



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council held on Tuesday 30th May 2023 at 6:15pm at the Memorial Hall

Attendance:

Councillor P Winter (Town Mayor)
Councillor J Berry
Councillor L Crissall
Councillor A Drummond
Councillor J Harvey
Councillor R Hood

Councillor P Hulbert
Councillor J Jarvis
Councillor E Kavanagh
Councillor J McHugh
Councillor R Nobbs
Councillor S Perry
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, 1 Member of the Press and 4 Members of the Public

Minute

23/05/1

Welcome

The Chairman opened the meeting and read the fire safety notice and confirmed that proceedings were being recorded and asked if anyone else intended to record the meeting.

23/05/2

Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Clover, Jones and Starkey. Cllr Borda was absent.

23/05/3

Declaration of Members Interests & to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

None noted. There were no member dispensation requests.

23/05/4

To Receive and Confirm the Minutes of the Annual Town Council Meeting held on 11th May 2023 and any Matters Arising.

The Mayor presented the minutes of the meeting of the Annual Town Council held on 11th May 2023 and the following was agreed:

23/05/4.01 Resolved

That the minutes of the meeting held on 11th May 2023 be adopted and signed as a correct record by the Town Mayor.

A member of the public and the press joined the meeting.

There were no matters arising.

23/05/5

Public Open Session

A resident asked Cllr Hood about SCC SEND services, with regard to child/adult transition provision, and staff management as he had experienced an incident with missing paperwork. Cllr Hood responded that the Education Department were pleased with the improvements that had been made and that he should contact the professionals at SCC.

Cllr Berry joined the meeting

23/05/6

Councillor Reports

Book Number 21 2023 -2024

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Suffolk County Council (SCC) – Cllr Drummond reported that the monthly newsletter had been sent out and that he had issued an annual report. He highlighted that SCC had found an extra £10 million for road resurfacing including fixing potholes and that the NTC campaign will contribute to this work.

West Suffolk Council (WSC) – Cllr Jarvis provided a summary of the breakdown of the make-up of the new West Suffolk Council and reported that there were now 5 District Councillors on the Town Council.

Ward – Cllr Jarvis reported that a consultation is currently being held from 15th May to 12th June 2023 on the Brickfields Stud development. He also reported that a resident had contacted him regarding a request for disabled access to the shop at Studlands. Cllr Hulbert reported that he had made enquiries on this issue and a response is awaited.

Cllr Yarrow reported that enquires with Flagship were ongoing but he had received a report from WSC on social housing needs and it was noted that there were 439 on a waiting list for a 1 bed property. However, Flagship had agreed to fund hedging around the play area and screen the bin area. He is also continuing engaging with a resident regarding a Speed Indicator Device on Exning Road.

Cllr Perry reported that she had attended a very good meeting on 16th May at the Newmarket Brook looking into the upkeep of the chalk stream and improving the biodiversity and public access with an aim to set up a chalk stream group. She had also completed the 'Beating the Bounds' Parish boundary walk and that a task and finish group should be set up to cover issues of grass cutting and the chalk stream.

Outside bodies – None noted.

23/05/7

Mayors Announcements

The Mayor reported that, in addition to attending committee meetings, working groups and other meetings, her activities included the following:

25th May 2023 – Unveiled a commemoration plaque at the refurbished Jubilee Clock Tower.

The Deputy Mayor reported the following:

18th May 2023 – Chaired the Annual Meeting of the Town.

23/05/8

To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 15th & 22nd May 2023

The Chairman of the Development & Planning Committee presented the minutes and recommendations from the Development & Planning Committee meeting held on 15th & 22nd May 2023.

23/05/8.01 Resolved (D23/05/47.01 Recommendation)

That the '20's Plenty for Suffolk' motion for 20-MPH speed limits in towns and villages be adopted.

23/05/9

To Receive the Minutes and Consider any Recommendations from the Leisure Services Committee Meeting held on 15th May 2023

The Chairman presented the minutes and recommendations of the Leisure Services Committee meeting held on 15th May 2023.

23/05/9.01 Resolved (L/23/05/10.01 Recommendation)

That the costs for two signs to be purchased to promote the BID Butterfly installation, and that a children's butterfly event be held in the Memorial Gardens or Hall on 1st July 2023 for £250 plus materials, be approved.

23/05/9.02 Resolved (L/23/05/10.02 Recommendation)

That the costs to provide two blank screens for murals to be painted on and the artist fees be approved at a total of £1,000.

23/05/9.03 Resolved (L/23/05/12.01 Recommendation)

That the current hire fees be approved to remain the same from 1st June 2023 to 31st May 2024 and be reviewed in April 2024, unless deemed necessary before that time.

23/05/10 To Receive the Minutes and Consider any Recommendations from the Finance & Policy Committee Meeting held on 15th May 2023

The Chairman presented the minutes and recommendations of the Finance & Policy Committee meeting held on 15th May 2023.

