



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 15th May 2023 at the Memorial Hall 7:45pm**

Attendance:

Councillor J Harvey (Chair)
Councillor A Drummond
Councillor R Hood

Councillor P Hulbert
Councillor R Nobbs
Councillor K Yarrow

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

Minute

F/23/05/1 To Elect a Chairman

Cllr Yarrow nominated Cllr Harvey. There were no other nominations and a vote was taken. The following was agreed:

D/23/05/1.01 Resolved

That Cllr Harvey be elected as the Chairman of the F&P Committee for 2023/2024 Municipal Year.

F/23/05/2 To Elect a Vice Chairman

Cllr Harvey nominated Cllr Drummond. There were no other nominations and a vote was taken. The following was agreed:

D/23/05/2.01 Resolved

That Cllr Drummond be elected as the Vice Chairman of the F&P Committee for 2023/2024 Municipal Year.

F/23/05/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded

Not required.

F/23/05/4 Apologies for Absence

None noted.

F/23/05/5 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 Member's Dispensation

None noted. There were no requests for Member's Dispensation.

F/23/05/6 To Confirm the Minutes of the Meeting Held on 20th March 2023 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 20th March 2023 and the following was agreed:

F/23/05/6.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 20th March 2023 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/23/05/7 Public Open Session

No public in attendance.

F/23/05/8 Submission of Schedules of Payments for Information CB1 - CB4

Members reviewed CB1 - CB4 for month 12 (2022/2023) and month 1 (2023/2024) and the following was agreed:

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.

F/23/05/9 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 31/3/2023 (month 12 2022/2023) and the end of 30/04/2023 (month 1 2023/2024) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/23/05/10 To Receive the Income and Expenditure

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

F/23/05/11 To Consider Requests for Grant Funding

SERV - The request from SERV for a donation to cover damage costs to a vehicle used for delivering blood was considered and the following was agreed:

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.

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

Rotary Club of Newmarket - The request from the Rotary Club for a donation to support their 'Local Community Awards' evening was considered and the following was agreed:

F/23/05.11.02 Recommendation

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

Cllr Nobbs returned to the meeting

F/23/05/12 Policies Review Schedule

A list of policies, protocols and appendices to be reviewed 2023/2024 was

presented and the Town Clerk and Chairman would organise a schedule to revisit, review and update the documents in 2023/2024.

F/23/05/13 Health and Safety

The monthly Health and Safety report was received and noted. The state of the roads and potholes was discussed and the following was agreed:

F/23/05/13.01 Recommendation

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

It was noted that the Official unveiling of the Queen Elizabeth II plaque at Clock Tower will be held at noon on 24th May 2023.

F/23/05/14 Correspondence

None noted.

F/23/05/15 Date of Next Meeting

Monday 17th July 2023 at the Memorial Hall.

Meeting closed at 8:27pm

Signed: By the Chairman

Date: Monday 15th May 2023

Summary of Recommendations

Recommendation	Recommendation Wording
<u>D/23/05/1.01 Resolved</u>	That Cllr Harvey be elected as the Chairman of the F&P Committee for 2023/2024 Municipal Year.
<u>D/23/05/2.01 Resolved</u>	That Cllr Drummond be elected as the Vice Chairman of the F&P Committee for 2023/2024 Municipal Year.
<u>F/21/05/8.01 Recommendation</u>	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>F/23/05.11.01 Recommendation</u>	That the request be deferred and an invitation be sent to attend a full Council meeting to provide further information.
<u>F/21/05/11.02 Recommendation</u>	That a grant of £1,000 be donated to the Rotary Club of Newmarket.
<u>F/21/05/13.01 Recommendation</u>	That NTC start a campaign to gather information on potholes in an around Newmarket and report them to the relevant County Council.