

Membership from May 2017

Cllr A Drummond -Chairman
Cllr J Lay – Deputy Mayor
Cllr P Winter - Chairman Community Services
Cllr J Morrey-Chairman D&P
Cllr R Nobbs - Chairman Leisure Services
Cllr R Hood - Mayor



Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
FINANCE & POLICY COMMITTEE to be held at
Memorial Hall, High Street, NEWMARKET on
Monday 18th June 2018 at 7.15pm

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

AGENDA

1. Chairman to read fire safety notice and announce that proceedings may be filmed or recorded.
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
4. MINUTES - To receive and confirm for accuracy the Minutes of the Meeting held on 21st May 2018 and any matters arising.
5. PUBLIC PARTICIPATION 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions may only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. TERMS OF REFERENCE - To review the Terms of Reference for the Committee
7. FINAL ACCOUNTS – To receive the final accounts for the Town Council
8. TELEPHONE SYSTEM – To consider quotes for the Telephone system
9. ANNUAL TOWN MEETING – To review the Annual Town Meeting
10. SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION – to review cashbooks for the previous month
11. FINANCE - To confirm that the Bank Statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
12. FINANCE - To receive the income and expenditure for the previous month
13. MINUTES – To agree a protocol for version control of the minutes
14. HEALTH AND SAFETY – To receive an update on H and S issues
15. REMEMBRANCE – To consider plans for Remembrance 2018 (There but not there)
16. CORRESPONDENCE (no recommendations/resolutions can be made)
17. Date of next meeting Monday **16th July 2018 at 7:15pm**
18. To note items for consideration at the next meeting

Signed

Roberta Bennett

Roberta Bennett, Town Council Manager, 12th June 2018

To: Chairman and Members of F&P Committee Other Council Members, the press and public

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 21st May 2018 at 7.15 pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)

Councillor J Berry

Councillor R Hood

Councillor R Nobbs

Councillor C O'Neill

Councillor Winter

Also Present: Bobby Bennett – TCM, Cathy Whitaker – RFO and Julie Ashton – Minute Assistant.

	Minute	Action by
<p>F/18/05/1</p> <p><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u></p> <p>The Chairman opened the meeting and advised that the Fire Safety Notice was not required as there were no members of the public and announced that the meeting may be filmed or recorded.</p>		
<p>F/18/05/2</p> <p><u>APOLOGIES</u></p> <p>None noted.</p>		
<p>F/18/05/3</p> <p><u>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 MEMBERS DISPENSATION</u></p> <p>None noted.</p>		
<p>F/18/05/4</p> <p><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 23RD APRIL 2018 AND ANY MATTERS ARISING</u></p> <p>Members received the minutes of the Finance & Policy Committee meeting held on 23rd April 2018 and the following was agreed:</p> <p><u>F/18/05/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 23rd April 2018 be adopted and signed as a true record by the Mayor.</u></p> <p>There were no matters arising.</p>		
<p>F/18/05/5</p> <p><u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION</u></p> <p>None noted.</p>		
<p>F/18/05/6</p> <p><u>TO RECEIVE THE FINAL ACCOUNTS</u></p>		

TCM advised that the General Fund would need to be increased over the next few years and that sales of assets should be kept in an asset EMR rather than the General Fund.

It was noted that there was a St George's Day EMR and that this should be transferred to the General Fund. The following was agreed:

F/18/05/6.01 Resolved

That £4,070 in 340 EMR St George's Day be transferred to the General Fund.

It was noted that there was no EMR for Winter Wonderland and the following was agreed:

F/18/05/6.02 Resolved

That £1,245 from the income of the 2017/18 Winter Wonderland be transferred to a Winter Wonderland EMR.

The end of year audit had gone well and Members were asked to scrutinise the final accounts and to put any questions to TCM/RFO.

F/18/05/7 TO CONSIDER WRITING OFF A BAD DEBT

Members considered the request to write off a bad debt and noted the efforts of staff to bring the amount owed down. The following was agreed:

F/18/05/7.01 Resolved

That the outstanding amount of £1,244 be written off as a bad debt.

