



Newmarket TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP

Tel: 01638 667 227. E-mail townclerk@newmarket.gov.uk

NOTICE IS HEREBY GIVEN OF AN EXTRA-ORDINARY MEETING OF THE NEWMARKET TOWN COUNCIL

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Monday 12th February 2024 at 6.15pm

**Councillors are hereby summoned to attend
for the purpose of transacting the business that follows**

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

A G E N D A

1. **Welcome** - The Mayor to read the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
2. **Apologies** for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of the previous meeting held 29th January 2024**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors.
Resolutions can only be made on items on the agenda
Rules of public participation: no person may for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Exclusion of the press & public** - To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information relating to individuals
7. **To discuss a confidential matter and approve recommendations**
8. **Date of the next Meeting – Monday 26th February 2024**

Signed: 
Cathy Whitaker, Town Clerk

Date: 6th February 2024

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website

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Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council held on Monday 29th January 2024 at 6:15pm at the Memorial Hall

Attendance:

Councillor P Winter (Town Mayor)
Councillor J Berry
Councillor J Borda
Councillor J Clover
Councillor A Drummond
Councillor J Harvey
Councillor R Hood

Councillor J Jarvis
Councillor E Kavanagh
Councillor J McHugh
Councillor S Perry
Councillor A Starkey
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Inspector Lyon – Suffolk Constabulary and 1 Member of the Press.

Minute

24/01/1 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.

24/01/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Anderson, Crissall, Hulbert, Jones and Nobbs.

24/01/3 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 requests for Member's dispensation.

24/01/4 To Receive and Confirm the Minutes of the Town Council Meeting held on 18th December 2023 and any Matters Arising.

The Chairman presented the minutes of the meeting of the Town Council held on 18th December 2023 and the following was agreed:

24/01/4.01 Resolved

That the minutes of the meeting held on 18th December 2023 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

24/01/5 Public Open Session

No members of the public wished to speak.

24/01/6 Police Report

Inspector Lyon gave an update on recent incidents and advised that most were committed by people from outside of Newmarket and coming into Town. Arrests have been made and enquires are ongoing. They are sharing information with neighbouring forces and more

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Minutes of the meeting of Newmarket Town Council held on Monday 29th January 2024

resources are out on patrol which was welcomed. They are looking to be more community focussed to find out what the local issues are.

A request was made to change the name of Mildenhall Police to Newmarket Police as this does not represent Newmarket and this is being considered by senior management.

Investigations are ongoing into the Exning Road incident, and he advised that there are some inaccurate rumours circulating that should not be taken seriously and information will be released when appropriate. Residents should feel reassured that the Police are still responding to domestic violence incidents and will continue to do so.

The Mayor gave her thanks and Inspector Lyon left the meeting.

24/01/7

Councillor Reports

Suffolk County Council (SCC) – Cllr Hood reported that the monthly newsletter had been sent out from SCC.

West Suffolk Council (WSC) – Cllr Yarrow reported that the WSC local plan submission consultation starts 30th January 2024 and there will be a presentation in the Memorial Hall on 23rd February 2024. The site allocations are in the plan regarding Pinewood and Hatchfield. He has established that the Jockey Club owns Jockeys Way (Newmarket Bridleway 2) and SCC have confirmed that the Section 106 money for this PROW is legally tied and cannot be used for any other PROWS or any other project.

Cllr Perry suggested that the Local Plan should be promoted to specific groups in the Town who are better placed to comment. A business case will be presented by WSC on 6th March 2024 for a sports hub at the St Felix site; the Town Council has still not been properly consulted.

Ward – Cllr Jarvis reported that the Yellow Brick Road path has been cleared from the path to the chalk stream and will need to be regularly maintained. The reverse recycling machines project will be launched on 09th February 2024

Cllr Drummond noted that Pinewood was favoured over Hatchfield as a proposal by the Town Council in July 2022.

Cllr Starkey noted that the Local Plan has included 21 consultees from the horse racing industry.

Outside bodies – None noted.

24/01/8

Mayors Announcements

The Mayor reported that, with the exception of attending committee meetings, working groups and other meetings she had no extra activities to report for January 2024.

