



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 13th December 2021 at the Memorial Hall at 6:30pm**

Attendance:

Councillor J Harvey (Chairman of this meeting)
Councillor J Borda
Councillor A Drummond

Councillor R Hood
Councillor M Jefferys
Councillor C O'Neill

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllrs Ferries and Winter,
1 Member of the Press and 2 Members of the Public.

Minute

- F/21/12/1** **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/21/12/2** **Apologies for Absence**
Apologies were received from Cllrs Appleby, Hall, Hulbert and Yarrow.
- F/21/12/3** **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. There were no requests for dispensations.
- F/21/12/4** **To Confirm the Minutes of the Meeting Held on 15th November 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 15th November 2021 and the following was agreed:

F/21/12/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 15th November 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

Matters arising:
Page 2 F/21/11/11 – Town Clerk reported that she had considered the proposed amendments and there was no requirement to revise the draft budget.
- F/21/12/5** **Public Open Session**
No members of the public wished to speak.
- F/21/12/6** **Submission of Schedules of Payments for Information CB1 - CB4 2021**
Members reviewed CB1 - CB4 for November 2021 and the following was agreed:

F/21/12/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/11/2021 – 30/11/2021 (Cash Book 1 - 4) be received and adopted.

F/21/12/7 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 30/11/2021 (month 8) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks would be confirmed at the F&P Committee meeting to be held in January 2022; along with the months of October, and December 2021.

F/21/12/8 To Receive the Income and Expenditure

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

F/21/12/9 Field Terrace Road Allotment Land

Town Clerk reported that further information was awaited

F/21/12/10 Health and Safety

The monthly health and safety report was received and damage to a bench on the Severals was noted. Town Clerk would investigate the current situation.

F/21/12/11 Committee Meeting Schedule

A proposal was made to arrange a workshop for all Members to find a way to improve the Council Procedures and the following was agreed:

F/21/12/11.01 Recommendation

That a workshop for all Members be arranged before 22nd May 2022 to find a way to improve the Council procedures.

F/21/12/12 Standing Committee Terms of Reference

The Standing Committee Terms of Reference will be considered at the Committee Meeting Workshop.

F/21/12/13 Delegation to Officers

The terms of delegation to Council Officers will be considered at the Committee Meeting Workshop.

F/21/12/14 Correspondence

None noted.

F/21/12/15 Date of Next Meeting

Monday 24th January 2022 at the Memorial Hall.

F/21/12/16 Items for the Next Agenda

- Bank statements – to include confirmation for October and November 2021

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- Field Terrace Road Allotment Land
 - Committee Meeting Schedule Workshop arrangements

Meeting closed at 6:40pm

Signed by the Chairman

Date 24th January 2022

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/12/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/11/2021 – 30/11/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/12/11.01 Recommendation</u>	That a workshop for all Members be arranged before 22nd May 2022 to find a way to improve the Council procedures.