F/18/05/8 TO REVIEW THE PREPARATION FOR THE ANNUAL TOWN MEETING

TCM advised that preparations were continuing and that agendas and invitations had been sent out. FHDC had withdrawn the launch of the consultation for the High Street from the meeting.

F/18/05/9 TO REVIEW THE ANNUAL REPORT TO THE ANNUAL TOWN MEETING

TCM read out the draft report and the following was agreed:

F/18/05/9.01 Resolved

That the draft report to the Annual Town Meeting be accepted.

F/18/05/10 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 that the bank reconciliations relating to the end of 30/04/2018 (month 1) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/18/05/11 TO RECEIVE THE INCOME & EXPENDITURE REPORT FOR THE PERIOD (APRIL 2018)

Members assessed the Income & Expenditure report for April 2018. TCM advised that postage was being looked at and that they would be moving to a wireless system to reduce costs. The next priority would be to look at the provision of telephones.

F/18/05/12 TO RECEIVE AN UPDATE ON WORK TOWARDS COMPLIANCE FOR GDPR

TCM advised that more staff training was required and that the RFO would be visiting the documents and storage unit. An amendment to National Standing Orders regarding GDPR was expected and would be adopted when issued.

F/18/05/13 TO REVIEW STANDING ORDERS AND FINANCIAL STANDING ORDERS

Members reviewed the Standing Orders and Financial Standing Orders and the following was agreed:

F/18/05/14.01 Resolved

That the Standing Orders and Financial Standing Orders be received and adopted.

F/18/05/14 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (APRIL 2018)

Members reviewed CB1, CB2 and CB4 and TCM was asked to compare the supplier for stationery with other suppliers.

TCM advised that she was challenging the payment of business rates for the toilets as these were owned by FHDC and managed by NTC. The following was agreed:

F/18/05/14.01 Recommendation

That the ratification of the schedules of payments for the period 01/04/2018 – 30/04/2018 (Cash Book 1, 2 and 4) be received and adopted.

F/18/05/15 TO REVIEW THE RISK MANAGEMENT POLICY

Members reviewed the Risk Management Policy and a number of amendments were made to reduce some risks as action had already been taken to mitigate the risks. TCM agreed to update the policy and bring it back to the next meeting.

F/18/05/16 TO RECEIVE AN UPDATE ON HEALTH & SAFETY ISSUES

TCM advised that quotes to replace the fire doors were being looked at and that a keeping in touch meeting with the Health & Safety Officer would be held in the near future.

Quotes were being sought to recommission the Water Feature in the Memorial Gardens and as the summer season was on the horizon the following was agreed:

F/18/05/16.01 Resolved

That TCM be given delegated authority to spend up to £5,000 to expedite quotes for the Water Feature.

F/18/05/17 **CORRESPONDENCE**

None noted.

F/18/05/18 **DATE OF NEXT MEETING**

Monday 18th June 2018 at 7.15pm at the Memorial Hall, High Street, Newmarket.

F/18/05/19 **ITEMS FOR THE NEXT AGENDA**

- Final Accounts
- Risk Management Policy

Meeting closed at 8:35pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE and DELEGATION: FINANCE AND POLICY COMMITTEE

Adopted by Council 26th June 2017

Minimum of 6 Members of Council (consisting of Mayor, Deputy Mayor, chairmen of Leisure Services Committee, Community Services Committee, Development and Planning Committee and the immediate past Mayor. By convention, Chairman is either the Mayor or Deputy Mayor)

