



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Thursday 22nd April 2021 at 7:00pm via Zoom**

Attendance:

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

Councillor R Hood
Councillor C O'Neill
Councillor K Yarrow

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

Minute

F/21/04/1 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/21/04/2 Apologies for Absence

No apologies were received.

F/21/04/3 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/21/04/4 To Confirm the Minutes of the Meeting Held on 15th March 2021 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 15th March 2021 and the following amendment was made:

Page 1 F/21/03/3 - Cllr Borda declared a non-pecuniary interest in item F/21/03/10.

Subject to the amendment being made, the following was agreed:

F/21/02/4.01 Resolved

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 & Planning Committee.

There were no matters arising.

- F/21/04/5 Public Open Session**
No member of the public wished to speak.
- F/21/04/6 Submission of Schedules of Payments for Information CB1 - CB4 for (March 2021)**
Members reviewed CB1 - CB4 and the following was agreed:
- F/21/04/6.01 Recommendation**
That the ratification of the schedules of payments for the period 01/03/2021 – 31/03/2021 (Cash Book 1 - 4) be received and adopted.
- F/21/04/7 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 31/03/2021 (month 11) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.
- F/21/04/8 To Receive the Income and Expenditure for March 2021**
The Income and Expenditure reports for March 2021 were received and noted.
- F/21/04/9 Newmarket PCSO**
The monthly PCSO report was received and noted.
- F/21/04/10 To Receive and approve the Statement of Internal Control**
The Statement of Internal Control was presented and considered and the following was agreed:
- F/21/04.10.01 Recommendation**
That the Statement of Internal Control be received and adopted.
- F/21/04/11 Health and Safety**
The monthly Health and Safety report was received and noted.
- F/21/04/12 Memorial Hall Office Space**
A report on partitioning the main office space to provide COVID-19 compliant working space for staff was considered and the following was agreed:
- F/21/04/12.01 Recommendation**
That the costs for partitioning the main office space be investigated.
- F/21/04/13 Government Consultation in to Remote Meeting**
The consultation was completed at the meeting and will be submitted by the Town Clerk.
- F/21/04/14 Correspondence**
None noted.

F/21/04/15 Date of Next Meeting
Monday 17th May 2021 at the Memorial Hall.

F/21/04/16 Items for the Next Agenda
None noted

Meeting closed at 7:28pm

Signed: By the Chairman

Date: 17/05/2021

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/04/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/03/2021 – 31/03/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/04.11.02 Recommendation</u>	That the Statement of Internal Control be received and adopted.
<u>F/21/04/12.01 Recommendation</u>	That the costs for partitioning the main office space are investigated.