



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 15th November 2021 at the Memorial Hall at 7:10pm**

Attendance:

Councillor D Hall (Chairman)
Councillor A Appleby
Councillor A Drummond
Councillor J Harvey

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

Also Present: T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Winter, Cllr Ferries, 1 Member of the Press and 1 Member of the Public.

Minute

- F/21/11/1 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/21/11/2 Apologies for Absence**
Apologies were received from Cllrs Borda and Hood.
- F/21/11/3 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/21/11/4 To Confirm the Minutes of the Meeting Held on 18th October 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 18th October 2021 and the following was agreed:

F/21/11/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 18th October 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/21/11/5 Public Open Session**
A member of the public spoke to item 12 regarding the proposed revised meeting schedule.
- F/21/11/6 Submission of Schedules of Payments for Information CB1 - CB4 2021**
Members reviewed CB1 - CB4 for October 2021 and the following was agreed:

F/21/11/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/10/2021 – 31/10/2021 (Cash Book 1 - 4) be received and adopted.

F/21/11/7 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 reported that scrutiny of the bank reconciliations relating to the end of 31/10/2021 (month 7) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks would be confirmed at the next F&P Committee meeting in December.

F/21/11/8 To Receive the Income and Expenditure

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

F/21/11/9 Weatherby Crossing

A report on further costs for Merrow Golden to prepare a brief statement of case and expert witness costs was presented and the following was agreed:

F/21/11/9.01 Recommendation

That Merrow Golden be instructed to prepare a brief statement of case for £1450 +VAT and that Rosalinde Emyrs-Roberts be engaged as the expert witness for £1,000.

The further costs will be funded from Legal Fees 4056/11 in the current budget.

F/21/11/10 Soapbox

A report on the income and expenditure for the Soapbox Derby 2021 was presented and the distribution of the revenue was considered. The following was agreed:

F/21/11/10.01 Recommendation

That a grant application from Newmarket Open Door for £945.45 and a grant application from SOS Bus CIO for £945.45 be approved.

F/21/11/11 Budget 2022/2023

A draft F&P Budget for 2022/2023 was presented and considered. Amendments were proposed and the following was agreed:

F/21/11/11.01 Recommendation

That subject to the amendments being made, that the draft F&P Committee budget for 2022/2023 be received and adopted.

F/21/11/12 Committees

A report on a review of Committee process and delegations was presented and considered. A detailed discussion was held and the following was agreed:

F/21/11/12.01 Recommendation

That the revised Committee process and delegations be received and

adopted from February 2022 for a trial period of six months subject to success criteria being presented to full council.

Revised Terms of Reference for standing Committees was deferred to the next F&P Committee meeting.

F/21/11/13 Financial Regulations

The revised Financial Regulations were presented and considered. The following was agreed:

F/21/11.13.01 Recommendation

That the revised Financial Regulation be received and adopted.

F/21/11/14 Standing Orders

The revised Standing Orders were presented and the following changes were considered:

- Amended typos, various minor changes relating to capitalisations, naming, etc.,
- Included references to legislation.
- Removed the ability to make a proposal or motion without having written notice, in line with NALC model standing orders and best practices at other councils, and to increase accountability to the public.
- Removed references to standing orders included as part of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England Wales) Regulations 2020.
- Clarified standing orders around working groups.
- Ensured that standing orders relating to disorderly conduct at council meetings also apply to meetings of committees, sub-committees and working groups.

The following was agreed:

F/21/11.14.01 Recommendation

That all of the above revisions to Standing Orders be received and adopted except for making proposals or motions in writing which will be trialled for F&P Committee agendas from next month.

F/21/11/15 Delegation to Officers

This item was deferred to the next F&P Committee meeting.

F/21/11/16 Forest Heath Parish Forum

A report on the Forest Heath Parish Forum was presented and considered. The following was agreed:

F/21/11/16.01 Recommendation

That NTC actively supports the newly formed Forest Heath Parish Forum and that the Chairman of the F&P Committee and Deputy Mayor be appointed as representatives to attend forum meetings.

F/21/11/17 Health and Safety

The monthly Health and Safety report was received and noted. It was noted that there had been incidents of anti-social behaviour in the Memorial Gardens during the last school half term and strategies were being looked at to prevent any further incidents.

F/21/11/18 Correspondence

None noted.

F/21/11/19 Date of Next Meeting

Monday 13th December 2021 at the Memorial Hall.

F/21/11/20 Items for the Next Agenda

- Revised Terms of Reference for standing Committees.
- Delegations to Officers

Meeting closed at 8.06pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/11/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/10/2021 – 31/10/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/11/9.01 Recommendation</u>	That Merrow Golden be instructed to prepare a brief statement of case for £1450 +VAT and that Rosalinde Emyrs-Roberts be engaged as the expert witness for £1,000.
<u>F/21/11/10.01 Recommendation</u>	That a grant application from Newmarket Open Door for £945.45 and a grant application from SOS Bus CIO for £945.45 be approved.
<u>F/21/11/11.01 Recommendation</u>	That subject to the amendments being made, that the draft F&P Committee budget for 2022/2023 be received and adopted.
<u>F/21/11/12.01 Recommendation</u>	That the revised Committee process and delegations be received and adopted from February 2022 for a trial period of six months subject to success criteria being

	presented to full council.
<u>F/21/11/13.01 Recommendation</u>	That the revised Financial Regulation be received and adopted.
<u>F/21/11/14.01 Recommendation</u>	That all of the above revisions to Standing Orders be received and adopted except for making proposals or motions in writing which will be trialled for F&P Committee agendas from next month.
<u>F/21/11/16.01 Recommendation</u>	That NTC actively supports the newly formed Forest Heath Parish Forum and that the Chairman of the F&P Committee and Deputy Mayor be appointed as representatives to attend forum meetings.