



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 21st March 2022 at the Memorial Hall at 7:00pm**

Attendance:

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

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

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, and 1 member of the public

Minute

- F/22/03/1 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/22/03/2 Apologies for Absence**
There were no apologies received.
- F/22/03/3 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/22/03/4 To Confirm the Minutes of the Meeting Held on 21st February 2022 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 21st February 2022 and the following was agreed:

F/22/03/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 21st February 2022 be adopted and signed as a true record by the Chairman of the Finance & Policy Committee.

There were no matters arising.
- F/22/03/5 Public Open Session**
No members of the public wished to speak.
- F/22/03/6 Submission of Schedules of Payments for Information CB1 - CB4 February 2022**

Members reviewed CB1 - CB4 for February 2022 and the following was agreed:

F/22/03/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/02/2022 – 28/02/2022 (Cash Book 1 - 4) be received and adopted.

F/22/03/7 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 28/02/2022 (month 11) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/03/8 To Receive the Income and Expenditure

The Income and Expenditure reports for February 2022 were received and noted.

F/22/03/9 Citizen's Advice Bureau

The Annual Review of Newmarket CAB for 2020/2021 was noted and a request for funding to be continued was considered. The following was agreed:

F/22/03/9.01 Recommendation

To continue with the budgeted amount of £3,000 in a support grant to West Suffolk CAB in 2022/23 and to review in September with inflation being a consideration if further funding is available.

F/22/03/10 Grant

The request for a grant from Newmarket First Responders was reviewed and the following was agreed:

F/22/03/10.01 Recommendation

That the request for a grant of £500 for Newmarket First Responders be approved.

F/22/03/11 Health and Safety

The monthly health and safety report was received and noted.

F/22/03/12 Committee Meeting Schedule Review

Feedback for the workshop held on 16th March 2022 was received. A second meeting is scheduled for 5th April 2022 at 6.15pm and amended papers will go out week beginning 28th March 2022.

F/22/03/13 Standing Committee Terms of Reference

The revised Committee Terms of Reference will be considered along with the Committee Meeting Schedule Review on 5th April.

F/22/03/14 Delegation to Officers

The Delegation to Officers will be considered along with the Committee Meeting Schedule Review on 5th April.

F/22/03/15 Risk Management Schedule

The Risk Management Schedule will be reviewed before the next Finance and Policy Committee meeting.

F/22/03/15.01 Recommendation

That the Risk Management Schedule to be reviewed by Cllrs Hall and Harvey and the Town Clerk and presented to Finance and Policy Committee.

F/22/03/16 LGA Model Councillor Code of Conduct 2020

The new recommended LGA Code of Conduct 2020 was noted and this will be considered for adoption by NTC in due course.

F/22/03/17 Parish Alliance (Sunnica Group)

Membership of the group and a donation were considered and the following was agreed:

F/22/03/17.01 Recommendation

That a sum of £3,000 be agreed in principle; contingent on appropriate checks being made by the Responsible Finance Officer.

F/22/03/18 Correspondence

VR Energy Ltd - information regarding the effect of the current energy crisis was noted.

F/22/03/19 Date of Next Meeting

Tuesday 19th April 2022 at the Memorial Hall.

F/22/03/20 Items for the Next Agenda

None noted.

Meeting closed at 7.25pm

Signed by the Chairman Date 19th April 2022

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/03/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/02/2022 – 28/02/2022 (Cash Book 1 - 4) be received and adopted.
<u>F/22/03/9.01 Recommendation</u>	To continue with the budgeted amount of £3,000 in a support grant to West Suffolk CAB in 2022/23 and to review in September with inflation being a consideration if further funding is available.
<u>F/22/03/10.02 Recommendation</u>	That the request for a grant of £500 for Newmarket

	First Responders be approved.
<u>F/22/03/15.01 Recommendation</u>	That the Risk Management Schedule to be reviewed by Cllrs Hall and Harvey and the Town Clerk and presented to Finance and Policy Committee.
<u>F/22/03/17.01 Recommendation</u>	That a sum of £3,000 be agreed in principle; contingent on appropriate checks being made by the Responsible Finance Officer.