



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:By the Chairman

Date:18/05/2021

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 10th 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.