Quorum = 3

Function of the Council Column 1	Delegation of Function Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	<ul style="list-style-type: none"> • Committee
<p>2 Strategy and Policy</p> <p>2.1 To advise the Town Council in formulating its objectives and priorities and in establishing programmes. To recommend such steps as are necessary to achieve objectives.</p> <p>2.2 To overview all policies of the Council and recommend changes or additional policies.</p> <p>2.3 To advise the Council on the development and review of governance documents</p>	<ul style="list-style-type: none"> • Committee • Committee • Committee
<p>3 Performance & Business Management</p> <p>3.1 Without detracting from the duties and responsibilities of other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.</p> <p>3.2 To be responsible for monitoring the performance of the Council.</p> <p>3.3 To monitor the progress of the Capital Programme.</p> <p>3.4 Approval of Corporate Business Plan</p>	<ul style="list-style-type: none"> • Committee to make recommendations to Council and advise other committees. • Operational Management to Town Council Manager • Committee to overview & monitor progress of Business Plan • Operational Management to Town Council Manager • Committee • Town Council Manager to determine underlying Action & Project Plans • Committee
<p>4 Quality & Integrated Management System</p> <p>4.1 To promote efficiency, value for money and an integrated approach to management</p> <p>4.2 To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes</p> <p>8.3 To promote customer care and equality in service delivery and access.</p>	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management & approval of operational procedures to Town Council Manager • Strategic overview to Committee • Operational management to Town Council Manager • Committee for approval of Business and Financial risk assessments. • Strategic overview to Committee • Operational management to Town Council Manager
<p>5. Resources</p> <p>5.1 To oversee and direct the use of financial and technological resources of the Council.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Operational Management to Responsible Financial Officer (RFO), & other officers in accordance with Financial Regulations. • Strategic advice by Town Council Manager

<p>6. Finance Under the direction of the Council:</p> <p>6.1 To be responsible for the overall management and control of the finances of the Council.</p> <p>6.2 To monitor the Council's capital and revenue budgets.</p> <p>6.3 Approval of variation, overspend, and virement in accordance with Financial regulations</p> <p>6.4 To make recommendations to the Council on Budget & Precept requirements, having considered proposals by other committees.</p> <p>6.5 To monitor the level of Council income/expenditure compared with approved Estimates</p> <p>6.6 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue, or situations where proposed expenditure or identified income reduction is not contained in Budget.</p> <p>6.7 To advise Council on borrowing policy, investment & treasury management</p> <p>6.8 The policy management of the Council's financial resources-in particular capital funds, repairs and renewals fund. To regularly monitor the performance of all funds invested.</p> <p>6.9 To determine policy and supervise the Council's insurance arrangements.</p> <p>6.10 To supervise the Council's banking arrangements.</p> <p>6.11 To be responsible for all matters related to the full range of financial and accountancy functions.</p> <p>6.12 Approval of all fees and charges</p> <p>6.13 To control the collection of revenues, consider reports on outstanding debts due to the Council and to undertake recovery To recommend to Council the writing off of irrecoverable amounts.</p> <p>6.14 To issue orders for work, goods & services.</p> <p>6.15 To approve all security arrangements of the Council in respect of computers and financial issues.</p> <p>6.16 To authorise investments and debt repayment in accordance with the Council's Policy</p> <p>6.17 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budget.</p> <p>6.18 To review the Financial Regulations annually and to advise Council on the regulation and control of the Council's finances</p>	<ul style="list-style-type: none"> • Committee for strategic overview RFO & Town Council Manager in accordance with Financial Regulations and for operational management • Committee/ RFO in accordance with Financial Regulations. • Committee, Town Council Manager & RFO in accordance with Financial Regulations • Committee • Town Council Manager/RFO to prepare draft Budget & Budget Report • Committee, but to keep Council informed • Committee • Committee with advice from RFO and accountant. • Committee, Town Council Manager/RFO • Town Council Manager for renewal & operational matters and minor changes in cover. • Committee for tendering & significant changes of cover raising premium by more than 15%. • RFO • Authorised signatories to authorise Mandate • Tenders to be at discretion of committee, but change of bank to be ratified by Council. • Strategic overview to Committee • Operational management to RFO/Proper Officer. • Committee following advice from appropriate committees • Committee in accordance with Financial regulations • Committee/Town Council Manager/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders if set out at the end of this Terms of Reference. • Exemption from Financial Regulations reserved to Council. • Committee/Town Council Manager in accordance with Financial Regulations • Committee • Committee/Town Council Manager in accordance with Financial Regulations • Committee
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<p>7. Grant Scheme</p> <p>7.1 To administer the Council's Grant Scheme in accordance with Policy.</p> <p>7.2 To approve grants up to £5000 and to recommend to Council grants in excess of this</p> <p>7.3 Any Venue fee concessions in accordance within Policy</p> <p>7.4 To advise Council on the formulation and amendment of its Grants Policy</p>	<ul style="list-style-type: none"> • Committee for Strategic Overview • Operational Management to Town Council Manager • Committee • Town Council Manager in consultation with Chairman & Vice Chairman of Committee • Committee
<p>8 Information Technology Services</p> <p>8.1 To oversee the use of information and other technology in support of the Council's business and service commitments.</p> <p>8.2 Amendments & updates to layout of Web Site</p>	<ul style="list-style-type: none"> ▪ Operational Management to Town Council Manager ▪ Strategic Overview to Committee & Contracts within approved budget. ▪ Town Council Manager for updates & layout ▪ Committee for new websites & contracts within budget.
<p>9 Procurement</p> <p>9.1 To co-ordinate and oversee the Council's Corporate Procurement and advice it on policy.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Town Council Manager for operational management in accordance with Financial Regulations, Standing orders for Contracts & Procurement Policy
<p>10. Audit</p> <p>10.1 To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference.</p> <p>10.2 To receive, approve and action interim audit reports.</p> <p>10.3 To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information and Transparency.</p>	<ul style="list-style-type: none"> • Committee • Town Council Manager to support with operating procedures • Council to receive external & internal audit reports and respond to recommendations. • Committee to advise and determine response to interim internal audit • Proper Officer/RFO to advise on response with advice from accountant as appropriate. • Strategic overview to Committee • Policies reserved to Council • Operational management to Town Council Manager
<p>11 Emergency Planning</p> <p>11.1 To recommend a Town Emergency Plan to Council and lead in its implementation.</p>	<ul style="list-style-type: none"> • Committee • Operational management to Town Council Manager

