



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 23rd January 2023 at the Memorial Hall at 7:20pm**

Attendance:

Councillor J Harvey (Chairman)
Councillor J Borda
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 and 1 Member of the Public.

Minute

F/23/01/1 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/23/01/2 Apologies for Absence

Apologies were received from Cllr Drummond, Ferries and Lay. Cllr Hall was absent.

F/23/01/3 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

Cllr Yarrow declared an interest in item 9b – Grants – Newmarket Community Arts. There were no requests for dispensations.

F/23/01/4 To Confirm the Minutes of the Meeting Held on 21st November 2022 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 21st November 2022 and the following amendment was made:

Page 3 – F/22/11/13.03 Recommendation – that the recommendation be amended to read the following:

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 other than the ones held in the Pavilion and Memorial Hall; 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/23/01/4.01 Resolved

That subject to the amendment being made, the minutes of the Finance & Policy Committee meeting held on 21st November 2022 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

Cllr Yarrow declared an interest in the following item and left the meeting.

F/23/01/5 Public Open Session

A member of the public spoke to item 9b – Grant request from Newmarket Community Arts to support the Rivers of Light Festival on Yellow Brick Road on 18th February to promote the Newmarket Brook and the fact that it is a rare chalk stream. Details of the workshops that will be held to make the lanterns were given along with the planned activities for the event.

The Chairman proposed that item 9b – Grant for NCA be brought forward and the following was agreed:

F/23/01/5.01 Resolved

That item 9b – Grants be brought forward.

F/23/01/6 Grants

Newmarket Community Arts - A grant application from Newmarket Community Arts was considered and the following was agreed:

F/23/01/6.01 Recommendation

That the grant request from Newmarket Community Arts for £1,000 be approved.

Cllr Yarrow re-joined the meeting and a member of the public left the meeting.

F/23/01/7 Submission of Schedules of Payments for Information CB1 - CB4 M8 and M9

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

F/23/01/7.01 Recommendation

That the ratification of the schedules of payments for the period 01/11/2022 – 31/12/2022 (Cash Book 1 - 4) be received and adopted.

F/23/01/8 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 31/12/2022 (months 8 and 9) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/23/01/9 To Receive the Income and Expenditure

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

F/23/01/10 Grants

NewsTalk - A grant application from NewsTalk was considered and the following was agreed:

F/23/01/10.01 Recommendation

That the grant request from NewsTalk £250 be approved.

F/23/01/11 Policies

A number of policies were due to be reviewed and the following was agreed:

F/23/01/11.01 Recommendation

That this item be deferred to March 2023. That a Task and Finish Working Group be set up consisting of Town Clerk, Cllrs Harvey, Perry, Drummond and Hood with a remit to review the policies and make recommendations to the Committee.

F/23/01/12 Committee Terms of Reference

The Committee Terms of Reference were reviewed and the following was agreed:

F/23/01/12.01 Recommendation

That the Committee Terms of Reference be received and approved.

F/23/01/13 Health, Safety and Facilities

An update report on the Memorial Hall and Gardens, Severals and Pavilion and the Cemetery was received and noted.

F/23/01/14 Correspondence

None noted.

F/23/01/15 Date of Next Meeting

Monday 20th March 2023 at the Memorial Hall.

Meeting closed at 7:40 pm

Signed: By the Chairman

Date: Monday 23rd January 2023

Summary of Recommendations

Minutes of Finance & Policy held on 23rd January 2023

Book Number 19 2022 - 2023

Recommendation	Recommendation Wording
<u>F/23/01/6.01 Recommendation</u>	That the grant request from Newmarket Community Arts for £1,000 be approved.
<u>F/23/01/7.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/11/2022 – 31/12/2022 (Cash Book 1 - 4) be received and adopted.
<u>F/23/01/10.01 Recommendation</u>	That a grant request from Newstalk £250 be approved.
<u>F/23/01/11.01 Recommendation</u>	That this item be deferred to March 2023. That a Task and Finish Working Group be set up consisting of Town Clerk, Cllrs Harvey, Perry, Drummond and Hood with a remit to review the policies and make recommendations to the Committee.
<u>F/23/01/12.01 Recommendation</u>	That the Committee Terms of Reference be received and approved.