



Newmarket

TOWN COUNCIL

Minutes of the Annual Meeting of Newmarket Town Council held on Monday 24th May 2021 at 6:00 pm at the Memorial Hall

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor A Appleby
Councillor J Berry
Councillor J Borda
Councillor J Clover
Councillor L Crissall
Councillor J De'Ath
Councillor A Drummond

Councillor Y Fitzgerald
Councillor D Hall
Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor C O'Neill
Councillor P Winter
Councillor K Yarrow

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

Minute

21/05/1 **Welcome**

The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings were being recorded.

21/05/2 **Election of Town Mayor**

Town Clerk advised that there were two nominations for the position of Town Mayor.

Cllr Drummond nominated Cllr Jefferys, seconded by Cllr O'Neill. Cllr O'Neill also nominated Cllr Jefferys, seconded by Cllr Hall. There were no other nominations and a vote was taken, and the following was agreed:

21/05/2.01 Resolved

Cllr Jefferys was duly elected to serve as Town Mayor for Newmarket for 2021/22 and it was confirmed that the declaration of acceptance of office of the Town Mayor was signed.

The Mayor gave thanks for the support from Members and gave a summary of last year's achievements during difficult times. This was the last week for the Town Clerk who had been a key member in keeping the Council going during the pandemic and will be sorely missed.

Cllr Berry joined the meeting

21/05/3 **ELECTION OF DEPUTY TOWN MAYOR**

The Mayor invited nominations for the position of Deputy Town Mayor. Town Clerk advised that one nomination had been received.

Cllrs Borda nominated Cllr O'Neill, seconded by Cllr Hall. There were no other nominations and a vote was taken, and the following was agreed:

21/05/3.01 Resolved

Cllr O'Neill was duly elected to serve as Deputy Town Mayor for Newmarket for 2021/22 and it was confirmed that the declaration of acceptance of office of the Deputy Town Mayor was signed.

- 21/05/4 Apologies for Absence – LGA 1972, Section 85(1) & (2)**
Apologies were received from Cllrs Anderson and Lay.
- 21/05/5 To Welcome Newly Elected Councillors and note receipt of Declarations of Acceptance of Office**
The Mayor introduced the newly elected Members Cllrs J Berry, J Clover, L Crissall, D Hall, J Harvey and P Winter. Their Declaration of Acceptance of Officer were received and noted.
- 21/05/6 Declaration of Members Interests & to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation**
Cllrs Drummond and Hood declared a non-pecuniary interest in item 26 – Cumulative Impact and Exning Road consultations.
- 21/05/7 To Receive and Confirm the Minutes of the Town Council Meeting held on 26th April 2021 and any Matters Arising.**
The minutes of the virtual meeting held on 26th April 2021 were presented and the following was agreed:
- 21/05/7.01 Resolved**
That the minutes of the virtual meeting held on 26th April 2021 be adopted and would be signed as a correct record by the Town Mayor.
- There were no matters arising.
- 21/05/8 Public Open Session**
A resident congratulated the newly elected Members.
- 21/05/9 Councillor Reports**
SCC – Cllr Hood will provide her report tomorrow at the Annual meeting of the Town.
- West Suffolk Council (WSC)** – Cllr Drummond will provide his report tomorrow at the Annual meeting of the Town.
- Ward** – None noted
- Outside bodies** – Cllr Borda reported that an interactive Monster trail throughout the Town was being organised. The Town Pastors are doing first aid training and will resume patrols in the near future.
- 21/05/10 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 4th and 17th May 2021**
The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 4th and 17th May 2021.
- 21/05/10.01 Resolved (D/21/05/12.01 Recommendation)**
That the following Working Group statement be submitted to East Cambs:
- As ECDC wards adjacent to Newmarket look to Newmarket as their home town, any development in these wards shall make financial contribution to Newmarket infrastructure, through S106 monies.**

21/05/11 To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 4th May 2021

The Chairman presented the minutes of the Community & Leisure Services Committee meeting held on 4th May 2021.

21/05/11.01 (CL/21/05/7.01 Recommendation)

That the splashpad be recommissioned with a full service to be carried out in May 2021 for a cost of £1,162+VAT.

21/05/11.02 (CL/21/05/10.01 Recommendation)

That the request to hold an outdoor student concert in the Memorial Gardens be approved and any fees be waived. That the date and arrangements be agreed with the Events Manager.

21/05/11.03 Resolved (CL/21/05/10.02 Recommendation)

That the fees be waived for Newmarket Festival to use the Pavilion to host the Summer Nights 10km walk on Saturday 14th August 2021.

21/05/12 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 17th May 2021

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 17th May 2021.

21/05/12.01 Resolved (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.

21/05/12.02 Resolved ((F/21/0/9.01 Recommendation)

That the recommended transfers from Committee underspends to the specified ear-marked reserves detailed in the report, be approved. That the funds allocated to the Neighbourhood Plan be transferred to an ear-marked reserve for Town maintenance and improvement. That the calculation for the General Reserve Fund for 2021/22 be approved.

