

Membership from May 2020

Councillor Appleby
Councillor Borda
Councillor Drummond
Councillor Hood
Councillor Jefferys - Chairman
Councillor Kerby – Vice Chairman
Councillor O'Neill
Councillor Yarrow

Quorum = 3 councillors



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP
Councillors, you are hereby summoned to attend a meeting of the
Finance & Policy committee
Monday 15th March 2021 at 7.00pm on Zoom

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time. The meeting is held on the online Zoom platform, no special software is required. The link to join the meeting is as follows:

<https://us02web.zoom.us/j/86333636693?pwd=aG1aVWZMa1JRQ2lxQXpyKzdBSTZBQT09>

Or by telephone: +442034815237/Meeting ID: 863 3363 6693 & password +442034815237

The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Chairman determining whose turn it is to speak. Voting will be orally, by roll call.

Occasionally matters relating to contractual or staffing issues do have to be held in the confidential part of the meeting. Members of the public and press may not report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The meeting will be recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

Agenda

1. **Chairman's announcement** - That the proceedings are being recorded. All participants will be muted by the host of the meeting, who will unmute the individual the Chairman has invited to speak
2. **Apologies** - To receive and accept apologies for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of previous meeting held 15th February 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak on more than two items and for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Submission of schedules of payments for information** - To review and approve cashbooks 1-4 for the previous month (to follow)
7. **Bank Statements** - To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
8. **Income & expenditure** - To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month (to follow)
9. **Soapbox Derby and charitable trusts** – To receive a report and authorise any actions

10. **To consider requests for grant funding**
 - a. Churches Together
 - b. Citizens Advice Bureau
11. **Permissions for virement** – To consider and approve request to vire funds
12. **Health and safety** - To receive a monthly report (to follow)
13. **Town Council Constitution** -To receive and approve revised Standing Orders (previously circulated)
14. **Correspondence**
15. Date of next meeting **Monday 19th March 2021**
16. To note items for consideration at the next meeting

Signed *D. Baines*

Debbie Baines, Town Clerk

DATE 09/03/2021



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 15th February 2021 at 7:00pm via Zoom

Attendance:

Councillor M Jefferys (Chairman)
Councillor A Appleby
Councillor J Borda
Councillor A Drummond
Councillor R Hood

Councillor M Jefferys
Councillor C O'Neill
Councillor T Kerby
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, J Ashton – Minute Assistant, 1 Member of the Press and 2 Members of the Public.

Minute

F/21/02/1 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/21/02/2 Apologies for Absence

No apologies were received.

F/21/02/3 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/21/02/4 To Confirm the Minutes of the Meeting Held on 18th January 2021 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 18th January 2021 and the following was agreed:

F/21/02/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 18th January 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

Matters arising:

Page 2 – F/21/01/9 – Weatherby Crossing – the Planning Inspectorate had taken the decision to confirm the order for a public crossing, but with some modifications, which would now go out to consultation.

F/21/02/5 Public Open Session

A resident spoke to item 11 and asked if the Working Group could also review the Financial Regulations, and Code of Conduct.

F/21/02/6 Submission of Schedules of Payments for Information CB1 - CB4 for (January 2021)

Members reviewed CB1 - CB4 and the following was agreed:

F/21/02/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/01/2021 – 31/01/2021 (Cash Book 1 - 4) be received and adopted.

F/21/02/7 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 31/01/2021 (month 10) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/21/02/8 To Receive the Income and Expenditure for January 2021

The Income and Expenditure reports for January 2021 were received and noted.

F/21/02/9 Newmarket PCSO

Town Clerk advised that the current PCSO had left to join the Police force as a fulltime Officer and Bill Butcher had taken over the PCSO role for Newmarket. She will be meeting with him 16th February and will invite him to introduce himself at a full Council meeting.

F/21/02/10 Health & Safety

The monthly Health & Safety reports for January 2021 were received and noted. RFO reported that the safety equipment for the castle slide had been delivered and was waiting to be installed.

F/21/02/11 Town Council Constitution – To Review Policy Documents

The Standing Orders Working Group had reviewed Standing Orders and this would be circulated to all Members for consultation.

The Medium-Term Financial Plan was presented and considered and the following was agreed:

F/21/02.11.01 Recommendation

That the Medium-Term Financial Plan be received and adopted.

A proposal was made for the Standing Orders Working Group to take on further remits and the following was agreed:

F/21/02/11.02 Recommendation

That the current Standing Orders Working Group comprising of Town Clerk, Cllrs Appleby, Jefferys, O'Neill, Yarrow and Douglas Hall take on new remits to review the Financial Regulations, Standing Orders for contracts and the Code of Conduct.

F/21/02/12 Town Council and Committee online meeting recordings

This item was withdrawn and will be discussed at a future meeting.

F/21/02/13 Office Printer

The renewal of the lease for the current printer and an alternative supplier were considered and the following was agreed:

F/21/02/13.01 Recommendation

That the current Siemens lease be terminated by 10th April 2021.

F/21/02/13.02 Recommendation

That a new 5-year rental agreement for a (i) Konica Minolta C257i Simitri Solution printer be approved.

