



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 16th September 2024 at the Memorial Hall 7:20pm**

Attendance:

Councillor J Harvey (Chairman)
Councillor J McHugh

Councillor S Perry
Councillor P Winter
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.

Minute

F/24/09/1 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/24/09/2 Apologies for Absence

Apologies were received from Cllrs Hood and Hulbert. Cllr Drummond apologised.

F/24/09/3 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/24/09/4 To Confirm the Minutes of the Meeting Held on 15th July 2024 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 15th July 2024 and the following amendment was made:

Page 2 – F/24/07/9.01 Recommendation – K Yarrow Vice Chair of HR was changed to Chair of HR.

The following was agreed:

F/24/09/4.01 Resolved

That subject to the amendment being made, the minutes of the Finance & Policy Committee meeting held on 15th July 2024 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/24/09/5 Public Open Session

No members of the public were present.

F/24/09/6 Submission of Schedules of Payments for Information CB1 – CB5

Members reviewed CB1 – CB5 for months 4 and 5 (2024/2025) and the following was agreed:

F/24/09/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/07/2024 – 31/07/2024 and 01/08/2024 – 31/08/2024 (Cash Book 1 - 5) be received and adopted.

F/24/09/7 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 31/08/2024 (month 5) for the Town Council's Current, Petty Cash, Salaries, Barclaycard and CCLA Cashbooks.

F/24/09/8 To Receive the Income and Expenditure

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

F/24/09/9 Small Grants

An application for a grant from NEXUS CIC was considered and the following was agreed:

F/24/09/9.01 Recommendation

That the grant application from NEXUS CIC for £500 be approved, subject to the receipt of requested documents.

An application for a grant from Newmarket BID for the sponsorship of the Christmas Lights Switch-On event on 22nd November 2024 was considered and the following was agreed:

F/24/09/9.02 Recommendation

That the application from BID for the sponsorship of the Christmas Lights Switch-On event on 22nd November 2024 for £500 be approved.

F/24/09/10 Health and Safety

The monthly Health and Safety report was received and noted.

F/24/09/11 Policies

Health & Safety Policy- this is currently being reviewed and amended by the Town Clerk and Chair and will be presented to full Council.

Data Protection/Privacy Policy and related information – this is currently being reviewed and amended by the Town Clerk and Chair and will be presented to full Council.

F/24/09/12 Correspondence

None noted.

F/24/09/13 Date of Next Meeting

Monday 18th November 2024 at the Memorial Hall.

Meeting closed at 7:40pm

Signed ____ Cllr Harvey _____ Date ____ 18.11.24 _____

Summary of Recommendations	Recommendation Wording
<u>F/24/09/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/07/2024 – 31/07/2024 and 01/08/2024 – 31/08/2024 (Cash Book 1 - 5) be received and adopted.
<u>F/24/09/9.01 Recommendation</u>	That the grant application from NEXUS CIC for £500 be approved, subject to the receipt of requested documents.
<u>F/24/09/9.02 Recommendation</u>	That the application from BID for the sponsorship of the Christmas Lights Switch-On event on 22nd November 2024 for £500 be approved.