23/05/10.01 Resolved (F/23/05/8.01 Recommendation)

That the ratification of the schedules of payments for the period 01/03/2023 – 31/03/2023 and 01/04/2023 – 30/04/2023 (Cash Book 1 - 4) be received and adopted.

23/05/10.02 Resolved (F/23/05/11.01 Recommendation)

That the request be deferred and an invitation be sent to attend a full Council meeting to provide further information.

23/05/10.03 Resolved (F/23/05/11.02 Recommendation)

That a grant of £1,000 be donated to the Rotary Club of Newmarket.

23/05/10.04 Resolved (F/23/05/13.01 Recommendation)

That NTC start a campaign to gather information on potholes in an around Newmarket and report them to the relevant County Council.

23/05/11 To Receive the Minutes and Consider any Recommendations from the Performance & Audit Committee Meeting held on 22nd May 2023

The Chairman of the Performance & Audit Committee presented the minutes and recommendations of the Performance & Audit Committee meeting held on 22nd May 2023.

23/05/11.01 Resolved (P/23/05/9.01 Recommendation)

That 2 members from the Conservatives be invited to join the P&A Committee at full Council.

23/05/12 To Receive the Minutes and Consider any Recommendations from the Human Resources Committee Meeting held on 22nd May 2023

The Chairman of the Human Resources Committee presented the minutes and recommendations of the Human Resources meeting held on 22nd May 2023.

23/05/12.01 Resolved (H/23/05/9.01 Recommendation)

To proceed to advertise the Events Manager from the existing base salary scale, negotiable upon experience.

23/05/13 Co-option

Co-option was considered to fill a vacant position on the Town Council Committee and the following was agreed:

23/05/13.01 Resolved

That Co-option be used to fill the vacant position on the Town Council Committee.

23/05/14 Annual Internal Audit Report

The Final Internal Audit Report for 2022/2023 was presented and it was noted that there were no matters arising that required any formal comment or recommendation.

23/05/15 Annual Governance and Accountability Return 2022/2023

The Annual Governance and Accountability Return were presented and the following was agreed:

23/05/15.01 Resolved

That Section 1 of the Annual Governance Statement for 2022/2023 indicating systems of internal control and arrangements for preparation of the accounting statements be approved and signed.

23/05/15.02 Resolved

That Section 2 Accounting Statements for 2022/2023 be approved and signed.

23/05/16 Statement of Accounts

The Financial Statements for Newmarket Town Council for 2022/2023 were presented and the following was agreed:

23/05/16.01 Resolved

That the Financial Statements for Newmarket Town Council for 2022/2023 be approved and signed.

Thanks were given to the Clerk for her work on the audit and finances.

23/05/17 IT Upgrade

A report on an upgrade of the IT System to a cloud-based system with Dynamic Decisions agenda pack software and hybrid meeting facilities was considered and the following was agreed:

23/05/17.01 Resolved

That, in principle, NTC proceeds with the Cloudy-IT options for a cloud-based system and agenda pack creation software within the current financial year (23/24 Phase 1).

23/05/17.02 Resolved

That, in principle, NTC plans for hybrid broadcasting of Council meetings and Councillor devices in the next financial year (24/25/ Phase 2).

The Town Clerk and Deputy Town Clerk will make contact with other councils using the systems. Cloudy-IT will be invited to attend the F&P Committee meeting on 17th July to present the system and take questions.

23/05/18 Small Grant Applications

The follow grant applications were considered:

Newmarket Day Centre – Application for new chairs. The following was agreed:

23/05/18.01 Resolved

That the Newmarket Day Centre grant application for £900 be approved.

SERV (Service by Emergency Response Volunteers) – this application was withdrawn.

Two members of the public left the meeting

23/05/19 Soapbox Derby 2024

A date for the Soapbox Derby event in 2024 was considered and the following was agreed:

23/05/19.01 Resolved

That the date of the Soapbox Derby event in 2024 be held on 16th June 2024 and for the foreseeable future be organised for the middle of June.

23/05/20 ‘Pride in Place’

A report on a proposal for a joint application with Love Newmarket BID to the UK Shared Prosperity Fund was considered and the following was agreed:

23/05//20.01 Resolved

That in principle, NTC and Newmarket BID collaborate on an application to UKSPF for a shop-front improvement fund and be equally and jointly administered and managed by NTC and the BID.

23/05//20.02 Resolved

That delegated powers be given to the Mayor, Deputy Mayor and Town Clerk to work jointly with the BID to make decisions on applications to the scheme.

23/05//20.03 Resolved

That the proposal for NTC to match-fund to the value of £5,625 for the scheme (funded from EMR 331, Town Improvement EMR) be approved.

23/05/21 Guineas

A verbal update was given on the vacant WSC offices and it was confirmed that the property is still under lease and WSC has stated that currently it intends it to be used by charities as a base.