24/01/9

To Receive the Minutes and Consider and Approve any Recommendations from the Development & Planning Committee Meetings held on 18th December 2023, 8th January 2024 and 22nd January 2024

The Chairman of the Development & Planning Committee presented the minutes and recommendations from the Development & Planning Committee meetings held on 18th December 2023 and 22nd January 2024. Cllr Harvey presented the minutes and recommendations from the Development & Planning Committee meeting held on 8th

January 2024. There were no recommendations.

24/01/10 To Receive the Minutes and Consider and Approve any Recommendations from the Community Services Committee Meeting held on 8th January 2024

The Chairman of the Community Services Committee presented the minutes and recommendations from the Community Services Committee meeting held on 8th January 2024. There were no recommendations.

24/01/11 To Receive the Minutes and Consider and Approve any Recommendations from the Extra-Ordinary Human Resources Committee Meetings held on 18th December 2023, 8th January 2024 and 15th January 2024

The Chairman of the Human Resources Committee presented the minutes and recommendations from the Extra-Ordinary Human Resources Committee meetings held on 18th December 2023, 8th January 2024 and 15th January 2024.

24/01/11.01 Resolved (H/23/12/7.01 Recommendation)

That maternity cover for a staff position will be advertised for in January.

24/01/11.02 Resolved (H/23/12/7.02 Recommendation)

A confidential Human Resources matter was discussed with delegated powers being given to Cllrs Yarrow, Winter, and Harvey to continue to take necessary action and to return to Full Council with a report in due course.

24/01/11.03 Resolved (H/23/12/7.03 Recommendation)

That an Extra-Ordinary Full Council meeting be held on Monday 8th January 2024 after the D&P and CS Committee meetings.

24/01/11.04 Resolved (H/24/01/7.01 Recommendation)

That a member of staff's contract be terminated with immediate effect.

24/01/11.05 Resolved (H/24/01/7.02 Recommendation)

That a staff matter be further considered by the HR Panel and returned to an Extra-Ordinary HR Committee meeting on 15/01/2023 following the Performance & Audit Committee meeting.

24/01/11.06 Resolved (H/24/01/14.01 Recommendation)

To resolve that an Employment Law Consultant be included in the confidential session; currently engaged to advise the HR Panel and Committee.

24/01/11.07 Resolved (H/24/01/15.01 Recommendation)

That an office restructure be initiated with the appropriate consultation regarding redundancy of a staff post.

24/01/11.08 Resolved (H/24/01/15.02 Recommendation)

That having commenced consultation, explore the possibility of a settlement.

24/01/11.09 Resolved (H/24/01/15.03 Recommendation)

That delegated authority be given to Cllrs Harvey, Winter and Yarrow to negotiate for a settlement, on the basis of the advice of an Employment Law Consultant and with boundaries set by the HR Committee.

24/01/12 To Receive the Minutes and Consider and Approve any Recommendations from the Appeals Committee Meeting held on 11th January 2024

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Minutes of the meeting of Newmarket Town Council held on Monday 29th January 2024

The Chairman of the Appeals Committee presented the minutes and recommendations from the Appeals Committee meeting held on 11th January 2024.

24/01/12.01 Resolved (A/24/01/1.01 Recommendation)

Cllr J McHugh was elected Chairman of the Appeal Committee for the Municipal Year ending May 2024.

24/01/12.02 Resolved (A/24/01/7.01 Recommendation)

That Cllrs Jones, McHugh and Perry form the Standing Appeal Panel with delegation to consider and decide Appeals until the end of the Municipal Year in May 2024.

24/01/13 To Receive the Minutes and Consider and Approve any Recommendations from the Performance & Audit Committee Meeting held on 15th January 2024

The Chairman of the Performance & Audit Committee presented the minutes and recommendations from the Performance & Audit Committee meeting held on 15th January 2024. There were no recommendations.

24/01/14 To Receive the Minutes and Consider and Approve any Recommendations from the Finance & Policy Committee Meeting held on 22nd January 2024

The Chairman of the Finance & Policy Committee presented the minutes and recommendations from the Finance & Policy Committee meeting held on 22nd January 2024.