F/21/02/14 Rotary Club – Local Community Awards 2021

A request for a grant to support the Rotary Club Local Community Awards 2021 was considered and the following was agreed:

F/21/02/14.01 Recommendation

That a grant of £1,000 be awarded to the Rotary Club to support the Local Community Awards 2021, from 4076/101 Grants account 21/22.

F/21/02/15 Correspondence

None noted.

F/21/02/16 Date of Next Meeting

Monday 15th March 2021 via Zoom.

F/21/02/17 Items for the Next Agenda

None noted

Meeting closed at 7:22pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/02/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/01/2021 – 31/01/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/02.11.02 Recommendation</u>	That the Medium-Term Financial Plan be received and adopted.
<u>F/21/02/13.01 Recommendation</u>	That the current Siemens lease be terminated by 10 th April 2021.
<u>F/21/02/13.02 Recommendation</u>	That a new 5-year rental agreement for a Konica Minolta C257i Simitri Solution printer be approved.
<u>F/21/02/14.01 Recommendation</u>	That a grant of £1,000 be awarded to the Rotary Club to support the Local Community Awards 2021.

Debbie Baines
Town Clerk
Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
Suffolk CB8 8JP

Monday, 15 February 2021

Dear Debbie

Annual Grant to Citizens Advice

By way of introduction, I have recently taken on the role of Chief Officer from Jane Ballard who retired towards the end of 2020. Looking at our files I notice that Jane and one of our Trustees, Ray Bolton, attended a Town Council Meeting last February, to provide you with information in support our grant application. I am therefore writing to you, to bring you up to date with what is happening with Citizens Advice and in particular the service in Newmarket and to request your continued support.

Since last February our services have been completely reorganised to accommodate the restrictions and difficulties imposed upon us all as a consequence of the Covid pandemic. Most notably for the time being our offices are closed so we cannot offer a face to face interview facility. However, we have established a very effective on line service with all our staff, volunteers and specialists via email or telephone. It means that clients approach the whole service, not just the volunteers and staff in each individual site, thus they have access to a wider immediate range of services.

Across our whole area our work and number of clients has not diminished, although the categorisation of some areas has changed. Looking specifically at Newmarket we seem to have a unique situation, not replicated elsewhere in our area, in that the number of clients (2,687) is significantly 40% lower for this past 12 months than the numbers for 2019 (4,897). We attribute this fall in numbers to the fact that the offices are closed and that a large number of our clients would have come from the immediate vicinity, finding the offices very convenient to visit. We think there is thus a short term reluctance to contact us by phone or email and perhaps some are also unwilling or unable to make contact.

Offices in Brandon, Bury St Edmunds, Haverhill, Mildenhall and Newmarket

Citizens Advice West Suffolk is an operating name of Suffolk West Citizens Advice Bureau.
Charity registration number 1144118. Company limited by guarantee. Registered number 7645392 England.
Authorised and regulated by the Financial Conduct Authority FRN: 617759.
Registered office: Risbygate Centre, 90 Risbygate Street, Bury St. Edmunds, IP33 3AA

We have however seen a rise of 12% in case numbers for employment and related problems and a 25% increase for benefit claimants. Although debt problem cases are slightly lower, mainly because creditors are not forcing recovery procedures as vigorously at present, we have none the less seen a significant rise in amounts recovered for clients to £600,000 in the past year.

With regard to the offices, at long last after many years of trying we have been able to get a scheme agreed by Suffolk County Council whereby we can move into the refurbished main building of Foley House. Work has just started and we anticipate completion in about 3 months, assuming there are no Covid related delays. We are excited about this project and look forward to opening the new offices as soon as circumstances permit for what we see as a most important requirement for the Town.

This all requires funding and we have been able to set aside sufficient monies from our special reserves to enable the renovations to go ahead. We do however, need to ensure that we have ongoing grants to meet our running costs and the annual grant from the Town Council is most welcome. I notice from the files that the grant has always been £3,000pa. If it is possible, and I appreciate that there are demands on restricted Council budgets, an increase would be appreciated. Our request to the Haverhill Town Council has recently been approved at £10,000

I would therefore kindly ask you to place our request for continued funding, with hopefully an increase, before the Town Council.

Yours sincerely,

Carol Eagles
Chief Officer

Offices in Brandon, Bury St Edmunds, Haverhill, Mildenhall and Newmarket

Citizens Advice West Suffolk is an operating name of Suffolk West Citizens Advice Bureau.

Charity registration number 1144118. Company limited by guarantee. Registered number 7645392 England.

Authorised and regulated by the Financial Conduct Authority FRN: 617759.

Registered office: Risbygate Centre, 90 Risbygate Street, Bury St. Edmunds, IP33 3AA



Items 10a, 10b and 11

Item 10a Churches Together

To discuss grant funding for the Churches Together SOS bus of £1,000; as previously discussed.

Item 10b Citizens Advice Bureau – previous resolution (for information)

20/02/6.01 Resolved

That NTC continues to support Newmarket CAB with payment of £3,000 now from the 2019/20 financial year and a confirmed donation of £3,000 for 2020/21 and that the request to commit to funding longer term be referred to the F&P Committee.

Item 11 Permissions for virement

£2,000 from 4180/101 Civic Functions to 4076/101 Grants:

to cover previously resolved £1,300 grant to Abbeycroft Leisure in support of Adventure Outdoor Activity Days & £1,000 for SOS bus funding (if resolved)