



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 18th September 2023 at the Memorial Hall 7:15pm**

Attendance:

Councillor J Harvey (Chairman)
Councillor P Hulbert

Councillor R Nobbs

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

Minute

F/23/09/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded

The Chairman opened the meeting and advised that the Fire Safety Notice was not required and confirmed that proceedings were being recorded.

F/23/09/2 Apologies for Absence

Apologies were received from Cllr Drummond, Hood and Yarrow.

F/23/09/3 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/23/09/4 To Confirm the Minutes of the Meeting Held on 17th July 2023 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 17th July 2023 and the following was agreed:

F/23/09/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 17th July 2023 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/23/09/5 Public Open Session

No members of the public were present.

F/23/09/6 Submission of Schedules of Payments for Information CB1 - CB4

Members reviewed CB1 - CB4 for month 4 and 5 (2023/2024) and the following was agreed:

F/23/09/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/07/2023

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Book Number 7 2023 - 2024

– 31/07/2023 and 01/08/2023 – 31/08/2023 (Cash Book 1 - 4) be received and adopted.

F/23/09/7 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 31/08/2023 (month 5) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/23/09/8 To Receive the Income and Expenditure

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

F/23/09/9 Health and Safety

The monthly Health and Safety report was received and noted.

F/23/09/10 Electricity Contracts for Newmarket Town Council

The electricity contracts for NTC were considered and the following was agreed:

F/23/09/10.01 Recommendation

That delegated power be given to the Town Clerk to accept the cheapest option and that the contracts be switched to a 2-year fixed contract.

F/23/09/11 Small Grants

The following grant applications were considered:

Newmarket Community Arts – Rivers of Light grant

F/23/09/11.01 Recommendation

That the grant application from Newmarket Community Arts for the Rivers of Light event for £1,000 be approved in principle subject to further clarification of the details.

Newmarket BID – Christmas Light Switch-On event grant

F/23/09/11.02 Recommendation

That the grant application from Newmarket BID for the Christmas Light Switch-On event be approved for £500.

F/23/09/12 Policies Review Schedule

An update on the policy review schedule was given and it was noted that NTC does not have a CCTV policy. The following was agreed:

F/23/09/12.01 Recommendation

That a CCTV Policy for 2023/2024 be developed and presented at the next meeting.

F/23/09/13 IT Upgrade

Phase 1 of the installation of Cloud-base systems was considered and further

enquiries will be made.

F/23/09/14 Correspondence

None noted.

F/23/09/15 Date of Next Meeting

Monday 20th November 2023 at the Memorial Hall.

Meeting closed at 7:50pm

Signed: By the Chairman

Date: Monday 18th September 2023

Summary of Recommendations

Recommendation	Recommendation Wording
<u>D/23/09/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/07/2023 – 31/07/2023 and 01/08/2023 – 31/08/2023 (Cash Book 1 - 4) be received and adopted.
<u>D/23/09/10.01 Recommendation</u>	That delegated power be given to the Town Clerk to accept the cheapest option and that the contracts be switched to a 2-year fixed contract.
<u>D/23/09/11.01 Recommendation</u>	That the grant application from Newmarket Community Arts for the Rivers of Light event for £1,000 be approved in principle subject to further clarification of the details.
<u>D/23/09/11.02 Recommendation</u>	That the grant application from Newmarket BID for the Christmas Light Switch-On event for £500 be approved.
<u>D/23/09/12.01 Recommendation</u>	That a CCTV Policy for 2023/22024 be developed and presented at the next meeting.