



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 20th November 2023 at the Memorial Hall 7:30pm**

Attendance:

Councillor J Harvey (Chairman)
Councillor P Hulbert

Councillor R Nobbs
Councillor Yarrow

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

Minute

- F/23/11/1 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/23/11/2 Apologies for Absence**
Apologies were received from Cllr Drummond. Cllr Hood was absent.
- F/23/11/3 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/23/11/4 To Confirm the Minutes of the Meeting Held on 18th September 2023 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 18th September 2023 and the following was agreed:

F/23/11/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 18th September 2023 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/23/11/5 Public Open Session**
No members of the public were present.
- F/23/11/6 Submission of Schedules of Payments for Information CB1 - CB4**
Members reviewed CB1 - CB4 for month 6 and 7 (2023/2024) and the following was agreed:

F/23/11/6.01 Recommendation
That the ratification of the schedules of payments for the period 01/09/2023

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Book Number 10 2023 - 2024

– 30/09/2023 and 01/10/2023 – 31/10/2023 (Cash Book 1 - 4) be received and adopted.

F/23/11/7 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 31/10/2023 (month 5) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/23/11/8 To Receive the Income and Expenditure

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

F/23/11/9 Budget 2024/2025

The draft budget was presented and considered. The following was agreed:

F/23/11/9.01 Recommendation

That the draft F&P Budget for 2024/2025 be approved at £141, 388.00.

F/23/11/10 Health and Safety

The monthly Health and Safety report was received and noted.

F/23/11/11 Bank Accounts

A proposal to open a dedicated account for holding booking security deposits was considered and the following was agreed:

F/23/11/11.01 Recommendation

That a dedicated account for holding booking security deposits be opened with Unity Trust Bank.

F/23/11/12 Policies

The new Monitoring and Surveillance in the workplace policy was considered, the following was agreed:

F/23/11/12.01 Recommendation

That delegated power be given to the Town Clerk and Cllr Harvey to make further amends and then present to full council.

F/23/11/13 Small Grants

A request from the 6th Newmarket Brownies was considered and the following was agreed:

F/23/11/13.01 Recommendation

That the grant application from the 6th Newmarket Brownies for the Christmas Pantomime for £250.00 be approved.

F/23/11/14 IT Upgrade

Phase 1 of the installation of Cloud-base systems was considered and the following was agreed:

F/23/11/14.01 Recommendation

That the plan for phase 1 - Cloudy-IT for options a, and b, for cloud-based system and agenda pack creation software within current financial year (23/24) be approved.

F/23/11/14.02 Recommendation

That the plan for phase 2 - hybrid and broadcasting of council meetings and councillor devices, options c, and d, in the next financial year (24/25) be approved in principle subject to specification, investigation and review.

F/23/11/15 Correspondence

None noted.

F/23/11/16 Date of Next Meeting

Monday 22nd January 2024 at the Memorial Hall.

Meeting closed at 8:00pm

Signed: By the Chairman

Date: Monday 20th November 2023

Summary of Recommendations	Recommendation Wording
<u>D/23/11/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/09/2023 – 30/09/2023 and 01/10/2023 – 31/10/2023 (Cash Book 1 - 4) be received and adopted.
<u>D/23/11/09.01 Recommendation</u>	That the draft F&P Budget for 2024/2025 be approved at £141, 388.00
<u>D/23/11/11.01 Recommendation</u>	That a dedicated account for holding booking security deposits be opened with Unity Trust Bank.
<u>D/23/11/12.01 Recommendation</u>	That delegated power be given to the Town Clerk and Cllr Harvey to make further amends and present to full council.
<u>D/23/11/13.01 Recommendation</u>	That the grant application from the 6 th Newmarket Brownies for the Christmas Pantomime for £250.00 be approved.
<u>D/23/11/14.01 Recommendation</u>	That the plan for phase 1 - Cloudy-IT for options a, and b, for cloud-based system and agenda pack creation software within current financial year (23/24) be approved.
<u>D/23/11/14.02 Recommendation</u>	That the plan for phase 2 - hybrid and broadcasting of council meetings and councillor devices, options c, and d, in the next financial year (24/25) be approved in principle subject to specification, investigation and review.