



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 24th January 2022 at the Memorial Hall at 7:00pm**

Attendance:

Councillor D Hall (Chairman)
Councillor J Borda
Councillor A Drummond
Councillor P Hulbert

Councillor J Harvey
Councillor M Jefferys

Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllr Ferries, Paul Rayner – Newmarket Community First Responders and 1 Member of the Public.

Minute

- F/22/01/1 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/22/01/2 Apologies for Absence**
Apologies were received from Cllrs Hood, and O'Neill.
- F/22/01/3 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/22/01/4 To Confirm the Minutes of the Meeting Held on 13th December 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 13th December 2021 and the following was agreed:

F/22/01/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 13th December 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/22/01/5 Public Open Session**
Paul Rayner spoke to item 10 and gave an outline of the work of the Newmarket Community First Responder Scheme volunteers.

The Chairman proposed that item 10 be brought forward and the following was agreed:

F/22/01/5.01 Resolved

That item 10 – Grant Applications be brought forward.

F/22/01/6 Grant Applications

A grant application from the Newmarket Community First Responder Scheme was considered and the following was agreed:

F/22/01/6.01 Recommendation

That the request for a grant to support the Newmarket Community First Responder Scheme be deferred to the end of the fiscal year and that the amount considered be not less than £500. That the use of the Memorial Hall as a training venue be offered free of charge, subject to availability.

Mr Rayner left the meeting.

F/22/01/7 Submission of Schedules of Payments for Information CB1 - CB4 2021

Members reviewed CB1 - CB4 for December 2021 and the following was agreed:

F/22/01/7.01 Recommendation

That the ratification of the schedules of payments for the period 01/12/2021 – 31/12/2021 (Cash Book 1 - 4) be received and adopted.

F/22/01/8 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 31/10/2021, 30/11/2021 and 31/12/2021 (months 7,8 & 9) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/01/9 To Receive the Income and Expenditure

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

F/22/01/10 Budget Virements

Town Clerk presented a request to vire £8,500 from the Other Projects/Reserves account 4115/101 to the Recruitment Advertising account 4030/101 – to address the existing overspend against budget and allow for the costs of recruitment over the next month(s). The following was agreed:

F/22/01/10.01 Recommendation

That the requested virement of £8,500 from 4115/101 to 4030/101 be approved.

F/22/01/11 Health and Safety

The monthly health and safety report was received and noted.

F/22/01/12 Committee Meeting Schedule Workshop

The Workshop will be held on Wednesday 16th March 2022 at the Memorial

Hall at 6:15pm.

F/22/01/13 Risk Management Scheme

The Risk Management Scheme will be reviewed by the Working Group.

F/22/01/14 Field Terrace Road Allotment land

The Chairman reported that the Solicitors had advised that the land should be offered for sale at market rates. A report on costs will be provided at a future meeting to be considered.

Cllr Drummond left the meeting.

F/22/01/15 Correspondence

West Suffolk Community Governance Review was considered and the Town Clerk will send out a report on the current position to all Councillors to seek their views.

A member of the public left the meeting.

F/22/01/16 Date of Next Meeting

Monday 21st February 2022 at the Memorial Hall.

F/22/01/17 Items for the Next Agenda

- Risk Management Scheme
- Field terrace Road Allotment Land
- West Suffolk Community Governance Review

Meeting closed at 7:24pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/01/6.01 Recommendation</u>	That the request for a grant to support the Newmarket Community First Responder Scheme be deferred to the end of the fiscal year and that the amount considered be not less than £500. That the use of the Memorial Hall as a training venue be offered free of charge, subject to availability.
<u>F/22/01/7.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/12/2021 – 31/11/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/22/01/10.01 Recommendation</u>	That the requested virement of £8,500 from 4115/101 to 4030/101 be approved.