



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 16th August 2021 at the Memorial Hall at 7:00pm**

Attendance:

Councillor D Hall (Chairman)
Councillor A Appleby
Councillor J Borda
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill
Councillor K Yarrow

Also Present: G Colby – Administrator, J Ashton – Minute Assistant and 1 Member of the Public.

Minute

- F/17/08/1** **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/17/08/2** **Apologies for Absence**
Apologies were received from Cllrs Drummond and Harvey.
- F/17/08/3** **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/17/08/4** **To Confirm the Minutes of the Meeting Held on 19th July 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 19th July 2021 and the following was agreed:

F/21/08/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 19th July 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/17/08/5** **Public Open Session**
No members of the public wished to speak.
- F/17/08/6** **Submission of Schedules of Payments for Information CB1 - CB4 2021**
Members reviewed CB1 - CB4 for July 2021 and the following was agreed:

F/21/08/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/07/2021 – 31/07/2021 (Cash Book 1 - 4) be received and adopted.

F/17/08/7 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 31/07/2021 (month 4) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/17/08/8 To Receive the Income and Expenditure

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

F/17/08/9 Internal Audit

A report was presented on an agreement of terms letter from Audit Solutions Ltd the current internal audit provider since 2016/2017. It was noted that it is good practice to review and consider changing the internal audit company and three quotes were considered. The following was agreed:

F/21/08/09.01

That the quote from Heelis & Lodge for £700 be accepted and that Heelis & Lodge be appointed as the internal auditor for 2021/2022.

A proposal was made to move item 10 into the confidential part of the meeting and the following was agreed.:

F/21/08/9.02 Resolved

That item 10 – Land Lease be moved the confidential part of the meeting.

F/17/08/10 Standing Orders Review Working Group

The working group gave a verbal update about meeting weekly and will provide a report with recommendations to the next Finance & Policy meeting.

F/17/08/11 Health and Safety

The monthly Health and Safety report was received and noted.

F/17/08/12 Social Media

The use of Council social media was discussed and the following was agreed:

F/21/08/12.01 Recommendation

That delegated powers be given to the Town Clerk to pilot a project to use social media to publicise meetings and items that might be of interest to the public for a period of 4 months.

F/17/08/13 Correspondence

None noted.

F/17/08/14 Date of Next Meeting

Monday 20th September 2021 at the Memorial Hall.

F/17/08/15 Items for the Next Agenda

None noted

F/17/08/16 Exclusion of the Press & Public

With the vote being unanimous, it was:

*****F/21/08/16.01 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.

Members of the public left the meeting.

F/17/08/17 Land Lease

The lease agreement for land adjacent to 45 Field Terrace Road was considered and the following was agreed:

*****F/21/08/17.01 Recommendation*****

That the request to purchase the land adjacent to 45 Field Terrace Road be refused at this time and that the Town Clerk seeks legal advice on this matter.

Meeting closed at 7:19pm

Signed by the Chairman

Date 20/09/2021

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/08/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/07/2021 – 31/07/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/08/9.01 Recommendation</u>	That the quote from Heelis & Lodge for £700 be accepted and that Heelis & Lodge be appointed as the internal auditor for 2021/2022.
<u>F/21/08/9.02 Resolved</u>	That item 10 – Land Lease be moved the confidential part of the meeting.
<u>F/21/08/12.02 Resolved</u>	That delegated powers be given to the Town Clerk to pilot a project to use social media to publicise meetings and items that might be of interest to the public for a period of 4 months.
<u>***F/21/08/17.01 Recommendation***</u>	That the request to purchase the land adjacent to 45 Field Terrace Road be refused at this time and that the Town Clerk seeks legal advice on this matter.