21/05/12.03 Resolved (F/21/05/10.01 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.

21/05/13 Committee Terms of Reference

The Committee Terms of Reference and delegation arrangements were considered and the following was agreed:

21/05/13.01 Resolved

That the Committee Terms of Reference and delegation arrangements be referred to the F&P Committee to be reviewed.

21/05/14 Committee Membership

The Town Council agreed to the following Committee memberships.

1. Development & Planning Committee

21/05/14.01 Resolved

That Cllrs Appleby, Berry, Clover, Crissall, Drummond, Fitzgerald, Hall, Hood, Hulbert, Jefferys, and O'Neill be members of the Development & Planning Committee for the year 2021/22.

2. Community and Leisure Services Committee

21/05/14.02 Resolved

That Cllrs Anderson, Appleby, Borda, Crissall, De'Ath, Drummond, Hall, Harvey, Hood, Hulbert, Jefferys, Winter and Yarrow be members of the Community Services Committee for the year 2021/22.

3. Neighbourhood Plan Committee

21/05/14.03 Resolved

That Cllrs Appleby, Crissall, De'Ath, Drummond, Hall, Harvey, Hood, Hulbert, Jefferys, O'Neill, Winter and Yarrow be members of the Neighbourhood Plan Committee for the year 2021/22.

4. Finance & Policy Committee

21/05/14.04 Resolved

That Cllrs Appleby, Borda, Drummond, Hall, Harvey, Hood, Hulbert, Jefferys, O'Neill and Yarrow be members of the Finance & Policy Committee for the year 2021/22.

5. Human Resources Committee

21/05/14.05 Resolved

That Cllrs Drummond, Hall, Hood, Hulbert, Jefferys, O'Neill, Winter and Yarrow be members of the Human Resources Committee for the year 2021/22.

Chairmen and Vice Chairmen would be elected at the first meeting of each Committee.

21/05/15 To Review Delegation arrangements to staff

The delegation arrangements to staff were noted.

21/05/16 To Review and Adopt the Standing Orders and Financial Regulations

The Standing Orders and Financial Regulations were considered and the following was agreed:

21/05/16.01 Resolved

That the Financial Regulations, along with other Newmarket Constitution documents, be referred to the F&P Committee Working Group to review.

21/05/17 To Confirm Town Councillor Representatives on Other bodies and Arrangements for Reporting Back

It was noted that some of the other body organisations were no longer relevant and this item would be referred to the F&P Committee to review and report back.

- 21/05/18 To Review Arrangements with other Local Authorities**
The arrangements with other Local Authorities were noted and the West Suffolk SLA was referred to the F&P Committee to consider arrangements for when the current contract ends next year.
- 21/05/19 To Review the Asset Register**
The Asset Register was considered and the following was agreed:
- 21/05/19.01 Resolved**
That the Asset Register be referred to the F&P Committee to review and update.
- 21/05/20 To Confirm Arrangements for Insurance Cover in Respect of all Insurable Risks**
The Zurich Insurance Policy was noted.
- 21/05/21 To Review Council's Expenditure Incurred under the General Power of Competence**
The expenditure incurred under the General Power of Competence was noted. The General Power of Competence was still valid and would continue.
- 21/05/22 To Approve dates and times of Ordinary Councils Meetings for 2021/2022**
The dates and times of the ordinary Council meetings for 2021/2022 were noted. There will be a change to the start time for second meetings to start at 6:45pm or following the end of the previous meeting.
- 21/05/23 Internal Audit Report**
The Internal Audit Report for 2021/2022 was presented and it was noted that there were no matters arising that required any formal comment or recommendation. Thanks were given to the RFO for an excellent report.
- 21/05/24 Annual Governance and Accountability Return (external audit) 2020/2021**
The Annual Governance and Accountability Return were presented and the following was agreed:
- 21/05/24.01 Resolved**
That Section 1 of the Annual Governance Statement indicating systems of internal control and arrangements for preparation of the accounting statements and Section 2 Accounting Statements be approved and signed.

Cllrs Drummond declared a non-pecuniary interest in the following item

- 21/05/25 To Consider Consultation Responses**
Newmarket Cumulative Impact Assessment - consultation end date 28th June. It was noted that if it is not renewed it would lapse. The following was agreed:

21/05/25.01 Resolved
That the Newmarket Cumulative Impact Assessment consultation be referred to the D&P Committee to consider any further evidence to support West Suffolk.

Cllr Hood declared a non-pecuniary interest in the following item

Exning Road Traffic Regulation Order – the response was considered and an additional sentence was added to request that SCC look at the safety of the Studlands Park Avenue/Exning Road junction.

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

21/05/25.02 Resolved

That the responses to the Exning Road Traffic Regulation Order be approved and submitted.

21/05/26 PCSO Monthly Report

The PCSO monthly report was received and noted.

21/05/27 Correspondence

Letter from the Newmarket Dementia Alliance – it was noted that there were some suggestions for the Council to consider and the following was agreed:

21/05/28.01 Resolved

That the letter from the Newmarket Dementia Alliance be referred to the Community & Leisure Services to consider any further actions.

