Newmarket TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 21st October 2019 at 7:20pm at the Memorial Hall Newmarket

Attendance:
Councillor A Drummond (Chairman)
Councillor T Kerby
Councillor R Hood

Also Present: Bobby Bennet – TCM, Cathy Whitaker – RFO and Julie Ashton – Minute Assistant.

	Minute	Action by
F/19/10/1	**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. It was confirmed that proceedings may be filmed or recorded.	
F/19/10/2	**APOLOGIES FOR ABSENCE** Apologies were received from Cllrs Caesar, De'Ath and Lay.	
F/19/10/3	**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** None noted.	
F/19/10/4	**TO CONFIRM THE MINUTES OF THE MEETING HELD ON 16TH SEPTEMBER 2019 AND ANY MATTERS ARISING** Members received the minutes of the Finance & Policy Committee meeting held on 16th September 2019 and the following was agreed: **F/19/10/4.01 Resolved** **That the minutes of the Finance & Policy Committee meeting held on 16th September 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.** There were no matters arising.	
F/19/10/5	**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/19/10/6	**TO REVIEW THE COMMITTEE TERMS OF REFERENCE** The F&P Committee Terms of Reference were reviewed and an amendment was	

made to the membership of the Committee to include all Chairman and Vice Chairman.

Subject to the amendment being made, the following was agreed:

F/19/10/6.01 Recommendation
That the Terms of Reference of the F&P Committee be adopted.

F/19/10/7 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (SEPTEMBER 2019)

Members reviewed CB1, CB2 and CB$ and the following was agreed:

F/19/10/7.01 Recommendation
That the ratification of the schedules of payments for the period 01/09/2019 – 30/09/2019 (Cash Book 1 and 2) be received and adopted.

F/19/10/8 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 30/09/2019 (month 6) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/19/10/9 TO RECEIVE THE INCOME AND EXPENDITURE FOR SEPTEMBER 2019.

RFO advised that 4028 - Office maintenance was higher due to lift maintenance, IT monthly fees, water cooler fees and bank charges The Food & Drink Festival grant had been paid along with a £500 credit for the franking machine.

TCM advised that the Tourism Stakeholder fee £1000 would be used for the Newmarket Visitor Guide and 590 – deferred grant income could be used for the illumination of the Clock Tower. The following was agreed:

F/19/10/9.01 Resolved
That a virement of £2,455 be made from 590 - deferred grant income to the Clock Tower illumination project.

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

F/19/10/10 TO RECEIVE THE MONTHLY PCSO REPORT

The monthly PCSO report was received and noted and would be circulated in the Full Council pack to all Members. The Mayor advised that she was involved with the parking investigation and TCM was asked to email all Members to request any examples to be submitted for inclusion in the report.

F/19/10/11 IT SUPPORT – TO REVIEW THE SERVER QUOTATION

The server quotation was considered and the following was agreed:

<u>F/19/10/11.01 Resolved</u>
That the quote from N-CIS for £3475 +VAT to upgrade the server be accepted.

F/19/10/12 **<u>TO RECEIVE THE NOTICE OF CONCLUSION OF AUDIT AND COMPLETED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN</u>**
The notice of conclusion of Audit and the completed Annual Governance and Accountability Return was welcomed and noted. The following was agreed:

<u>F/19/10/12.01 Resolved</u>
That a vote of thanks be given to the RFO for her achievements.

F/19/10/13 **<u>FUTURE CONSIDERATION – NEWMARKET RADIO SCHEME</u>**
TCM advised that the Police and provided a radio on loan and it was proving to be a good addition for security. Messages are relayed to the control centre to focus CCTV coverage and the Police are contacted. The scheme was considered and the following was agreed:

<u>F/19/10/13.01 Resolved</u>
That NTC joins the Newmarket Radio Scheme subject to confirmation of costs.

F/19/10/14 **<u>CLEAR CHANNEL – TO APPROVE THE DEED OF VARIATION DOCUMENT</u>**
The deed of variation document was considered and the following was agreed:

<u>F/19/10/14.01 Recommendation</u>
That the Deed of Variation Document be received and adopted.

F/19/10/15 **<u>HEALTH AND SAFETY MONTHLY REVIEW</u>**
TCM advised that there were no outstanding issues and that Ellis Witham would carry out the Annual Health & Safety Assessment on 30th October 2019.

F/19/10/16 **<u>CORRESPONDENCE</u>**
None noted.

F/19/10/17 **<u>DATE OF NEXT MEETING</u>**
Monday 18th November 2019 at the Memorial Hall, High Street, Newmarket.

F/19/10/18 **<u>ITEMS FOR THE NEXT AGENDA</u>**
- 20/21 Budget

Meeting closed at 8:00pm

Signed ______________________________ Date _________________________