



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 17th July 2023 at the Memorial Hall 7:05pm**

Attendance:

Councillor J Harvey (Chairman)
Councillor R Hood

Councillor P Hulbert
Councillor R Nobbs
Councillor K Yarrow

Also Present: T Symonds – Deputy Town Clerk and J Ashton – Minute Assistant, Cllrs Kavanagh, McHugh, Perry and Winter as observers and 1 member of the Public.

Minute

- F/23/07/1 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 were being recorded.
- F/23/07/2 Apologies for Absence**
Apologies were received from Cllr Drummond.
- F/23/07/3 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 Member's Dispensation**
None noted. There were no requests for Member's Dispensation.
- F/23/07/4 To Confirm the Minutes of the Meeting Held on 15th May 2023 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 15th May 2023 and the following was agreed:

F/23/07/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 15th May 2023 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

Matters arising:

Page 3 – F/23/05/13 – Information regarding potholes will continue to be reported.
- F/23/07/5 Public Open Session**
No members of the public wished to speak.
- F/23/07/6 Submission of Schedules of Payments for Information CB1 - CB4**
Members reviewed CB1 - CB4 for month 2 and 3 (2023/2024) and the following

was agreed:

F/23/07/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/05/2023 – 31/05/2023 and 01/06/2023 – 30/06/2023 (Cash Book 1 - 4) be received and adopted.

F/23/07/7 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 30/06/2023 (month 3) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/23/07/8 To Receive the Income and Expenditure

The Income and Expenditure reports for June 2023 were received and noted. The process for disposing toner cartridges will be reviewed.

The final accounts for the Jubilee Clock Tower refurbishment project were received and noted. Congratulations were given for achieving this work.

F/23/07/9 Budget

A report on Quarter 1 was considered and noted.

F/23/07/10 Health and Safety

The monthly Health and Safety report was received and noted.

F/23/07/11 Working Groups

The membership of the Finance & Policy Committee Working Groups was considered and the following was agreed:

F/23/07/11.01 Recommendation

That Cllrs Drummond, Harvey, Hood be appointed as members of the Policies Review Working Group chaired by Cllr Harvey.

F/23/07/12 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/23/07/13 Social Media Management

A report on external social media management was considered and the following was agreed:

F/23/07/13.01 Recommendation

That subject to further amendments to the contract, that engagement of 'GSWG' on option 1 at £250 per month; adjusted as necessary on months that require more input be approved.

This service will be reviewed as necessary.

F/23/07/14 To Consider Requests for Grant Funding

The request for annual funding sponsorship of the Bill Tutte Memorial fund was considered and the following was agreed:

F/23/05/14.01 Recommendation

That the request for annual funding sponsorship of £1,000 to the Bill Tutte Memorial fund be approved.

F/23/07/15 Correspondence

None noted.

F/23/07/16 Date of Next Meeting

Monday 18th September 2023 at the Memorial Hall.

Meeting closed at 7:32pm

Signed: By the Chairman

Date: Monday 17th July 2023

Summary of Recommendations

Recommendation	Recommendation Wording
<u>D/23/07/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/05/2023 – 31/05/2023 and 01/06/2023 – 30/06/2023 (Cash Book 1 - 4) be received and adopted.
<u>D/23/07/11.01 Recommendation</u>	That Cllrs Drummond, Harvey, Hood and Perry be appointed as members of the Policies Review Working Group chaired by Cllr Harvey.
<u>D/23/07/13.01 Recommendation</u>	That subject to further amendments to the contract, that engagement of ‘GSWG’ on option 1 at £250 per month; adjusted as necessary on months that require more input be approved.
<u>D/23/07/14.01 Recommendation</u>	That the request for annual funding sponsorship of £1,000 to the Bill Tutte Memorial fund be approved.