24/01/14.01 Resolved (F/24/01/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/11/2023 – 30/11/2023 and 01/12/2023 – 31/12/2023 (Cash Book 1 - 4) be received and adopted.

24/01/14.02 Resolved (F/24/01/10.01 Recommendation)

That an application be made for government Locality free of charge technical support and funding for planning consultancy for the NNP Review.

24/01/14.03 Resolved (F/24/01/10.02 Recommendation)

That delegated powers be given to the Town Clerk to apply for any future necessary funding for NNP consultancy.

24/01/14.04 Resolved (F/24/01/12.01 Recommendation)

That the following revised policies be approved:

- Newmarket Town Council Standing Orders
- Newmarket Town Council Financial Regulations
- Newmarket Town Council Financial Risk Assessment
- Newmarket Town Council Internal Control Statement

24/01/14.05 Resolved (F/24/01/13.01 Recommendation)

That the grant application from the Newmarket Allotment Association for £500 be approved.

24/01/14.06 Resolved (F/24/01/13.02 Recommendation)

That the grant application from Abbeycroft Leisure for £1,300.00 be approved.

24/01/14.07 Resolved (F/24/01/13.03 Recommendation)

That the grant application from the Bury St Edmunds Women's Aid for £1,000.00 be

approved.

24/01/14.08 Resolved (F/24/01/14.01 Recommendation)

That delegated powers be given to the Chairman and Town Clerk to review and update of the Council's Medium-Term Financial Plan and the linked Treasury Management Policy, and to research the professional advice regarding investment opportunities. To report findings to the next F&P meeting.

24/01/15 Newmarket Youth Strategy

Cllr McHugh was nominated to represent NTC on the Youth Action Group and the following was agreed:

24/01/15.01 Resolved

That Cllr McHugh be appointed as the NTC representative on the Youth Action Group.

Town Clerk reported that a proposal for the Newmarket Charitable Foundation to take the lead in developing the Youth Strategy was approved by the Newmarket Youth Action Group. The following was agreed:

24/01/15.01 Resolved

To continue liaising and moving forward with Newmarket Charitable Foundation and the Youth Action Groups to provide a Newmarket Youth Strategy.

24/01/16 Transport

An update was given on the SCC funding for the Newmarket Rail Station and it was not clear what improvements can be made and further communication will be held with SCC regarding a suitable use of the secured £10k funding.

An update was given on the Bus Service Improvement Plan and none of NTC bids were successful. The Voluntary Network are keen to provide extra transport services but have no funding but had a more positive response from SCC. The Transport & Parking Working Group will keep discussions 'live' and investigate any potential way forward.

Cllrs Drummond and Hood declared an interest in the following item

24/01/17 Records Office

The proposed closure of the Records Offices in Suffolk was discussed and the letter from Rachel Wood noted. The following was agreed:

24/01/17.01 Resolved

NTC strongly objected to the closure of the Records Office in Bury St Edmunds and supports the letter from Rachel Wood. WSC should seek and consider alternative locations in Bury St Edmunds.

24/01/18 Consultation

The proposed NTC response to the Street Vote Development Order Consultation was considered and the following was agreed:

24/01/18.01 Resolved

That the proposed NTC response to the Street Vote Development Order Consultation be approved and submitted.

24/01/19 Correspondence

None noted. Cllr Hood asked if anyone would be attending the Heaven Awaits hearing on Wed at 10:00am and encouraged representation.

24/01/20 Date of the next Meeting

Monday 26th February 2024 in the Memorial Hall.

The confidential section on the agenda was noted as not being necessary.

