



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Tuesday 19th April 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

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant and 1 Member of the Public.

Minute

F/22/04/1 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/22/04/2 Apologies for Absence

Apologies were received from Cllrs O'Neill and Yarrow.

F/22/04/3 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/22/04/4 To Confirm the Minutes of the Meeting Held on 21st March 2022 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 21st March 2022 and the following was agreed:

F/22/04/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 21st March 2022 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

A member of the public joined the meeting.

F/22/04/5 Public Open Session

No members of the public wished to speak.

F/22/04/6 Submission of Schedules of Payments for Information CB1 - CB4 2022

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

F/22/04/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/03/2022 – 31/03/2022 (Cash Book 1 - 4) be received and adopted.

F/22/04/7 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 31/03/2022 (months 12) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/04/8 To Receive the Income and Expenditure

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

F/22/04/9 Committee 2021/2022 Budget

The preliminary budget outcome for the Finance & Policy Committee for 2021/2022 was received and noted.

F/22/04/10 Grant Applications

The request for a grant from the Rotary Local Community Awards to be held on 1st July 2022 was considered and the following was agreed:

F/22/04/10.01 Recommendation

That the request for a grant of £1,000 from the Rotary Local Community Awards to be held on 1st July 2022 be approved.

The request for a grant from the Community Nature Reserve Group was considered and the following was agreed:

F/22/04/10.02 Recommendation

That the request for a grant of £250 from the Community Nature Reserve Group be approved.

F/22/04/11 Health and Safety

The monthly health and safety report was received and noted.

F/22/04/12 Risk Management Schedule

The revised Risk Management Schedule was presented and the following was agreed:

F/22/04/12.01 Recommendation

That the revised Risk Management Schedule be received and adopted.

F/22/04/13 Scheme of Delegation to Officers

The draft terms of Delegation to Council Officers were presented and a request was made to ask Ellis Whitam to review them.

F/22/04/14 Standing Committee Terms of Reference

The revised Committee Terms of Reference were presented and the following

was agreed:

F/22/04/14.01 Recommendation

That the revised Committee Terms of Reference be received and adopted subject to the amended title of the Scrutiny Committee being changed to Performance & Audit Committee.

F/22/04/15 Correspondence

Community Governance Review – confirmation of the Ward names and the 2nd stage consultation were noted.

F/22/04/16 Date of Next Meeting

Monday 16th May 2022 at the Memorial Hall.

F/22/04/17 Items for the Next Agenda

None noted.

Meeting closed at 7:20 pm

Signed by the Chairman

Date 16th May 2022

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/04/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/03/2022 – 31/03/2022 (Cash Book 1 - 4) be received and adopted.
<u>F/22/04/10.01 Recommendation</u>	That the request for a grant of £1,000 from the Rotary Local Community Awards to be held on 1st July 2022 be approved.
<u>F/22/04/10.02 Recommendation</u>	That the request for a grant of £250 from the Community Nature Reserve Group be approved.
<u>F/22/04/12.01 Recommendation</u>	That the revised Risk Management Schedule be received and adopted.
<u>F/22/04/14.01 Recommendation</u>	That the revised Committee Terms of Reference be received and adopted subject to the amended title of the Scrutiny Committee being changed to Performance & Audit Committee.