



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 19th July 2021 at the Memorial Hall at 7:10pm**

Attendance:

Councillor J Harvey (Chairman)
Councillor A Appleby
Councillor J Borda

Councillor R Hood
Councillor P Hulbert
Councillor C O'Neill
Councillor M Jefferys

Also Present: C Whitaker – Town Clerk and J Ashton – Minute Assistant and 1 Member of the Public.

Minute

F/17/07/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded

The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings may be filmed or recorded.

F/17/07/2 Apologies for Absence

Apologies were received from Cllrs Drummond, Hall and Yarrow.

F/17/07/3 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/17/07/4 To Confirm the Minutes of the Meeting Held on 21st June 2021 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 21st June 2021 and the following was agreed:

F/21/07/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 21st June 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/17/07/5 Public Open Session

No members of the public wished to speak.

F/17/07/6 Submission of Schedules of Payments for Information CB1 - CB4 2021

Members reviewed CB1 - CB4 for June 2021 and the following was agreed:

F/21/07/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/06/2021 – 30/06/2021 (Cash Book 1 - 4) be received and adopted.

F/17/07/7 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 30/06/2021 (month 3) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/17/07/8 To Receive the Income and Expenditure

The Income and Expenditure reports for June 2021 were received and noted. Town Clerk reported that she had improved the transaction descriptions.

F/17/07/9 Purchase Order System

Town Clerk/RFO presented a report for a quote to purchase RBS Purchase Order software to give a tighter internal control purchasing system. The report was considered and the following was agreed:

F/21/07/9.01 Recommendation

That the quote from Rialtas to install the RBS Purchase Order software and provide training and ongoing support for £538 for the first year and annual support for £143 per year be accepted.

F/17/07/10 Health and Safety

The monthly Health and Safety report was received and noted. The new pump had been installed at the Pavilion and the other pumps needed further work. Disinfection would be carried out when all pumps are working. The Clerk confirmed that new staff will be picking up some of the outstanding issues as soon as possible.

F/17/07/11 Correspondence

None noted.

F/17/07/12 Date of Next Meeting

Monday 16th August 2021 at the Memorial Hall.

F/17/07/13 Items for the Next Agenda

- Working Group Reports

Meeting closed at 7:25pm

Signed: By the Chairman

Date: 16/08/2021

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/07/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/06/2021 – 30/06/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/07/9.01 Recommendation</u>	That the quote from Rialtas to install the RBS Purchase Order software and provide training and ongoing support for £538 for the first year and annual support for £143 per year be accepted.