

Membership from May 2020

Councillor Appleby
Councillor Borda
Councillor Drummond
Councillor Hall (Chairman)
Councillor Harvey (Vice Chair)
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor O'Neill
Councillor Yarrow

Quorum = 3 councillors



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the
FINANCE & POLICY COMMITTEE to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP on
Monday 13th December at 6.30pm or following on from the
Neighbourhood Plan Committee meeting, whichever is
later

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- film, photograph or make an audio recording of the meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

AGENDA

- Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- Apologies** – To receive and accept apologies for absence
- Declaration of interests**
 - Councillors are invited to raise any declarations of interest concerning items on the agenda
 - To consider any requests for dispensation
- Minutes of previous meeting held 15th November 2021**
 - To consider and adopt the minutes, as a true record of the proceedings
 - To consider any matters arising
- Public participation** – an invitation to members of the public to make representations to Councillors.
Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
- Submission of schedules of payments for information** - To approve cashbooks 1-4 for the previous month
- Bank statements** – To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
- Accounts** – To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month
- Field Terrace Road Allotment land** – to receive an update regarding the lease (verbal)
- Health and safety** – to receive a monthly report
- Committee Meeting Schedule** – to re-visit the proposed meeting schedule changes, previously recommended to Full Council on 15th November 2021
- Standing Committee Terms of Reference** – to discuss revised Terms of Reference for Standing Committees
- Delegations to Officers** - to receive a report on terms of delegation to council officers
- Correspondence**
- Date of next meeting **Monday 24th January 2022**
- To note items for consideration at the next meeting

Signed  Cathy Whitaker, Town Clerk

townclerk@newmarket.gov.uk

DATE 7th December 2021

www.newmarket.gov.uk

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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.

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07/12/2021

Newmarket Town Council Current Year 2021/2022

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Detailed Income & Expenditure by Budget Heading as at 30/11/2021

Month No: 8

DRAFT Committee Report Finance & Policy M8

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy								
100 Precept								
1176 Precept Received	0	655,380	655,380	0			100.0%	
Precept :- Income	0	655,380	655,380	0			100.0%	0
Net Income	0	655,380	655,380	0				
101 Administration								
1003 Banner Income	0	0	1,000	1,000			0.0%	
1103 Rent Receivable	0	0	75	75			0.0%	
1173 Precept Support Grant	0	9,734	9,734	0			100.0%	
1181 Grant Received WSC	0	56,820	0	(56,820)			0.0%	56,820
Administration :- Income	0	66,554	10,809	(55,745)			615.7%	56,820
4008 Staff Training	0	1,592	2,500	908		908	63.7%	
4009 Staff Travel	0	67	250	183		183	26.8%	
4018 Software/Computer Consumables	0	605	1,500	895		895	40.3%	
4019 New IT System/Hardware	0	1,151	2,030	879		879	56.7%	
4021 Telephone and Fax	96	982	2,000	1,018		1,018	49.1%	
4022 Postage	0	541	2,100	1,559		1,559	25.8%	
4023 Stationery	0	1,146	2,000	854		854	57.3%	
4025 Subscriptions&Licences	0	3,926	5,700	1,774		1,774	68.9%	
4026 Insurance	0	195	10,000	9,805		9,805	1.9%	
4028 Office Maintenance	353	9,562	11,500	1,938		1,938	83.1%	
4030 Recruitment Advertising	0	3,835	500	(3,335)		(3,335)	766.9%	
4051 Bank Charges/Interest	0	134	200	66		66	67.0%	
4056 Legal Expenses	0	5,328	10,000	4,672		4,672	53.3%	
4057 Audit & Accountancy Fees	0	2,605	3,850	1,245		1,245	67.7%	
4058 Professional Fees	0	0	200	200		200	0.0%	
4059 web site	0	712	1,000	288		288	71.2%	
4060 Councillors Training	0	0	550	550		550	0.0%	
4061 Councillors Expenses	0	0	275	275		275	0.0%	
4062 Civic Regalia	0	0	325	325		325	0.0%	
4064 Town Mayor's Allowance	0	170	1,000	830		830	17.0%	
4075 Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076 Grants	0	39,000	5,000	(34,000)		(34,000)	780.0%	32,500
4077 Marketing	0	150	3,000	2,850		2,850	5.0%	
4079 Remembrance Event Expenses	0	225	25	(200)		(200)	900.0%	
4083 PCSO	0	18,000	36,000	18,000		18,000	50.0%	
4090 Biodegradable Dog Poo Bags	0	0	1,000	1,000		1,000	0.0%	

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Detailed Income & Expenditure by Budget Heading as at 30/11/2021

