



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 15th July 2024 at the Memorial Hall 7:30pm

Attendance:

Councillor J Harvey (Chairman)
Councillor J McHugh

Councillor S Perry
Councillor P Winter

Also Present: C Whitaker (via Teams) and J Ashton – Minute Assistant.

Minute

F/24/07/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded

The Chairman opened the meeting and announced that the Fire Safety Notice was not required and confirmed that proceedings were being recorded by the Minute Assistant.

F/24/07/2 Apologies for Absence

Apologies were received from Cllrs Drummond, Hood, Hulbert, and Yarrow.

F/24/07/3 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/24/07/4 To Confirm the Minutes of the Meeting Held on 20th May 2024 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 20th May 2024 and the following was agreed:

F/24/07/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 20th May 2024 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

Matters arising:

Page 3 - F/24/065/13.03 Recommendation – It was noted that Nexus had withdrawn their grant application.

F/24/07/5 Public Open Session

No members of the public were present.

F/24/07/6 Submission of Schedules of Payments for Information CB1 - CB4

Members reviewed CB1 - CB4 for months 2 and 3 (2024/2025) and the following was agreed:

F/24/07/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/05/2024 – 30/05/2024 and 01/06/2024 – 30/06/2024 (Cash Book 1 - 4) be received and

adopted.

F/24/07/7 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 30/06/2024 (month 3) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/24/07/8 To Receive the Income and Expenditure

The Income and Expenditure reports for June 2024 were received and noted.

A concern was raised regarding the Leisure Services budget spend and Town Clerk gave reassurance and will circulate a detailed report.

F/24/07/9 Investment

New signatories for the CCLA Account were proposed and the following was agreed.

F/24/07/9.01 Recommendation

That the following signatories for the CCLA Account be approved:

C Whitaker – Town Clerk

P Winter – Mayor & current signatory on UTB accounts

J Harvey – Deputy Mayor & Chair of Finance & current signatory on UTB accounts

K Yarrow – Chair of HR & current signatory on UTB account

F/24/07/10 Health and Safety

The monthly Health and Safety report was received and noted.

F/24/07/11 Policies

Health & Safety Policy – this is currently being reviewed and amended by the Town Clerk and Chair to reflect the organisation of NTC and will be circulated to all members of F&P for comments, the final version to be presented to full Council in August.

Data Protection/Privacy Policy and related information – this is currently being reviewed and amended by the Town Clerk and Chair and will be circulated to all members of F&P for comments, the final version to be presented to full Council in August.

F/24/07/12 Correspondence

None noted.

F/24/07/13 Date of Next Meeting

Monday 16th September 2024 at the Memorial Hall.

Meeting closed at 7:45pm

Signed _____ Cllr Harvey _____ Date _____ 16.09.24 _____

Summary of Recommendations	Recommendation Wording
<u>F/24/07/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/05/2024 – 30/05/2024 and 01/06/2024 – 30/06/2024 (Cash Book 1 - 4) be received and adopted.
<u>F/24/07/9.01 Recommendation</u>	That the following signatories for the CCLA Account be approved: C Whitaker – Town Clerk P Winter – Mayor & current signatory on UTB accounts J Harvey – Deputy Mayor & Chair of Finance & current signatory on UTB accounts K Yarrow – Vice Chair of HR & current signatory on UTB account