Meeting closed at 7:05pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>24/01/11.01 Resolved</u> <i>(H/23/12/7.01 Recommendation)</i>	That maternity cover for a staff position will be advertised for in January.
<u>24/01/11.02 Resolved</u> <i>(H/23/12/7.02 Recommendation)</i>	A confidential Human Resources matter was discussed with delegated powers being given to Cllrs Yarrow, Winter, and Harvey to continue to take necessary action and to return to Full Council with a report in due course.
<u>24/01/11.03 Resolved</u> <i>(H/23/12/7.03 Recommendation)</i>	That an Extra-Ordinary Full Council meeting be held on Monday 8th January 2024 after the D&P and CS Committee meetings.
<u>24/01/11.04 Resolved</u> <i>(H/24/01/7.01 Recommendation)</i>	That a member of staff's contract be terminated with immediate effect.
<u>24/01/11.05 Resolved</u> <i>(H/24/01/7.02 Recommendation)</i>	That a staff matter be further considered by the HR Panel and returned to an Extra-Ordinary HR Committee meeting on 15/01/2023 following the Performance & Audit Committee meeting.
<u>24/01/11.06 Resolved</u> <i>(H/24/01/14.01 Recommendation)</i>	To resolve that an Employment Law Consultant be included in the confidential session; currently engaged to advise the HR Panel and Committee.
<u>24/01/11.07 Resolved</u> <i>(H/24/01/15.01 Recommendation)</i>	That an office restructure be initiated with the appropriate consultation regarding redundancy of a staff post.
<u>24/01/11.08 Resolved</u> <i>(H/24/01/15.02 Recommendation)</i>	That having commenced consultation, explore the possibility of a settlement.
<u>24/01/11.09 Resolved</u> <i>(H/24/01/15.03 Recommendation)</i>	That delegated authority be given to Cllrs Harvey, Winter and Yarrow to negotiate for a settlement, on the basis of the advice of an Employment Law Consultant and with boundaries set by the HR Committee.
<u>24/01/12.01 Resolved</u> <i>(A/24/01/1.01 Recommendation)</i>	Cllr J McHugh was elected Chairman of the Appeal Committee for the Municipal Year ending May 2024.
<u>24/01/12.02 Resolved</u> <i>(A/24/01/7.01 Recommendation)</i>	That Cllrs Jones, McHugh and Perry form the Standing Appeal Panel with delegation to consider and decide Appeals until the end of the Municipal Year in May 2024.
<u>24/01/14.01 Resolved</u> <i>(F/24/01/6.01 Recommendation)</i>	That the ratification of the schedules of payments for the period 01/11/2023 – 30/11/2023 and 01/12/2023 – 31/12/2023 (Cash Book 1 - 4) be received and adopted.

<u>24/01/14.02 Resolved</u> <i><u>(F/24/01/6.01 Recommendation)</u></i>	That an application be made for government Locality free of charge technical support and funding for planning consultancy for the NNP Review.
<u>24/01/14.03 Resolved</u> <i><u>(F/24/01/6.01 Recommendation)</u></i>	That delegated powers be given to the Town Clerk to apply for any future necessary funding for NNP consultancy.
<u>24/01/14.04 Resolved</u> <i><u>(F/24/01/6.01 Recommendation)</u></i>	That the following revised policies be approved: • Newmarket Town Council Standing Orders • Newmarket Town Council Financial Regulations • Newmarket Town Council Financial Risk Assessment • Newmarket Town Council Internal Control Statement
<u>24/01/14.05 Resolved</u> <i><u>(F/24/01/6.01 Recommendation)</u></i>	That the grant application from the Newmarket Allotment Association for £500 be approved.
<u>24/01/14.06 Resolved</u> <i><u>(F/24/01/6.01 Recommendation)</u></i>	That the grant application from Abbeycroft Leisure for £1,300.00 be approved.
<u>24/01/14.07 Resolved</u> <i><u>(F/24/01/6.01 Recommendation)</u></i>	That the grant application from the Bury St Edmunds Women's Aid for £1,000.00 be approved.
<u>24/01/14.08 Resolved</u> <i><u>(F/24/01/6.01 Recommendation)</u></i>	That delegated powers be given to the Chairman and Town Clerk to review and update of the Council's Medium-Term Financial Plan and the linked Treasury Management Policy, and to research the professional advice regarding investment opportunities. To report findings to the next F&P meeting.
<u>24/01/15.01 Resolved</u>	That Cllr McHugh be appointed as the NTC representative on the Youth Action Group.
<u>24/01/17.01 Resolved</u>	NTC strongly objected to the closure of the Records Office in Bury St Edmunds and supports the letter from Rachel Wood. WSC should seek and consider alternative locations in Bury St Edmunds.
<u>24/01/18.01 Resolved</u>	That the proposed NTC response to the Street Vote Development Order Consultation be approved and submitted.

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