Month No: 8

DRAFT Committee Report Finance & Policy M8

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4097 Election Costs	0	0	5,000	5,000		5,000	0.0%	
4113 Rolling Capitol Reserve	0	0	13,176	13,176		13,176	0.0%	
4114 Other Projects / Reserves	0	0	14,639	14,639		14,639	0.0%	
4115 Coronavirus Response Costs	152	2,017	5,000	2,983		2,983	40.3%	
4180 Civic Functions	0	0	2,000	2,000		2,000	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 CCTV WSC SLA Monitoring	0	461	2,000	1,539		1,539	23.1%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	601	100,405	153,320	52,915	0	52,915	65.5%	32,500
Net Income over Expenditure	(601)	(33,851)	(142,511)	(108,660)				
6000 plus Transfer from EMR	0	32,500						
6001 less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(601)	(58,171)						
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	100	250	150		150	40.0%	
4028 Office Maintenance	0	69	250	181		181	27.5%	
4058 Professional Fees	0	2,500	2,500	0		0	100.0%	
Health & Safety :- Indirect Expenditure	0	2,669	3,000	331	0	331	89.0%	0
Net Expenditure	0	(2,669)	(3,000)	(331)				
Finance & Policy :- Income	0	721,934	666,189	(55,745)			108.4%	
Expenditure	601	103,074	156,320	53,246	0	53,246	65.9%	
Net Income over Expenditure	(601)	618,860	509,869	(108,991)				
plus Transfer from EMR	0	32,500						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(601)	594,540						
Grand Totals:- Income	0	721,934	666,189	(55,745)			108.4%	
Expenditure	601	103,074	156,320	53,246	0	53,246	65.9%	
Net Income over Expenditure	(601)	618,860	509,869	(108,991)				
plus Transfer from EMR	0	32,500						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(601)	594,540						



Newmarket Town Council

Health and Safety to Report to Committee

December 2021

Location	Urgent Items Identified
Memorial Hall	Fire assembly point/s to be revisited, signs updated & fire drill undertaken, hall blind covers emergency exit sign when closed – needs trimming
Sports Pavilion	None
Cemetery	None
High Street	None to report
Churchyards	None to report

Potential safety and fire hazards

Location:	Level 5	Level 4	Level 3	Level 2	Level 1	Information
Memorial Hall Fire Risk Assessment						
Memorial Hall Risk Assessment						
Sports Pavilion Fire Risk Assessment						
Sports Pavilion Risk Assessment						
Cemetery Fire Risk Assessment						
Cemetery Risk Assessment						

waiting for Ellis Whittam visit to clarify

(our representative was due to visit on 6th, but is on sick leave)

Action	Information
Date of next review of operational Risk Assessment	Monthly review
Number of accidents reported	None
Number of NEAR MISSES reported	None
Training needs identified	Fire awareness/equipment training
Further comments: Lone working procedures should be revisited	

Reported to meeting of F and P
13th December 2021

Dated: 7th December 2021

Report prepared by:

T Symonds



Newmarket Town Council

THE KING EDWARD MEMORIAL HALL
124 HIGH STREET NEWMARKET SUFFOLK CB8 8JP
TELEPHONE 01638667227

Town Mayor Councillor Michael Jefferys

Town Clerk: Cathy Whitaker

Health and Safety/Maintenance Report Update for the Finance and Policy Committee December 2021

Location	Issue	Action	Latest update
Severals	Booster pump needs syncing to main pump	Waiting on manufacturer – Allied working on it	No further update
	The metal around the tree is bent	Consulting with contractor – waiting for report	No further update
	Consistent drinking and drug usage	No new incidents reported	
	Bench damaged	Need to replace bench	none
	Fence broken	Dug out, replaced with new	completed
	Pavilion storage door jammed	Contractor engaged to repair	awaiting date
War Memorial	Fencing could do with painting	Outer fencing when time allows	none
	Metal fence on the outside has been damaged	Consulting with contractor – waiting for inspection	No further update
High Street	CCTV rewiring	Report completed – waiting for quote	none
Cemetery	Gates all require rubbing down and repainting (3 sets)	When time allows - non- urgent	
	Vehicular access gates damaged	Repaired & new locking mechanism ordered	No further update
	Metal fence bent	Consulting with contractor – waiting for report. Non-urgent	No further update
	Headstone safety testing	Due to start in January	none
	Wall damaged by car	Debris cleared and wall boarded up until Spring when repairs can take place	awaiting quote
Memorial Hall and Gardens	Ongoing vandalism	No new reports	
St Mary	Metal fence bent	Consulting with contractor – waiting for report. Non-urgent	No further update
All Saints	Area often found occupied by drinkers in early morning	TK asks them to leave, clears up debris	