21/05/28 Date of the next Meeting

Monday 28th June 2021 in the Memorial Hall.

21/05/29 Exclusion of the Press & Public

With the vote being unanimous, it was:

21/05/29.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

The press and public left the meeting

21/05/30 *Staff Update*****

Town Clerk presented a report giving an update on the Town Clerk vacancy and the following was agreed:

*****21/05/30.01 Resolved*****

That the Town Clerk job description be reviewed along with an increase to the salary band. That the RFO be given extra hours and be temporarily promoted to Acting Town Clerk to cover the post in the interim.

Meeting closed at 6:50pm

Signed: by the Chairman

Date: 28/06/2021

Summary of Resolutions

Resolution	Resolution Wording
<u>21/05/2.01 Resolved</u>	Cllr Jefferys was duly elected to serve as Town Mayor for Newmarket for 2021/22 and it was confirmed that the declaration of acceptance of office of the Town

	Mayor was signed.
<u>21/05/3.01 Resolved</u>	Cllr O'Neill was duly elected to serve as Deputy Town Mayor for Newmarket for 2021/22 and it was confirmed that the declaration of acceptance of office of the Deputy Town Mayor was signed.
<u>21/05/10.01 Resolved (D/21/05/12.01 Recommendation)</u>	That the following Working Group statement be submitted to East Cambs: As ECDC wards adjacent to Newmarket look to Newmarket as their home town, any development in these wards shall make financial contribution to Newmarket infrastructure, through S106 monies.
<u>21/05/11.01 (CL/21/05/7.01 Recommendation)</u>	That the splashpad be recommissioned with a full service to be carried out in May 2021 for a cost of £1,162+VAT.
<u>21/05/11.02 (CL/21/05/10.01 Recommendation)</u>	That the request to hold an outdoor student concert in the Memorial Gardens be approved and any fees be waived. That the date and arrangements be agreed with the Events Manager.
<u>21/05/11.03 (CL/21/05/10.02 Recommendation)</u>	That the fees be waived for Newmarket Festival to use the Pavilion to host the Summer Nights 10km walk on Saturday 14th August 2021.
<u>21/05/12.01 Resolved (F/21/05/9.01 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>21/05/12.02 Resolved (F/21/05/6.01 Recommendation)</u>	That the recommended transfers from Committee underspends to the specified ear-marked reserves detailed in the report, be approved. That the funds allocated to the Neighbourhood Plan be transferred to an ear-marked reserve for Town maintenance and improvement. That the calculation for the General Reserve Fund for 2021/22 be approved.
<u>21/05/12.03 Resolved (CL/21/05/10.01 Recommendation)</u>	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.
<u>21/05/13.01 Resolved</u>	That the Committee Terms of Reference and delegation arrangements be referred to the F&P Committee to be reviewed.
<u>21/05/14.01 Resolved</u>	That Cllrs Appleby, Berry, Clover, Crissall, Drummond, Fitzgerald, Hall, Hood, Hulbert, Jefferys, and O'Neill be members of the Development & Planning Committee for the year 2021/22.
<u>21/05/14.02 Resolved</u>	That Cllrs Anderson, Appleby, Borda, Crissall, De'Ath, Drummond, Hall, Harvey, Hood, Hulbert, Jefferys, Winter and Yarrow be members of the Community Services Committee for the year 2021/22.
<u>21/05/14.03 Resolved</u>	That Cllrs Appleby, Crissall, De'Ath, Drummond, Hall, Harvey, Hood, Hulbert, Jefferys, O'Neill, Winter and Yarrow be members of the Neighbourhood Plan Committee for the year 2021/22.
<u>21/05/14.04 Resolved</u>	That Cllrs Appleby, Borda, Drummond, Hall, Harvey,

	Hood, Hulbert, Jefferys, O'Neill and Yarrow be members of the Finance & Policy Committee for the year 2021/22.
<u>21/05/16.01 Resolved</u>	That the Financial Regulations, along with other Newmarket Constitution documents, be referred to the F&P Committee Working Group to review.
<u>21/05/19.01 Resolved</u>	That the Asset Register be referred to the F&P Committee to review and update.
<u>21/05/24.01 Resolved</u>	That Section 1 of the Annual Governance Statement indicating systems of internal control and arrangements for preparation of the accounting statements and Section 2 Accounting Statements be approved and signed.
<u>21/05/25.01 Resolved</u>	That the Newmarket Cumulative Impact Assessment consultation be referred to the D&P Committee to consider any further evidence to support West Suffolk.
<u>21/05/25.02 Resolved</u>	That the responses to the Exning Road Traffic Regulation Order be approved and submitted.
<u>21/05/28.01 Resolved</u>	That the letter from the Newmarket Dementia Alliance be referred to the Community & Leisure Services to consider any further actions.
<u>***21/05/30.01 Resolved***</u>	That the Town Clerk job description be reviewed along with an increase to the salary band. That the RFO be given extra hours and be temporarily promoted to Acting Town Clerk to cover the post in the interim.