Newmarket TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 21st September 2020 at 7:00pm via Zoom

Attendance:

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

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Cllr Yarrow- NTC, Sofie Able and Margo Walsh – Jockey Club and 4 Members of the Public.

	Minute	Action by
F/20/09/1	**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 opened the meeting and announced that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak.	
F/20/09/2	**APOLOGIES FOR ABSENCE** Apologies were received from Cllr Kerby. Cllr Bowen was absent.	
F/20/09/3	**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** Cllr Borda declared a nonpecuniary interest in item F/20/09/13.	
F/20/09/4	**TO CONFIRM THE MINUTES OF THE MEETING HELD ON 17TH AUGUST 2020 AND ANY MATTERS ARISING** Members received the minutes of the Finance & Policy Committee meeting held on 17th August 2020 and the following was agreed: **F/20/09/4.01 Resolved** **That the minutes of the Finance & Policy Committee meeting held on 17th August 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.** There were no matters arising.	
F/20/09/5	**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
A resident spoke to item F/20//9/4.

F/20/09/6 **JOCKEY CLUB PRESENTATION – CAMBRIDGESHIRE MEETING AT NEWMARKET RACECOURSES**

Sophie Able, General Manager gave a presentation on the plans to manage spectators at the race meeting scheduled to be held 24th – 26th September at Newmarket.

The plans had been reviewed in detail and will follow the latest guidance on social distancing. The course will be split into three zones for personnel (green), owners and hospitality (amber) and Annual Members (blue) with one-way systems put in place to maintain social distancing at bars and food outlets. There will also be separate parking zones with no movement between them and all attendees will use private transport. The gates will be opened 2 hours prior to the start of the racing to allow for a staggered approach with face masks being worn, 2m distancing and no groups of more than 6.

There will be no tickets available on the day and all booking must be pre-registered with contact details, photo ID and post codes being supplied. All post codes will be checked and any that are found to be in a regional lockdown area will not be admitted. Attendees will be required to sign a strict Code of Conduct policy and monitors comprising of senior members of the racecourse team wearing high-vis vests will be onsite.

The Police are part of the Safety Advisory Group and have been informed of these plans. They will manage public conduct following the meeting. The plans have been formed by the Safety Advisory Group including Public Health England and will be subject to change if the advice changes.

The Mayor thanked Sophie for the update and Members wished her every success.

Margo Walsh (Racing Operations Manager) advised that the Covid-19 Steering Group had been put forward for the Suffolk Awards and had been listed as finalists.

Sophie Able and Margo Walsh left the meeting

F/20/09/7 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1 - CB4 FOR (AUGUST 2020)**

Members reviewed CB1 - CB4 and the following was agreed:

F/20/09/7.01 Recommendation
That the ratification of the schedules of payments for the period 01/08/2020 – 31/08/2020 (Cash Book 1 - 4) be received and adopted.

F/20/09/8 **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 scrutiny of the bank reconciliations relating to the end of 31/08/2020 (month 5) 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/20/09/9 **TO RECEIVE THE INCOME AND EXPENDITURE FOR AUGUST 2020**
Members received and noted the income and expenditure for August 2020. RFO confirmed that the signatories needed to sign the form to close the Barclay's staff salary account, which has a zero balance.

F/20/09/10 **TOWN COUNCIL CONSTITUTION – TO REVIEW FINANCIAL REGULATIONS AND HEALTH & SAFETY POLICY**
The Financial Regulations and Health & Safety Policy were reviewed and the following was agreed:

F/20/09/10.01 Recommendation
That the amended Financial Regulations be adopted.

F/20/9/10.02 Recommendation
That the reviewed Health & Safety Policy be adopted.

F/20/09/11 **MEMORIAL GARDENS KIOSK**
RFO presented the invoice for cleaning and removal of equipment which will be added to the outstanding rent giving a total of £1275.60. The equipment includes two freezers, a microwave and quality shelving. The following was agreed:

F/020/09/11.1 Recommendation
That the removed equipment be retained and the costs for cleaning be added to the outstanding rent invoice bringing the total to £1275.60 and if payment is not received that the matter be referred to the Small Claims Court.

F/20/09/12 **WEATHERBY CROSSING LEGAL COSTS**
RFO advised that in order to cover the shortfall in the legal costs for the Weatherby crossing hearing, a number of virements would be required.

The Mayor proposed that sharing the costs with other Authorities who will benefit from the crossing remaining open should be explored. The virements were considered and the following was agreed:

F/020/09/12.01 Recommendation
That neighbouring Authorities be requested to donate funds to total costs as follows:

SCC 20%, West Suffolk 10%, East Cambs 10% Cheveley and Wooditton Parish Councils 5% each.

That the proposed virements be made to cover 50% of the total costs by NTC.

Cllr Borda declared a nonpecuniary interest and did not vote

F/20/09/13 **GRANT**
The request for a grant for the SOS bus was considered and owing to the

uncertainty of the strains on the budget for this year, the following was agreed:

F/20/09/13.01 Resolved
That the request for a grant from the SOS Bus be reconsidered in January 2021 and that funds for this project be considered for allocation in 2021/2022 when the budget is set October/November 2020.

F/20/09/14 STUDLANDS LIGHTING
The report on the Studlands Lighting was considered and the following was agreed:

F/20/09/14.01 Recommendation
That quotes for structural testing be sought and to consider an upgrade to LED lighting.

F/20/09/15 VIRTUAL MEETINGS
Town Clerk advised that there was no change to the NALC guidance and virtual meetings would continue.

F/20/09/16 HEALTH & SAFETY
The monthly Health & Safety reports for August 2020 were received and noted.

F/20/09/17 CORRESPONDENCE
None noted.

F/20/09/18 DATE OF NEXT MEETING
Monday 19th October 2020 via Zoom.

F/20/09/19 ITEMS FOR THE NEXT AGENDA
None noted

Meeting closed at 7:45

Signed By the Chairman Date19/10/2020