



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP
Tel: 01638 667 227. E-mail townclerk@newmarket.gov.uk

Councillors, you are hereby summoned to attend the
ANNUAL MEETING OF THE NEWMARKET TOWN COUNCIL
to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
on **Monday 13th May 2024 at 6.15pm**

A G E N D A

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

1. **Welcome** – The outgoing Mayor to read the fire safety notice and announce that proceedings are being recorded
2. **Election of Mayor** – to elect a Mayor for Newmarket Town Council for the 2024/2025 Municipal Year and to sign the Declaration of Acceptance of Office
3. **Election of Deputy Mayor** - to elect a Deputy Mayor for Newmarket Town Council for the 2024/2025 Municipal Year and to sign the Declaration of Acceptance of Office
4. **Apologies** for absence – to receive and accept apologies for absence
5. **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
6. **Minutes of the previous meeting held 29th April 2024**
 - a) To consider and adopt the minutes as a true record of the proceedings
 - b) To consider any matters arising.
7. **Public participation** – an invitation to members of the public to make representations to Councillors. *The maximum time permitted for this item is 15 minutes and no person may speak for longer than 3 minutes in total. This is the only opportunity during the meeting, for members of the public to address councillors.*
8. **Councillor Reports** – To receive and note reports from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
9. **Announcements** - To receive the out-going Town Mayor's and Deputy Mayor's Announcements (if any)
10. **Committee Terms of Reference and Membership**
 - a) To review committee terms of reference

Distribute to the following for information:

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

- b) To appoint members to committees (for May 2024 to May 2025) – councillor preferences to be tabled at the meeting
- 11. Delegation Arrangements** – To review delegation arrangements to officers
- 12. Standing Orders and Financial Regulations**
- a) To note that revised Financial Regulations were reviewed and adopted on 22/1/2024
- b) To note that revised Standing Orders were reviewed and adopted on 22/1/2024
- 13. Financial Risk Management Scheme and Internal Controls**
- a) To note that revised Risk Management Scheme was reviewed and adopted on 22/1/2024
- b) To note that Internal Control systems were reviewed and adopted on 22/1/2024
- 14. Subscriptions to other bodies** – To review council/staff subscriptions to other bodies
- 15. Arrangements for other bodies** – To confirm Town Councillor representatives on other bodies and arrangements for reporting back
- 16. Arrangements with other local authorities** – To note that the 2023-2026 Outside Services and Cemetery SLAs were agreed for West Suffolk Council and Jockey Club Estates on 27th February 2023, with review of fees in April 2024.
- 17. Asset Register** – to review the 31/3/24 Asset Register
- 18. Insurance Cover** – To confirm arrangements for insurance cover in respect of all insurable risks
- 19. Meeting Dates** – To approve dates and times of council meetings (May 2024 to May 2025)
- 20. General Power of Competence** – To review council's qualification for GPoC from May 2024 (verbal)
- 21. Correspondence**
- 22. Date of the next Meeting** – Full Town Council **24th June 2024 at 6.15pm**

Signed:



Cathy Whitaker, Town Clerk

7th May 2024

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