supports the Tennis Club bid for funding to replace 3 outdoor courts and that introductions to West Suffolk and SCC be made for potential funding opportunities.

The representatives thanked the Committee for their support and left the meeting.

F/20/01/6 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9TH DECEMBER 2019 AND ANY MATTERS ARISING

Members received the minutes of the Finance & Policy Committee meeting held on 9th December 2019 and the following was agreed:

F/20/01/6.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 9th December 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

Matters arising:

Page 2 – F/19/12/15 – It was noted that the PCSO Terms of Reference were not listed on the agenda for tonight and would be added to the next agenda.

F/20/01/7 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/20/01/8 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (DECEMBER 2019)

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

F/20/01/8.01 Recommendation

That the ratification of the schedules of payments for the period 01/12/2019 – 31/12/2019 (Cash Book 1 and 2) be received and adopted.

F/20/01/9 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 31/12/2019 (month 9) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/20/01/10 TO RECEIVE THE INCOME AND EXPENDITURE FOR DECEMBER 2019.

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

F/20/01/11 TO RECEIVE THE INTERNAL AUDIT REPORT

RFO presented the Internal Audit Report and was thanked for her work and the excellent report. The following was agreed:

F/20/01/11.01 Recommendation

That the Internal Audit Report for 19/20 be received and adopted.

F/20/01/12 TO CONSIDER THE VIREMENT OF FUNDS TO INCREASE SPEND ON PROMOTING THE TOWN CLERK VACANCY

Acting TCM presented a report on the insurance underspend and the requirement for additional funds for the Town Clerk Vacancy to increase promotion. The report was considered and the following was agreed:

F/20/01/12.01 Recommendation

That the F&P Committee vire £1,200 from the insurance underspend to the recruitment advertising budget.

F/20/01/13 CREM RECRUITMENT

Members considered the Terms and Conditions of Business for Crem Recruitment and the request for authority for the Acting TCM to sign it as the Responsible Officer. The following was agreed:

F/20/01/13.01 Resolved

That the Terms and Conditions of Business for Crem Recruitment be accepted and that the Acting TCM be authorised to sign the contract.

F/20/01/14 TO RECEIVE THE MONTHLY PCSO REPORT

The monthly PCSO report was noted.

F/20/01/15 HEALTH AND SAFETY MONTHLY REVIEW

The Health and Safety Monthly report was not available and would be added to the next agenda.

F/20/01/16 CORRESPONDENCE

None noted.

F/20/01/17 DATE OF NEXT MEETING

Monday 17th February 2020 at the Memorial Hall, High Street, Newmarket.

F/20/01/18 ITEMS FOR THE NEXT AGENDA

- PCSO Terms of Reference
- Health and Safety reports for November and December 2019

Meeting closed at 8:17pm

Signed:The Chairman

Date:17/02/2020