23/05/22 Performance & Audit Committee

The membership of the P&A Committee was discussed and an invitation for 2 Conservative Councillors to join the Committee was made. The following was agreed:

23/05/21.01 Resolved

That Cllrs Drummond and Hood be appointed as members of the P&A Committee.

23/05/23 Correspondence

Town Clerk reported that Newmarket Academy had confirmed that the Lexington Link visit will go ahead on 29th June 2023. Owing to the short lead time, the Town Clerk will use delegated powers for organising and funding the welcome reception evening and providing the annual budgeted donation to the hosting expenses of £1,000. The Chairman of Leisure Services agreed to host and arrange the reception at the Heath Court Hotel in the absence of an Events Manager.

23/05/24 Date of the next Meeting

Monday 26th June 2023 in the Memorial Hall

Meeting closed at 7:35pm

Signed: By the Chairman

Date: Tuesday 30th May 2023

Summary of Resolutions

Resolution	Resolution Wording
<u>23/05/8.01 Resolved</u> <i>(D/23/05/47.01 Recommendation)</i>	That the '20's Plenty for Suffolk' motion for 20-MPH speed limits in towns and villages be adopted.
<u>23/05/9.01 Resolved</u> <i>(L/23/05/10.01 Recommendation)</i>	That the costs for two signs to be purchased to promote the BID Butterfly installation, and that a children's butterfly event be held in the Memorial Gardens or Hall on 1st July 2023 for £250 plus materials, be approved.
<u>23/05/9.02 Resolved</u> <i>(L/23/05/10.02 Recommendation)</i>	That the costs to provide two blank screens for murals to be painted on and the artist fees be approved at a total of £1,000.
<u>23/05/9.03 Resolved</u> <i>(L/23/05/12.01 Recommendation)</i>	That the current hire fees be approved to remain the same from 1 st June 2023 to 31 st May 2024 and be reviewed in April 2024, unless deemed necessary before that time.
<u>23/05/10.01 Resolved</u> <i>(F/23/05/8.01 Recommendation)</i>	That the ratification of the schedules of payments for the period 01/03/2023 – 31/03/2023 and 01/04/2023 – 30/04/2023 (Cash Book 1 - 4) be received and adopted.
<u>23/05/10.02 Resolved</u> <i>(F/23/05/11.01 Recommendation)</i>	That the request be deferred and an invitation be sent to attend a full Council meeting to provide further information.
<u>23/05/10.03 Resolved</u> <i>(F/23/05/11.02 Recommendation)</i>	That a grant of £1,000 be donated to the Rotary Club of Newmarket.
<u>23/05/10.04 Resolved</u> <i>(F/23/05/13.01 Recommendation)</i>	That NTC start a campaign to gather information on potholes in an around Newmarket and report them to the relevant County Council.
<u>23/05/11.01 Resolved</u> <i>(P/23/05/9.01 Recommendation)</i>	That 2 members from the Conservatives be invited to join the P&A Committee at full Council.
<u>23/05/12.01 Resolved</u> <i>(H/23/05/9.01 Recommendation)</i>	To proceed to advertise the Events Manager from the existing base salary scale, negotiable upon experience.
<u>23/05/13.01 Resolved</u>	That Co-option be used to fill the vacant position on the Town Council Committee.
<u>23/05/15.01 Resolved</u>	That Section 1 of the Annual Governance Statement for 2022/2023 indicating systems of internal control and arrangements for preparation of the accounting statements be approved and signed.
<u>23/05/15.02 Resolved</u>	That Section 2 Accounting Statements for 2022/2023 be approved and signed.
<u>23/05/16.01 Resolved</u>	That the Financial Statements for Newmarket Town Council for 2022/2023 be approved and signed.
<u>23/05/17.01 Resolved</u>	That, in principle, NTC proceeds with the Cloudy-IT options for a cloud-based system and agenda pack creation software within the current financial year (23/24 Phase 1).
<u>23/05/17.02 Resolved</u>	That, in principle, NTC plans for hybrid broadcasting of Council meetings and Councillor devices in the next financial year (24/25/ Phase 2).

<u>23/05/18.01 Resolved</u>	That the Newmarket Day Centre grant application for £900 be approved.
<u>23/05/19.01 Resolved</u>	That the date of the Soapbox Derby event in 2024 be held on 15th June 2024 and for the foreseeable future be organised or the middle of June.
<u>23/05/20.01 Resolved</u>	That in principle, NTC and Newmarket BID collaborate on an application to UKSPF for a shop-front improvement fund and be equally and jointly administered and managed by NTC and the BID.
<u>23/05/20.02 Resolved</u>	That delegated powers be given to the Mayor, Deputy Mayor and Town Clerk to work jointly with the BID to make decisions on applications to the scheme.
<u>23/05/20.03 Resolved</u>	That the proposal for NTC to match-fund to the value of £5,625 for the scheme (funded from EMR 331, Town Improvement EMR) be approved.
<u>23/05/21.01 Resolved</u>	That Cllrs Drummond and Hood be appointed as members of the P&A Committee.