NB. Any actions delegated to the Town Council Manager/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Council Manager's return.

Any actions delegated within these Terms of Reference, Financial Regulations or Standing Orders for Contracts to the Responsible Financial Officer may in his/her absence be undertaken by the Proper Officer.

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Date :- 11/06/2018

Newmarket Town Council

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Detailed Balance Sheet (Excluding Stock Movement)

Month No: 2

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
101	Debtors	13,075	0	13,075
105	Vat Due	4,740	0	4,740
201	Current Account	436,791	0	436,791
203	Barclays Bus Tracker Account	240	0	240
204	Staff Salary Bank Account	170,050	0	170,050
208	Barclaycard Account	-1,432	0	-1,432
210	Petty Cash	146	0	146
Total Current Assets		623,609	0	623,609
<u>Current Liabilities</u>				
501	Creditors	-1,036	0	-1,036
502	Sundry Creditors	105	0	105
514	Peoples Pension Control	-25	0	-25
515	Paye/NI Due	-3,628	0	-3,628
565	Bookings Deposit	-1,009	0	-1,009
590	Deferred Grant Income	2,455	0	2,455
Total Current Liabilities		-3,137	0	-3,137
Net Current Assets		626,745	0	626,745
Total Assets less Current Liabilities		626,745	0	
<u>Represented By :-</u>				
301	Current Year Fund	216,154	210,892	5,262
310	General Fund	85,813	0	85,813
311	EMR Play Equipment	70,000	0	70,000
312	EMR Street Light Maintenance	1,500	0	1,500
313	EMR Town Regeneration	37,027	0	37,027
316	EMR Clocks/Memorials	7,205	0	7,205
317	EMR Buildings-M Hall Fund	19,632	0	19,632
318	EMR Buildings - Pavilion Fund	25,000	0	25,000
319	EMR Disused Churchyard	2,836	0	2,836
320	EMR Cooper Memorial	2,008	0	2,008
322	EMR Studland Park Timers	3,500	0	3,500
323	EMR Allotments	4,839	0	4,839
327	EMR Legends of the Turf	2,844	0	2,844
330	EMR Cemetery	35,346	0	35,346
333	EMR Carnival	5,267	0	5,267
334	EMR Christmas Lights	2,275	0	2,275
341	EMR Water Feature	53,233	0	53,233
342	EMR Memorial Gardens Masterplan	32,500	0	32,500
343	EMR Workwear	818	0	818
344	EMR Asset Sales	18,950	0	18,950
Total Equity		626,745	210,892	415,853

