



Newmarket

TOWN COUNCIL

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

Attendance:

Councillor J Harvey (Chairman)
Councillor J Borda
Councillor A Drummond
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor S Perry
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant.

Minute

- F/22/11/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded**
The Chairman opened the meeting and advised that the Fire Safety Notice was not required and confirmed that proceedings may be filmed or recorded.
- F/22/11/2 Apologies for Absence**
Apologies were received from Cllr Ferries and Lay. Cllr Hall was absent.
- F/22/11/3 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. There were no requests for dispensations.
- F/22/11/4 To Confirm the Minutes of the Meeting Held on 26th September 2022 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 26th September 2022 and the following was agreed:

F/22/11/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 26th September 2022 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/22/11/5 Public Open Session**
No members of the public were present.
- F/22/11/6 Submission of Schedules of Payments for Information CB1 - CB4 2022**
Members reviewed CB1 - CB4 for September and October 2022 and the following was agreed:

F/22/11/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/09/2022 – 31/10/2022 (Cash Book 1 - 4) be received and adopted.

F/22/11/7 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 confirmed scrutiny of the bank reconciliations relating to the end of 30/09/2022 and 31/10/2022 (months 6 and 7) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/11/8 To Receive the Income and Expenditure

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

F/22/11/9 Grants

A grant application from 6th Newmarket Brownies was considered and the following was agreed:

F/22/11/9.01 Recommendation

That a grant request from 6th Newmarket Brownies for £250 be approved.

An update on the Youth Worker for the Teen Chill Programme from Abbeycroft Leisure was noted. NTC had previously awarded a grant to support the project the following was agreed:

F/22/11/9.02 Recommendation

That the request from Abbeycroft Leisure for NTC to assist with the recruitment of a Youth Worker to cover the Teen Chill Projects at Newmarket and Brandon be approved; this by way of the NTC website.

F/22/11/10 Budget 2023/2024

The draft F&P budget for the municipal year 2023/2024 was considered and the following was agreed:

F/22/11/10.01 Recommendation

That the draft F&P budget for the municipal year 2023/2024 be received and approved.

F/22/11/11 Committee Schedule

The new schedule of Committee meetings was reviewed and the following was agreed:

F/22/11/11.01 Recommendation

That the successful trial be continued and become the established schedule going forward. That the revised schedule for Committee meetings from December 2022 to 2nd May 2023 be approved. That the Committee titles revert to those prior to the trial. That the Committee meeting schedule from 9th May 2023 be approved at the Annual Meeting of the Council in

May 2023.

F/22/11/12 LGA Code of Conduct

Guidance regarding the changes to declarations of interest at meetings was noted and the Town Clerk was requested to send the information to all Councillors.

F/22/11/13 Policies

Civility and Respect Pledge (NALC, SLCC and SALC) – a proposal to sign up to the pledge and to introduce a **Dignity at Work Policy** was considered and the following was agreed:

F/22/11/13.01 Recommendation

That NTC signs up to the Civility and Respect Pledge (NALC, SLCC and SALC). That the Town Clerk attends relevant training sessions on Civility and Respect. That NTC support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions where appropriate. That the Dignity at Work Policy be received and approved. That the Bullying & Harassment Statement be added to the NTC website.

Grants & Funding Policy – an amended Grants Funding Policy was considered and the following was agreed:

F/22/11/13.02 Recommendation

That the revised Grants & Funding Policy be received and adopted.

Defibrillators - A previous resolution for defibrillator information and locations be added to the NTC website was reconsidered and the following was agreed:

F/22/11/13.03 Recommendation

That NTC does not add information and locations of defibrillators to the NTC website due to NTC not owning them; a database would be difficult to keep up to date and accurate and the public are given the location of registered defibrillators when contacting the emergency services.

F/22/11/14 Health and Safety

The monthly health and safety report was presented and noted

F/22/11/15 Interim Audit

The Interim internal audit report from Heelis & Lodge Local Council Services was received and noted.

Thanks were given to the Town Clerk and staff for the assistance given during the audit and for the quality of the documentation.

F/22/11/16 Correspondence

None noted.

F/22/11/17 Date of Next Meeting

Monday 23rd January 2023 at the Memorial Hall.

Meeting closed at 7:35pm

Signed: By the Chairman

Date: Monday 21st November 2022

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/11/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/09/2022 – 31/10/2022 (Cash Book 1 - 4) be received and adopted.
<u>F/22/11/9.01 Recommendation</u>	That a grant request from 6 th Newmarket Brownies for £250 be approved.
<u>F/22/11/9.02 Recommendation</u>	That the request from Abbeycroft Leisure for NTC to assist with the recruitment of a Youth Worker to cover the Teen Chill Projects at Newmarket and Brandon be approved; this by way of NTC website.
<u>F/22/11/10.01 Recommendation</u>	That the draft F&P budget for the municipal year 2023/2024 be received and approved.
<u>F/22/11/11.01 Recommendation</u>	That the successful trial be continued and become the established schedule going forward. That the revised schedule for Committee meetings from December 2022 to 2 nd May 2023 be approved. That the Committee titles revert to those prior to the trial. That the Committee meeting schedule from 9 th May 2023 be approved at the Annual Meeting of the Council in May 2023.
<u>F/22/11/13.01 Recommendation</u>	That NTC signs up to the Civility and Respect Pledge (NALC, SLCC and SALC). That the Town Clerk attends relevant training sessions on Civility and Respect. That NTC support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions where appropriate. That the Dignity at Work Policy be received and approved. That the Bullying & Harassment Statement be added to the NTC website.
<u>F/22/11/13.02 Recommendation</u>	That the revised Grants & Funding Policy be received and adopted.
<u>F/22/11/13.03 Recommendation</u>	That NTC does not add information and locations of defibrillators to the NTC website due to NTC not owning them; a database would be difficult to keep up to date and accurate and the public are given the location of registered defibrillators when contacting the emergency services.