



Newmarket

TOWN COUNCIL

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

Attendance:

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

Councillor M Jefferys
Councillor C O'Neill
Councillor A Drummond
Councillor R Hood

Also Present: D Baines – Town Clerk, C Whitaker – RFO, G. Colby – Minute Assistant, 1 Member of the Press and 4 Members of the Public.

Minute	
F/21/03/1	<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/21/03/2	<u>Apologies for Absence</u> No apologies were received.
F/21/03/3	<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/21/03/4	<u>To Confirm the Minutes of the Meeting Held on 15th March 2021 and any Matters Arising</u> Members received the minutes of the Finance & Policy Committee meeting held on 15th March 2021 and the following was agreed: <u>F/21/03/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 15th March 2021 be adopted and signed as a true record by the Chairman of the Finance & Policy Committee.</u> There were no matters arising
F/21/03/5	<u>Public Open Session</u> A resident spoke to Item 5 Soapbox Derby and thanked the Town Clerk for her responses and report.

F/21/03/6	<u>Submission of Schedules of Payments for Information CB1 - CB4 for (February 2021)</u> Members reviewed CB1 - CB4 and the following was agreed: <u>F/21/03/6.01 Recommendation</u> That the ratification of the schedules of payments for the period 01/02/2021 – 28/02/2021 (Cash Book 1 - 4) be received and adopted.
F/21/03/7	<u>To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee</u> The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 28/02/2021 (month 11) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.
F/21/03/8	<u>To Receive the Income and Expenditure for February 2021</u> The Income and Expenditure reports for February 2021 were received and noted.
F/21/03/9	<u>Soapbox Derby and charitable trusts</u> Councillors received and noted a report regarding set up and running of the Soapbox Derby 2019. A report regarding the NTC Charitable Fund bank account, and the benefits and possibility of setting up a charitable trust was considered. It was agreed to close the account and transfer the funds to the NTC Current account. <u>F/21/03/9.1 Recommendation</u> To transfer the existing balance of £369.56 from the NTC Charitable Fund bank account back to the NTC Current account. Committee considered and decided not to pursue the set up of a new charitable trust fund at the present time.
<i>Cllr Borda declared a non-pecuniary interest in this item, and did not vote on the matter.</i>	
F/21/03/10	<u>Grant Requests</u> A request for a grant of £1,000 to support the SOS Bus was considered and the following was agreed: <u>F/21/03/10.1 Recommendation</u> That a grant of £1,000 be awarded to the SOS Bus, to be drawn from 4076/101 Grants account for 2021/22, subject to an activity report being made to NTC at the end of the year. A request for a grant for 2021/22 of £3,000 to support Citizens Advice, West Suffolk was considered and the following was agreed: <u>F/21/03/10.2 Recommendation</u> That a grant of £3,000 be awarded to the Citizens Advice, West Suffolk for 2021/22, to be drawn from 4076/101 Grants account.

F/21/03/11 Permissions for virement

Councillors considered a request to vire funds –

£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 (as resolved)

F/21/03/11.1 Recommendation

That the virement of £2,000 from 4180/101 Civic Functions to 4076/101 Grants be made.

F/21/03/12 Health & Safety

The monthly Health & Safety reports for February 2021 were not yet complete and would be circulated.

F/21/03/13 Town Council Constitution – To Review Policy Documents

The Standing Orders Working Group presented the revised Standing Orders to committee members for approval, and the following was agreed:

F/21/03/13.1 Recommendation

That the revised Standing Orders be adopted.

F/21/03/14 Correspondence

It was noted that Cllr Kerby had resigned from the Finance and Policy committee and from Newmarket Town Council.

F/21/03/15 Date of Next Meeting

Tuesday 6th April 2021 via Zoom.

F/21/03/16 Items for the Next Agenda

None noted

Meeting closed at 7:45pm

Signed: By the Chairman

Date: 22/04/2021

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/03/6</u>	That the ratification of the schedules of payments for the period 01/02/2021 – 28/02/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/03/9.1</u>	To transfer the existing balance of £369.56 from the NTC Charitable Fund bank account back to the NTC Current account.
<u>F21/03/10.1</u>	That a grant of £1,000 be awarded to the SOS Bus, to be drawn from 4076/101 Grants account for 2021/22, subject to an activity report being made to NTC at the end of the year.
<u>F/21/03/10.2</u>	That a grant of £3,000 be awarded to the Citizens Advice, West Suffolk for 2021/22, to be drawn from 4076/101 Grants account.
<u>F21/03/11</u>	That the virement of £2,000 from 4180/101 Civic Functions to 4076/101 Grants be made.
<u>F/21/03/13.1</u>	That the revised Standing Orders be adopted.