Date: 11/06/2018

Newmarket Town Council

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Cash Book 1

User : CEW

Current Account

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		491,292.63					491,292.63	
Banked on :	01/05/2018	300.00						
	Sales Recpts Page 1876	300.00	300.00		101			Sales Recpts Page 1876
Banked on :	02/05/2018	12.00						
	Sales Recpts Page 1877	12.00	12.00		101			Sales Recpts Page 1877
Banked on :	02/05/2018	182.00						
	Sales Recpts Page 1878	182.00	182.00		101			Sales Recpts Page 1878
Banked on :	08/05/2018	27.63						
bacs	Barclays Bank	27.63			1190	101	27.63	Barclays Bank/loyalty reward
Banked on :	08/05/2018	180.00						
	Sales Recpts Page 1879	180.00	180.00		101			Sales Recpts Page 1879
Banked on :	15/05/2018	528.00						
	Sales Recpts Page 1880	528.00	528.00		101			Sales Recpts Page 1880
Banked on :	15/05/2018	84.00						
	Sales Recpts Page 1881	84.00	84.00		101			Sales Recpts Page 1881
Banked on :	16/05/2018	162.00						
	Sales Recpts Page 1872	162.00	162.00		101			Sales Recpts Page 1872
Banked on :	16/05/2018	54.00						
	Sales Recpts Page 1882	54.00	54.00		101			Sales Recpts Page 1882
Banked on :	16/05/2018	230.40						
	Sales Recpts Page 1883	230.40	230.40		101			Sales Recpts Page 1883
Banked on :	17/05/2018	500.00						
100722	Godolphin Mgt Co Ltd	500.00			1040	305	500.00	donation passed onto Williams
Banked on :	18/05/2018	99.00						
	Sales Recpts Page 1873	99.00	99.00		101			Sales Recpts Page 1873
Banked on :	18/05/2018	181.00						
100723	Tea Dance 11/5/18	181.00		30.17	1043	301	150.83	Tea Dance 11/5/18
Banked on :	21/05/2018	500.00						
	Sales Recpts Page 1884	500.00	500.00		101			Sales Recpts Page 1884
Banked on :	22/05/2018	449.70						
	Sales Recpts Page 1885	449.70	449.70		101			Sales Recpts Page 1885
Banked on :	24/05/2018	142.00						
	Sales Recpts Page 1886	142.00	142.00		101			Sales Recpts Page 1886
Banked on :	30/05/2018	105.00						
	Sales Recpts Page 1888	105.00	105.00		101			Sales Recpts Page 1888
Banked on :	31/05/2018	348.00						
	Sales Recpts Page 1874	348.00	348.00		101			Sales Recpts Page 1874

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Date: 11/06/2018

Newmarket Town Council

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Cash Book 1

User : CEW

Current Account

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked on : 31/05/2018	60.00						
	Sales Recpts Page 1875	60.00	60.00		101			Sales Recpts Page 1875
	Banked on : 31/05/2018	75.00						
100726	Rachel Karen Bennett	75.00			1010	215	75.00	lease for land adj to FT Allot
	Banked on : 31/05/2018	324.00						
	Sales Recpts Page 1887	324.00	324.00		101			Sales Recpts Page 1887
Total Receipts for Month		4,543.73	3,760.10	30.17			753.46	
Cash Book Totals		<u>495,836.36</u>	<u>3,760.10</u>	<u>30.17</u>			<u>492,046.09</u>	

