



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 18th January 2021 at 7:00pm via Zoom**

Attendance:

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

Councillor A Drummond
Councillor C O'Neill
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, J Ashton – Minute Assistant, Cllr P Hulbert - NTC, 1 Member of the Press and 1 Member of the Public.

Minute

F/21/01/1 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/21/01/2 Apologies for Absence

Apologies were received from Cllr Hood. Cllrs Bowen and Kerby were absent.

F/21/01/3 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/21/01/4 To Confirm the Minutes of the Meeting Held on 14th December 2020 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 14th December 2020 and the following was agreed:

F/21/01/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 14th December 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/21/01/5 Public Open Session

Resident Douglas Hall spoke to item 11 Discover Newmarket and item 9 Weatherby Crossing fees.

Cllr Hulbert also spoke to item 9 and was advised that no costs could be awarded to NTC by Network Rail.

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- F/21/01/6** **Submission of Schedules of Payments for Information CB1 - CB4 for (December 2020)**
Members reviewed CB1 - CB4 and the following was agreed:
- F/21/01/6.01 Recommendation**
That the ratification of the schedules of payments for the period 01/12/2020 – 31/12/2020 (Cash Book 1 - 4) be received and adopted.
- F/21/01/7** **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 31/12/2020 (month 9) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.
- F/21/01/8** **To Receive the Income and Expenditure for December 2020**
The Income and Expenditure reports for December 2020 were received and noted.
- F/21/01/9** **Weatherby Crossing Inquiry Fees**
A report regarding the final invoice and total costs was received and noted. Options for payment of the invoice were considered and the following was agreed:
- F/21/01/9.01 Recommendation**
That the following transactions be made:
- Virement of £2,537 from 4114/101 Other Projects/Reserves 20/21 to 4056/101 Legal Fees; virement of £7,000 from 4113/101 Rolling Capital Reserve 20/21 to 4056/101 Legal Fees; virement from 4026/101 Insurance at £2,971 & 4071/101 Publicity at £470.**
- It was noted that this option would impact the General Reserve target by reducing the planned booster by £7,000.
- F/21/01/10** **Newmarket PCSO**
Town Clerk advised that she was meeting with the PCSO every two weeks and encouraged councillors to notify her of any issues they would like raised. There had been no update on the Police supplying a mobile phone and the following was agreed:
- F/21/01/10.01 Recommendation**
That provision of a mobile phone for the PCSO be explored at a minimum cost.
- F/21/01/11** **Discover Newmarket**
A report on past contributions was noted and the option to extend the contribution was considered. The following was agreed:
- F/21/01/11.01 Recommendation**
That the NTC contribution to Discover Newmarket be continued with a contribution of £5,000 for 2021/22 and be reviewed next year.

F/21/01/12 Health & Safety

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

F/21/01/13 Town Council Constitution – To Review Policy Documents

The Internal Controls Working Group had reviewed the Risk Management Scheme, and the Internal Controls document. The following was agreed:

F/21/01.13.01 Recommendation

That the reviewed and amended Risk Management Scheme and Internal Controls document be received and adopted.

A revised Corporate Strategy document was received and the following was agreed:

F/21/01.13.02 Recommendation

That the reviewed and amended Corporate Strategy be received and adopted.

The Medium-Term Financial Plan, would be presented to a future meeting.

The Standing Orders Working Group had held their first meeting and would report back with recommendations to a future meeting of the F&P committee.

F/21/01/14 Suffolk Chamber of Commerce

The renewal of the subscription was considered and the following was agreed:

F/21/01/14.01 Recommendation

That the annual membership subscription of £300 +VAT be renewed for 2021-2022 and that a presentation by the Suffolk Chamber of Commerce be made at a future date to F&P.

F/21/01/15 Correspondence

West Suffolk financial support for the impact of Covid-19 on the tax base for 2021 – 2022 with a one-off grant was welcomed and noted.

F/21/01/16 Date of Next Meeting

Monday 15th February 2020 via Zoom.

F/21/01/17 Items for the Next Agenda

- Presentation by the Suffolk Chamber of Commerce.

Meeting closed at 7:30pm

Signed: By the Chairman

Date:15/02/2021