



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 20th July 2020 at 7:00pm via Zoom

Attendance:

Councillor M Jefferys (Chairman)
Councillor A Appleby
Councillor J Borda

Councillor A Drummond
Councillor R Hood
Councillor C O'Neill

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

Minute		Action by
F/20/07/1	<u>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</u> The Chairman announced that the meeting was being recorded and asked if anyone else intended to record the meeting. There were no requests.	
F/20/07/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Bowen, Hirst and Kerby.	
F/20/07/3	<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/20/07/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 22ND JUNE 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 22nd June 2020 and the following was agreed: <u>F/20/07/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 22nd June 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.</u> There were no matters arising.	
F/20/07/5	<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.	

**F/20/07/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1, CB2 AND CB4 FOR (JUNE 2020)**

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

F/20/07/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/06/2020 – 30/06/2020 (Cash Book 1, 2 and 4) be received and adopted.

**F/20/07/7 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 scrutiny of the bank reconciliations relating to the end of 30/06/2019 (month 3) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks. They would be countersigned by the Chairman of the F&P Committee as soon as possible.

F/20/07/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR JUNE 2020

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

F/20/07/9 INTERNAL AUDIT

The Internal Audit Report for 2019/2020 was received and the RFO was congratulated, there being no recommendations to action.

A query was raised regarding the General Power of Competence having been resolved with a locum in post, with the relevant qualification. This would be added to the next Full Town Council agenda to reconfirm the General Power of Competence with the new Town Clerk in post. The following was agreed:

F/20/07/9.01 Resolved

That congratulation be given to the RFO on the outstanding Internal Audit report with no recommendations to action.

F/20/07/10 POLICIES – SOCIAL MEDIA

The Social Media Policy was reviewed and the following was agreed:

F/20/07/10.01 Recommendation

That subject to the job title for the Town Clerk being changed and the revision date being changed to June 2021, the Social Media Policy be received and adopted.

It was noted that all Councillors should be aware of this policy and the revised copy would be issued to all Members.

F/20/07/11 MEMORIAL GARDENS KIOSK

RFO advised that she had finally received a response from the current tenants and they were awaiting funds from a Covid-19 grant to clear the kiosk of all equipment by week commencing 10th August 2020.

F/20/07/12 EARMARKED RESERVE ALLOCATIONS

Members noted that no budget had been allocated to EMR 324 – Grants and this would be considered in October 2020 when setting the whole budget.

F/20/07/13 HEALTH & SAFETY

The monthly Health & Safety reports for June 2020 was received and noted. The Mayor would sign the reports as soon as possible.

F/20/07/14 CORRESPONDENCE

None noted.

F/20/07/15 DATE OF NEXT MEETING

Monday 17th August 2020 via Zoom.

F/20/07/16 ITEMS FOR THE NEXT AGENDA

None noted.

Meeting closed at 7:21pm

Signed: By the Chairman

Date 17 August