Newmarket
TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 22nd June 2020 at 7:00pm via Zoom

Attendance:

Councillor A Drummond (Chairman)
Councillor A Appleby
Councillor J Borda
Councillor R Hood
Councillor M Jefferys
Councillor C O'Neill

Also Present: Deborah Sarson – Acting TCM, Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 2 Members of the Public.

	Minute	Action by
F/20/06/1	**TO ELECT A CHAIRMAN** The Chairman invited nominations for the Chairman of the F&P Committee and Cllr O'Neill nominated Cllr Jefferys. There were no further nominations. A vote was taken and the following was agreed: **F/20/06/1.01 Resolved** **That Cllr Jefferys be elected as the Chairman of the F&P Committee for 2020/21.**	
Cllr Jefferys took the Chair.		
F/20/06/2	**TO ELECT A VICE CHAIRMAN** The Chairman invited nominations for the Vice Chairman of the F&P Committee and Cllr O'Neill nominated Cllr Kerby. There were no further nominations. A vote was taken and the following was agreed: **F/20/06/2.01 Resolved** **That Cllr Kerby be elected as the Vice Chairman off the F&P Committee for 20/21.**	
F/20/06/3	**CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHARMAN HAS INVITED TO SPEAK** The Chairman announced that the meeting was being recorded and asked if anyone else intended to record the meeting. There were no requests.	
F/20/06/4	**APOLOGIES FOR ABSENCE** Apologies were received from Cllrs Bowen, Hirst and Kerby.	
F/20/06/5	**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/20/06/6 **<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 16TH MARCH 2020 AND ANY MATTERS ARISING</u>**

Members received the minutes of the Finance & Policy Committee meeting held on 16th March 2020 and the following was agreed:

<u>F/20/0/6.01 Resolved</u>
That the minutes of the Finance & Policy Committee meeting held on 16th March 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

Page 3 – F/20/03/11 – the review of the rent and terms of lease for the land adjacent to Field Terrace Road was noted to be outstanding.

Page 3 – F/20/03/12 - Paper policy – a request was made to stop blank pages being included in the minute packs. This was included for double-sided printing and would be looked into.

F/20/06/7 **<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.

F/20/06/8 **<u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (MAY 2020)</u>**

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

<u>F/20/06/8.01 Recommendation</u>
That the ratification of the schedules of payments for the period 01/05/2020 – 31/05/2020 (Cash Book 1, 2 and 4) be received and adopted.

F/20/06/9 **<u>TO CONFIRM THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATION HAVE BEEN SIGNED BY THE CHAIRMAN OF F&P COMMITTEE</u>**

RFO advised that this had not been done for March 2020 but that it had gone through the audit. April and May 2020 would be emailed to the Chairman for signature.

F/20/06/10 **<u>TO RECEIVE THE INCOME AND EXPENDITURE FOR MAY 2020</u>**

Members received and noted the income and expenditure for May 2020.

F/20/06/11 **<u>MEMORIAL GARDENS KIOSK</u>**

The RFO advised that the arrears amounted to £600 for hire fees for the last 6 months September 2019 – March 2020. Environmental Health had been contacted but they were not carrying out inspections during lockdown. However, it was noted on the last inspections that as there was no hand washing facility in the Kiosk food should not be sold from there under the current circumstances.

Contact had been made on numerous occasions with no response and the following was agreed:

F/20/06/11.01 Recommendation
That the current tenants be asked to clear out the Kiosk and leave it in a clean and tidy state. If they are not able to do this, NTC will arrange for it to be cleaned and cleared and the costs will be recharged to the tenants. Should no payment be received, the outstanding monies will be pursued through the County Court.

The issue of no handwashing facilities prohibiting the sale of food would be referred to the Community and Leisure Services Committee to consider the future for the Kiosk.

F/20/06/12 EARMARKED RESERVES
Members reviewed the Earmarked Reserves and it was suggested that the headings with zeros in both columns be removed. However some were noted to be relevant to retain for future reserves accrual. The following was agreed:

F/20/06/12.01 Recommendation
That the identified Earmarked Reserves (EMR 311 Play equipment; EMR 328 Vehicle replacement; EMR 342 Grants; EMR 341 Water feature) be referred to the appropriate Committee to decide how much of the respective budgets should be put into the Earmarked Reserves.

F/20/06/13 RISK MANAGEMENT SCHEME
RFO advised that full Council had referred this item to the committee and suggested that a Working Group be tasked with this to report back. Acting TCM advised that this was part of the internal controls for the Council and management of Public funds and all relevant paperwork could be reviewed by the Working Group. The following was agreed:

F/20/06/13.01 Recommendation
That the F&P Committee set up a Working Group in October 2020 to review all relevant internal control documents including the Risk Management scheme and reassess the risk score ratings.

Members went through the risks with a score of 9 and made suggestions for how some of the risks could be mitigated. The Working Group would be tasked with reassessing them.

F/20/06/14 HEALTH & SAFETY
The report was received and it was noted that with gardens being closed, this was a good time to get any issues with the play equipment sorted out.

The accident incident related to using the strimmer without appropriate PPE and training. The strimmer had now been decommissioned and the following was agreed:

F/20/06/14.01 Recommendation
That the strimmer and other obsolete equipment be sold.

The monthly report for May 2020 was received and noted.

F/20/06/15 CORRESPONDENCE
None noted.

F/20/06/16 DATE OF NEXT MEETING
Monday 20th July 2020 via Zoom.

F/20/06/17 ITEMS FOR THE NEXT AGENDA
None noted.

Meeting closed at 8:11pm

Signed:By the Chairman Date __________________________