



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 20th May 2019 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)
Councillor S Ceasar (non-voting)

Councillor R Hood
Councillor T Kerby
Councillor K Lindsay

Also Present: Bobby Bennett – TCM, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant,
Cllrs Borda and O'Neill and 1 Member of the Public.

Minute		Action by
F/19/05/1	<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/19/05/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs De'Ath and Lay.	
F/19/05/3	<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/19/05/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 15TH APRIL 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 15th April 2019 and the following was agreed: <u>F/19/05/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 15th April 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. Matters arising: Page 1 – F/19/04/4 – TCM advised that the merging of Newmarket CAB was awaited before a representative from NTC could be appointed. Page 2 – F/19/04/9 – RFO advised that the 1st payment for Soap Box Derby had been received via PayPal. Page 2 – F/19/04/10 – RFO advised that she was awaiting a signature from Cllr Lay for the setting up of a Charitable Fund.	

F/19/05/5 **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**

Cllr Borda asked that as the Committees were all from one political party would they consider co-opting other members from other political parties to avoid accusations of bias. The Chairman advised that Standing Orders were being reviewed.

Cllrs Borda and O'Neill left the meeting

F/19/05/6 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (APRIL 2019)**

RFO gave an overview of the cash books and advised that there was no CB4 as it was end of year. Members reviewed CB1 and CB2 and the following was agreed:

F/19/05/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/04/2019 – 30/04/2019 (Cash Book 1 and 2) be received and adopted.

F/19/05/7 **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 30/04/2019 (month 1) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/19/05/8 **TO RECEIVE THE INCOME AND EXPENDITURE FOR APRIL 2019.**

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

F/19/05/9 **TO REVIEW THE STANDING ORDERS**

TCM advised that a review was scheduled of the NTC Constitution between May and October 2019 and that the terms of reference for each Committee would be considered in June 2019.

Members reviewed the Standing Orders and this item would be completed at the next F&P meeting.

F/19/05/10 **TO REVIEW THE FINANCIAL REGULATIONS**

Members reviewed the Financial Regulations and the following was agreed:

F/19/05/10.01 Recommendation

That the Financial Standing Orders be adopted.

F/19/05/11 **TO REVIEW THE STANDING ORDERS FOR CONTRACTS**

Members reviewed the Standing Orders for contracts and the following was agreed:

F/19/05/11.01 Recommendation

That the Standing Orders for Contracts be adopted.

F/19/05/12 TO REVIEW THE MEMBERS CODE OF CONDUCT, SOCIAL MEDIA, OFFICER'S CODE OF CONDUCT AND PROTOCOL ON MEMBER OFFICERS RELATIONS

Members reviewed the Members Code of Conduct and the following was agreed:

F/19/05/12.01 Recommendation

That the Member's Code of Conduct, Social Media. Officer's Code of Conduct and Protocol on Member Officer's Relations be adopted.

F/19/05/13 HEALTH AND SAFETY MONTHLY REVIEW

TCM gave a verbal update on the Health & Safety report. There were no level 1 issues, no training requirements and no accidents.

F/19/05/14 TO CONSIDER MEMBERSHIP OF SUFFOLK ASSOCIATION OF LOCAL COUNCILS

TCM advised that she currently sought advice from LCPAS but lately the service had not been good and that SALC were now under new management. Members considered re-joining SALC and the following was agreed:

F/19/05/14.01 Recommendation

That NTC re-join SALC for a subscription fee of £1,600.44 per year.

F/19/05/14.02 Recommendation

That the contract with LCPAS not be renewed.

F/19/05/15 CORRESPONDENCE

Email request regarding how to apply for a grant for the Food & Drink Festival – TCM would respond.

F/19/05/16 DATE OF NEXT MEETING

Monday 17th June 2019 at the Memorial Hall, High Street, Newmarket.

F/19/05/17 ITEMS FOR THE NEXT AGENDA

- Standing Orders

Meeting closed at 8:20pm

Signed _____ Date _____