



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee

Held on Monday 17th February 2020 at 6:55pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)

Councillor R Hood

Councillor S Caesar

Also Present: Cathy Whitaker – RFO and Julie Ashton – Minute Assistant.

Minute		Action by
F/20/02/1	<u>CHAIRMAN TO READ THE FIRE SAFETY NOTICE AND ASK IF ANYONE INTENDS TO FILM OR RECORD THE MEETING</u> The Chairman opened the meeting and advised that the Fire Safety Notice was not required and asked if anyone intended to record the meeting. There were no requests.	
F/20/02/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs De'Ath, Kerby and Lay.	
F/20/02/3	<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/20/02/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20TH JANUARY 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 20th January 2020 and the following amendments were made Page 1 – spelling of Cllr Caesar's name was corrected. Page 3 – F/20/01/12 "Viring" was change to read "the virement of funds" in the title. Page 3 – F/20/01/12 – Recommendation numbering changed to F/20/01/12.01 Subject to the amendments being made, the following was agreed: <u>F/20/02/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 20th January 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. There were no matters arising.	
F/20/02/5	<u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN</u>	

3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION

None noted.

F/20/02/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (JANUARY 2020)

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

F/20/02/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/01/2020 – 31/01/2020 (Cash Book 1 and 2) be received and adopted.

F/20/02/7 FINANCE

The Chairman of the Finance & Policy Committee confirmed that the bank reconciliations relating to the end of 31/01/2020 (month 10) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

The Income and Expenditure reports for January 2020 were received and noted.

The Committee noted that account signatories had been updated so that there were now 5 Cllrs able to sign cheques. The RFO would work on setting up online accounts for the signatories to pay by BACS for the start of the Financial Year 20/21. Following this, the Barclays Bank Salaries Account would be closed and balances transferred to the Unity Trust Salaries Account.

The Committee noted the RBS scheduled shut down of accounts software for the financial year end for 28th April 2020.

The Committee discussed how to settle the WSC invoice for the Scalback by-election £6,395.22 as the remaining funds in Election Costs £1,015 were insufficient and the following was agreed:

F/20/02/7.01 Resolved

That funds from the following F&P budget be transferred to 4097 Election Costs:

- **4008 – Staff Training £1,000**
- **4026 – Insurance £2,300**
- **4180 – Civic Functions £1,000**
- **4077 – Marketing £1,100**

To settle the West Suffolk invoice for the Scalback by-election £6,395.22.

F/20/02/8 TO RECEIVE THE PCSO MONTHLY REPORT AND TO CONSIDER THE TERMS OF REFERENCE

The January 2020 PCSO report was not available and would be presented to full Council. The Terms of Reference were reviewed and the RFO was asked to send it to all Cllrs for comments at the next full Council meeting.

F/20/02/9 HEALTH AND SAFETY MONTHLY REVIEW

The Health and Safety Monthly report was received and noted.

F/20/02/10 CORRESPONDENCE

None noted.

F/20/02/11 DATE OF NEXT MEETING

Monday 16th March 2020 at the Memorial Hall, High Street, Newmarket.

F/20/02/12 ITEMS FOR THE NEXT AGENDA

- To review the meeting start time
- To review the rent & terms of lease for NTC land at Field Terrace Road
- To review the Paper Policy for NTC

Meeting closed at 7:25pm

Signed:By The Chairman

Date: _____