



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 19th October 2020 at 7:00pm via Zoom

Attendance:

Councillor M Jeffreys (Chairman)
Councillor A Appleby
Councillor A Drummond
Councillor T Kerby

Councillor J Borda
Councillor R Hood
Councillor C O'Neill

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO(Minutes), Councillor K Yarrow, Members of the Public.

Minute		Action by
F/20/10/1	<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 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/20/10/2	<u>APOLOGIES FOR ABSENCE</u> No apologies were received. Cllr Bowen was absent.	
F/20/10/3	<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/20/10/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21ST SEPTEMBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 21st September 2020 and the following was agreed: <u>F/20/10/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 21st September 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. There were no matters arising.	
F/20/10/5	<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</u>	

TO THEIR ATTENTION

A member of the public spoke to Item 15.

**F/20/10/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1 - CB4 FOR (SEPTEMBER 2020)**

Members reviewed CB1 - CB4 and the following was agreed:

F/20/10/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/09/2020 – 30/09/2020 (Cash Book 1 - 4) be received and adopted.

**F/20/10/7 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 stated that he had not yet scrutinised the bank reconciliations relating to the end of 30/09/2020 (month 6) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks. They would be scrutinised and countersigned by the Chairman of the F&P Committee as soon as possible.

**F/20/10/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR SEPTEMBER
2020**

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

F/20/10/9 DRAFT BUDGET PROPOSAL

The draft budget for the F&P Committee for 2021/2022 was considered and the following was agreed:

F/20/10/9.01 Recommendation

That, subject to some amendments being made, the draft budget for the F&P Committee for 2021/2022 be approved.

**F/20/10/10 TOWN COUNCIL CONSTITUTION – TO REVIEW POLICY
DOCUMENTS**

F/20/10/10.01 Recommendation

That a Working Group be set up to review the Risk Management Scheme and risk score ratings; to include Councillors Jefferys, O'Neill, and Appleby.

The review of the Corporate Strategy, Medium Term Financial Strategy, IT Website and E-mail Policy was deferred.

**F/20/10/11 TOWN COUNCIL BANK ACCOUNTS COMPENSATION LEVEL
THRESHOLDS**

The Financial Services Compensation Scheme threshold levels were noted and the following was agreed:

F/20/10/11.01 Recommendation

That, subject to clarification of the ability to operate the accounts online, four

accounts would be opened with Cambridge & Counties Bank, The Cambridge Building Society, Nationwide Building Society and Nationwide Building Society; each to receive £85,000 from council funds.

F/20/10/12 HIGH STREET BANNER INCOME 220/21

A request to waive the COVID- 19 banner fees for 2020 was considered. Newmarket Town Council is very grateful to The Jockey Club for the Covid-19 response banners on the High Street. The following was agreed:

F/20/10/12.01 Recommendation

That the request for banner fees to be waived for 2020 be approved and that the council looks forward to The Jockey Club utilising this facility in the coming years.

F/20/10/13 LOCAL COUNCIL AWARDS SCHEME

The criteria for the scheme was considered and the following was agreed:

F/20/10/13.01 Recommendation

That Newmarket Town Council will work towards achieving Quality Award status under the Local Council Awards Scheme.

F/20/10/14 STUDLANDS LIGHTING

The report on the Studlands Lighting was considered and the following was agreed:

F/20/10/14.01 Recommendation

That quote from Electrical Testing Ltd for £2,214.45 be accepted to carry out structural testing on the Studlands Park lighting columns which are under the responsibility of Newmarket Town Council; utilising funds from the Studlands Ear-marked Reserve as necessary.

F/20/10/15 DISCOVER NEWMARKET

The end of the existing contributions plan was noted. A presentation will be requested for the November council meeting.

F/20/10/16 HEALTH & SAFETY

The monthly Health & Safety reports for September 2020 were received and noted.

F/20/10/17 CORRESPONDENCE

None noted.

F/20/10/18 DATE OF NEXT MEETING

Monday 16th November 2020 via Zoom.

F/20/10/19 ITEMS FOR THE NEXT AGENDA

Discover Newmarket – presentation
Review of Corporate Strategy, Medium Term Financial Strategy, IT Website and E-mail Policy

Meeting closed at 7.42pm

Signed: By the Chairman

Date 16/11/2020