



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 20th March 2023 at the Memorial Hall at 7:02pm**

Attendance:

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

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor S Perry

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant and Cllr Winter as an observer.

Minute

F/23/03/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded

The Chairman opened the meeting and read the Fire Safety Notice and confirmed that proceedings may be filmed or recorded.

F/23/03/2 Apologies for Absence

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

F/23/03/3 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/23/03/4 To Confirm the Minutes of the Meeting Held on 23rd January 2023 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 23rd January 2023 and the following was agreed:

F/23/03/4.01 Resolved

That the minutes of the Finance & Policy Committee held on 23rd January 2023 be adopted and signed as a true record by the Chairman of the Finance & Policy Committee.

There were no matters arising.

F/23/03/5 Public Open Session

No members of the public were present.

F/23/03/6 Submission of Schedules of Payments for Information CB1 - CB4 M10 and M11

Members reviewed CB1 - CB4 for January and February 2023 and the following was agreed:

F/23/03/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/01/2023 – 28/02/2023 (Cash Book 1 - 4) be received and adopted.

F/23/03/7 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 28/02/2023 (months 10 and 11) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/23/03/8 To Receive the Income and Expenditure

The Income and Expenditure reports for February 2023 were received and noted.

F/23/03/9 Funding Application

A report on a request for funding for the Neighbourhood Plan review work was considered and the following was agreed:

F/23/03/9.01 Recommendation

That a budget of £5000 for consultancy fees be approved by NTC and that the request to delegate to the NNP Working Group to apply for funding where possible to facilitate the review process be approved.

F/23/03/10 Policies

The following policies were reviewed by the Policies Review Working Group and the following was agreed:

F/23/03/10.01 Recommendation

That subject to further amendments, the revised Standing Orders be received and adopted.

F/23/03/10.02 Recommendation

That the revised Financial Regulations be received and adopted.

F/23/03/10.03 Recommendation

That the revised Financial Risk Scheme be received and adopted.

F/23/03/10.04 Recommendation

That the revised Scheme of Delegation to Officers be received and adopted.

F/23/03/11 Health, Safety and Facilities

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

F/23/03/12 Appointment of an Internal Auditor for 2022/2023

A recommendation to appoint an Internal Auditor for a further four years until 2025/2026 was considered and the following was agreed:

F/23/03/12.01 Recommendation

That the onward engagement of Heelis & Lodge Ltd as the NTC Internal Auditors be approved.

F/23/03/13 Review of Internal Control Statement and Systems

The Internal Control Statement and Systems were reviewed and the following was agreed:

F/23/03/13.01 Recommendation

That subject to further amendments to the arrangements for bank signatories, the review of Internal Control Statement and Systems be approved.

F/23/03/14 Correspondence

None noted.

F/23/03/15 Date of Next Meeting

Monday 15th May 2023 at the Memorial Hall.

Meeting closed at 7:23 pm

Signed: By the Chairman

Date: Monday 20th March 2023

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/23/03/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/01/2023 – 28/02/2023 (Cash Book 1 - 4) be received and adopted.
<u>F/23/03/9.01 Recommendation</u>	That a budget of £5000 for consultancy fees be approved by NTC and that the request to delegate to the NNP Working Group to apply for funding where possible to facilitate the review process be approved.
<u>F/23/03/10.01 Recommendation</u>	That subject to further amendments, the revised Standing Orders be received and adopted.
<u>F/23/03/10.02 Recommendation</u>	That the revised Financial Regulations be received and adopted.
<u>F/23/03/10.03 Recommendation</u>	That the revised Financial Risk Scheme be received and adopted.
<u>F/23/03/10.04 Recommendation</u>	That the revised Scheme of Delegation to Officers be received and adopted.
<u>F/23/03/12.01 Recommendation</u>	That the onward engagement of Heelis & Lodge Ltd as the NTC Internal Auditors be approved.
<u>F/23/03/13.01 Recommendation</u>	That subject to further amendments to the arrangements for bank signatories, the review of Internal Control Statement and Systems be approved.