



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 17th May 2021 at the Memorial Hall**

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 2 Members of the Public.

Minute

- F/21/05/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded.**
The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings may be filmed or recorded.
- F/21/05/2 Apologies for Absence**
No apologies were received.
- F/21/05/3 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/21/05/4 To Confirm the Minutes of the Meeting Held on 22nd April 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 22nd April 2021 and the following was agreed:

F/21/05/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 22nd April 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/21/05/5 Public Open Session**
No member of the public wished to speak.
- F/21/05/6 Submission of Schedules of Payments for Information CB1 - CB4 for (April 2021)**
Members reviewed CB1 - CB4 and the following was agreed:

F/21/05/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/04/2021 – 30/04/2021 (Cash Book 1 - 4) be received and adopted.

F/21/05/7 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 30/04/2021 (month 1) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/21/05/8 To Receive the Income and Expenditure

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

F/21/05/9 End of Year Budget Analysis 2020-2021

The RFO presented a report on the closing budget balances and underspends. The report was considered and the following was agreed:

F/21/05/9.01 Recommendation

That the recommended transfers from Committee underspends to the specified ear-marked reserves detailed in the report, be approved. That the calculation for the General Reserve Fund for 2021/22 be approved.

F/21/05/10 To Consider a Request for Grant Funding

The request from Newmarket Festival for a grant to support the Food & Drink Festival 11th – 12th September 2021 was considered and the following was agreed:

F/21/04.10.01 Recommendation

That the request for Grant Funding from Newmarket Festival for £1,500.00 to support the Food & Drink Festival to be held on 11th – 12th September 2021 be approved, subject to the funds being carried forward to 2022 if the event is cancelled.

F/21/05/11 Health and Safety

The monthly Health and Safety report was received and noted. Town Clerk gave a verbal update on the Legionella issues at the Pavilion. Test results are awaited along with further water treatment and resampling.

F/21/05/12 Correspondence

None noted.

F/21/05/13 Date of Next Meeting

Monday 21st June 2021 at the Memorial Hall.

F/21/05/14 Items for the Next Agenda

- Legionella report for the Pavilion

Meeting closed at 7:12pm

Signed by the Chairman

Date 21st June 2021

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/05/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/04/2021 – 30/04/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/05/9.01 Recommendation</u>	That the recommended transfers from Committee underspends to the specified ear-marked reserves detailed in the report, be approved. That the calculation for the General Reserve Fund for 2021/22 be approved
<u>F/21/05/10.01 Recommendation</u>	That the request for Grant Funding from Newmarket Festival for £15,00.00 to support the Festival to be held on 11th – 12th September 2021 be approved, subject to the funds being carried forward to 2022 if the event is cancelled.