



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 16th March 2020 at 6:50pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)

Councillor S Caesar

Councillor J De'Ath

Councillor R Hood

Councillor T Kerby

Also Present: Cathy Whitaker – RFO, Cllrs Kirk and Hulbert - NTC and 1 Member of the Press.

Minute	Action by
F/20/03/1 <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/20/03/2 <u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Lay.	
F/20/03/3 <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/20/03/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 17TH FEBRUARY 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 17th February 2020 and the following was agreed: <u>F/20/03/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 17th February 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. There were no matters arising.	
F/20/03/5 <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. The Chairman proposed that item 11 be brought forward and the following was	

agreed:

F/20/03/5.01 Resolved

That item 11 Business Continuity Plan be brought forward.

F/20/03/6

BUSINESS CONTINUITY PLAN

Due to the fast changing nature of the information coming from government, NTC will need to consider its future functionality as it may not be able to convene meetings which is currently the only legal way for decisions to be made. As people aged 70 plus have been asked to self-isolate, some councillors will be required to follow this advice. As current legislation does not allow for decisions to be made remotely, NTC will need to consider giving more delegated powers to the Acting TCM during this period of uncertainty. Staffing details during this time have already been considered at a recent informal workshop meeting and the Acting TCM encouraged this Committee to endorse those suggestions and recommendations. This is an opportunity for NTC to develop a plan to support groups and organisations who will be supporting the community at this difficult time. Voluntary agencies will need to be identified and practical and/or monetary support could be provided under LGA 1972, section 137, although this would be restrictive. Alternatively, the Acting TCM awaits clarification from SALC to establish if NTC could use her CILCA qualification to adopt the General Power of Competence. NTC should assume that it may not be able to meet after 23/3/2020. With this in mind, the following was agreed:

F/20/03/6.01 Recommendation

That NTC allocate £10,000 from the General Reserve to a ‘Coronavirus Support Fund’ in support of the vulnerable in our community; and to recommend to Council adopting the General Power of Competence which would unlock the potential for further options.

F/20/03/6.02 Resolved

That NTC set up a Coronavirus Support Working Group to look at what practical or financial support it can provide to organisations and groups supporting the vulnerable in our community. Cllrs Drummond, Hood, Kirk and Kerby volunteered to join the Working Group which would initially meet on 17/3/2020 at 5.30pm and an invitation would be extended to all Councillors and any relevant organisation representatives.

Cllrs Kirk and Hulbert and a member of the press left the meeting.

F/20/03/7

**SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1, CB2 AND CB4 FOR (FEBRUARY 2020)**

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

F/20/03/7.01 Recommendation

That the ratification of the schedules of payments for the period 01/02/2020 – 29/02/2020 (Cash Book 1 and 2) be received and adopted.

F/20/03/8

BANK STATEMENTS

The Chairman of the Finance & Policy Committee confirmed that the bank

reconciliations relating to the end of 29/02/2020 (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.

F/20/03/9 INCOME & EXPENDITURE

RFO advised that the Snack Shack half-year rental fees have not been received and it had not been possible to make contact with the contractors. Due to concerns regarding the hygiene and cleanliness of the kiosk, a check will be made with West Suffolk to check on the hygiene certificate and discuss with the Environmental Health Team. If contact has not been made by 23/3/2020, the lock will be changed, all food stuffs and equipment will be removed and disposed of and a new operator will be sought.

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

F/20/03/10 TO REVIEW MEETING START TIME

Members reviewed the meeting start time and the following was agreed:

F/20/03/9.01 Resolved

That the start time of the F&P Committee meetings be changed to start at 7:00pm.

F/20/03/11 NTC LAND ADJACENT TO FIELD TERRACE ROAD

RFO advised that annual rent for the land adjacent to a property in Field Terrace, Newmarket, is currently set at £75. The lease details will be examined and advice taken regarding a review of rent and terms of the lease.

F/20/03/12 PAPER POLICY

An NTC Paper Policy will be considered in due course to address paper, time and money saving measures. This will be for the new council to consider post-May.

F/20/03/13 HEALTH AND SAFETY MONTHLY REVIEW

The Health and Safety Monthly report was received and noted.

F/20/03/14 CORRESPONDENCE

None noted.

F/20/03/15 DATE OF NEXT MEETING

Monday 20th April 2020 at the Memorial Hall, High Street, Newmarket.

F/20/03/16 ITEMS FOR THE NEXT AGENDA

None noted.

Meeting closed at 7:50pm

Signed:By The Chairman

Date: _____

