



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 21st June 2021 at the Memorial Hall**

Attendance:

Councillor M Jefferys (Chairman)
Councillor A Appleby
Councillor J Borda
Councillor D Hall

Councillor R Hood
Councillor C O'Neill
Councillor P Hulbert
Councillor J Harvey

Also Present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.

Minute

F/17/06/1 To Elect a Chairman

Cllr Jefferys nominated Cllr Hall. There were no other nominations and a vote was taken. The following was agreed:

D/21/06/1.01 Resolved

That Cllr Hall be elected as the Chairman of the F&P Committee for 2021/2022

Cllr Jefferys left chair and Cllr Hall took the chair

F/17/06/2 To Elect a Vice Chairman

Cllr O'Neill nominated Cllr Harvey. There were no other nominations and a vote was taken. The following was agreed:

D/21/06/2.01 Resolved

That Cllr Harvey be elected as the Vice Chairman of the F&P Committee for 2021/2022.

F/17/06/3 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/17/06/4 Apologies for Absence

Apologies were received from Cllrs Drummond and Yarrow.

F/17/06/5 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/17/06/6 To Confirm the Minutes of the Meeting Held on 17th May 2021 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held

on 17th May 2021 and the following amendment was made:

Book number 6 – F/21/05/10.01 Recommendation - the amount of the Grant was changed to read £1,500.00

Subject to amendment being made, the following was agreed:

F/21/06/6.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 17th May 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/17/06/7 Public Open Session

No public in attendance.

F/17/06/8 Submission of Schedules of Payments for Information CB1 - CB4 for May 2021

Members reviewed CB1 - CB4 and the following was agreed:

F/21/06/8.01 Recommendation

That the ratification of the schedules of payments for the period 01/05/2021 – 31/05/2021 (Cash Book 1 - 4) be received and adopted.

F/17/06/9 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The preceding Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/05/2021 (month 2) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/17/06/10 To Receive the Income and Expenditure

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

F/17/06/11 Budget Virements

Town Clerk RFO presented a report on a request for budget virements. The report was considered and the following was agreed:

F/21/06/11.01 Recommendation

That the recommended budget virements from 4114/101 code (budget for Other Projects/Reserves) for £2,000 to 4083/101 PCSO and £2,325 to 4045/220 Studlands Lighting Maintenance & Energy be approved

Cllr Winter joined the meeting as a member of the public

F/17/06/12 To Consider a Request for Grant Funding

The request from Forest Heath Sports Partnership to support the Newmarket Family Treasure Hunt to be held in October 2021 was considered and the following was agreed:

F/21/06.12.01 Recommendation

That a grant of £1,000 be donated to Forest Heath Sports Partnership to support the Newmarket Family Treasure Hunt to be held in October 2021 be approved, subject to a grant application form being submitted.

F/17/06/13 PCSO Report

The Monthly PCSO report was received and noted and would be added to the NTC website.

F/17/06/14 Working Groups

The list of current Working Groups was reviewed and the terms of reference and membership were confirmed.

A proposal was made to set up a Working Group to consider Terms of Reference and delegation arrangements for Committees and the following was agreed:

F/21/06/14.01 Recommendation

That a Working Group be set up comprising of Cllrs Hall and Harvey with a remit of considering the Terms of Reference and delegation arrangements for Committees.

F/17/06/15 Outside Bodies

The outside bodies list was reviewed and the following was agreed:

F/21/06/15.01 Recommendation

That the Standing Orders Working Group produces a protocol on the role of Cllrs on outside bodies.

F/21/06/15.02 Recommendation

That the current organisations on the outside bodies list are contacted to confirm that a representative is required. That a report is produced and representatives be appointed at a full Council meeting.

F/21/06/15.03 Recommendation

That other organisations are contacted to ask if they wish to have a representative. That a report is produced and representatives be appointed at a full Council meeting.

F/21/06/15.04 Recommendation

That the final report from Newmarket Vision Working Group presented to Council March 2020, be reviewed to recommend a more constructive and accountable way forward.

F/17/06/16 Health and Safety

The monthly Health and Safety report was received and noted.

F/17/06/17 Training

The Training needs of the newly elected Councillors were discussed and the following was agreed:

F/21/06/17.01 Recommendation

That the request for new and existing Councillor training be approved.

F/17/06/18 Correspondence

A request from a resident to purchase a piece of NTC land by the allotments, which is currently leased, was considered and deferred to the next meeting.

F/17/06/19 Date of Next Meeting

Monday 19th July 2021 at the Memorial Hall.

F/17/06/20 Items for the Next Agenda

- Land by the Allotments

Meeting closed at 7:22pm

Signed: By the Chairman

Date: 19/07/2021

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/06/8.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/05/2021 – 31/05/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/06/11.01 Recommendation</u>	That the recommended budget virements from 4114/101 code (budget for Other Projects/Reserves) for £2,000 to 4083/101 PCSO and £2,325 to 4045/220 Studlands Lighting Maintenance & Energy be approved
<u>F/21/06/12.01 Recommendation</u>	That a grant of £1,000 be donated to Forest Heath Sports Partnership to support the Newmarket Family Treasure Hunt to be held in October 2021 be approved, subject to a grant application form being submitted.
<u>F/21/06/14.01 Recommendation</u>	That a Working Group be set up comprising of Cllrs Hall and Harvey with a remit of considering the Terms of Reference and delegation arrangements for Committees.
<u>F/21/06/15.01 Recommendation</u>	That the Standing Orders Working Group produces a protocol on the role of Cllrs on outside bodies.
<u>F/21/06/15.02 Recommendation</u>	That the current organisations on the outside bodies list are contacted to confirm that a representative is required. That a report is produced and representatives be appointed at a full Council meeting.

<u>F/21/06/15.03 Recommendation</u>	That other organisations are contacted to ask if they wish to have a representative. That a report is produced and representatives be appointed at a full Council meeting.
<u>F/21/06/15.04 Recommendation</u>	That the final report from Newmarket Vision Working Group presented to Council March 2020, be reviewed to recommend a more constructive and accountable way forward.