Date: 11/06/2018

Newmarket Town Council

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Cash Book 1

User : CEW

Current Account

For Month No : 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/05/2018	Anglian Water Business Nationa	108691	900.20	900.20		501			1601/7Feb-6May2018
01/05/2018	Cooleraid	108692	89.40	89.40		501			1597/10x19L still bottles
01/05/2018	Dale Jeffery Electrical Servic	108693	1,853.90	1,853.90		501			1595/emergency lighting
01/05/2018	Ms Kiri Chandler	108694	42.80	42.80		501			1586/Event refreshments
01/05/2018	Fenland Leisure Products Ltd	108695	82.20	82.20		501			1596/playground rope repair
01/05/2018	Phillip Green	108696	108.00	108.00		501			1602/April 2018 clock winding
01/05/2018	Harrisons Packaging	108697	230.27	230.27		501			1604/10 thousand bags
01/05/2018	Icon Sign & Design Ltd.	108698	480.00	480.00		501			1598/4xNoPkg signs Birdcage Wa
01/05/2018	IT Genetics Limited	108699	426.00	426.00		501			1589/WntrComf Alt Giving pub
01/05/2018	Jockey Club Estates	108700	540.00	540.00		501			1605/First Aid training 2 staf
01/05/2018	Mr R Watts	108701	160.00	160.00		501			1599/Tea Dance 11/5/18
01/05/2018	N-CIS	108702	192.00	192.00		501			1588/System support fees
01/05/2018	Proctor Removals Ltd	108703	28.80	28.80		501			1594/archive storage May2018
01/05/2018	Places 4 People Ltd	108704	1,966.90	1,966.90		501			1592/Planning Consultancy
01/05/2018	Ridgeons Ltd	108705	147.93	147.93		501			1607/Birdcage Walk sign posts
01/05/2018	S.P Landscapes & Tree Contract	108706	1,530.00	1,530.00		501			1590/Tree felling& stump grind
08/05/2018	People HR	DD	16.80		2.80	4025	101	14.00	People HR
08/05/2018	Barclays Bank	COMMISSI	92.07			4051	101	92.07	Barclays Bank comm fees
14/05/2018	Siemens Fin Serv	DD	260.84		43.47	4028	101	217.37	Siemens Fin Serv/Samsung rent
15/05/2018	FHDC	DD	576.00			4011	120	576.00	NNDR/MEM HALL
15/05/2018	FHDC	DD	228.00			4011	310	228.00	NNDR/PAVILION
15/05/2018	FHDC	DD	270.00			4011	202	270.00	NNDR/CEMETERY
15/05/2018	E.On Energy	DD	153.65	153.65		501			1593/30Mar-27Apr2018
16/05/2018	Staff Salary Account	sweep	19,500.00			201		19,500.00	
21/05/2018	Anglia Gifts & Promotions	108707	44.22	44.22		501			1612/TK workwear
21/05/2018	Dorans Plumbing	108708	473.00	473.00		501			1611/Leg.RA Remedial Works
21/05/2018	Ken Booth & Co Ltd	108709	101.28	101.28		501			1610/gen cleaning supplies
21/05/2018	Mead Contruction (Cambridge) L	108710	5,676.00	5,676.00		501			1614/Cem Drive repairs
21/05/2018	Mrs Hart	108711	330.00	330.00		501			1615/May

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Newmarket Town Council

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Cash Book 1

User : CEW

Current Account

For Month No : 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u> <u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
21/05/2018	Neopost Limited	108712	95.69	95.69		501		open/close fees 1609/neopost rental23Jun-22Sep
21/05/2018	Survey Solutions (South East)	108713	600.00	600.00		501		1608/Top.Survey Clock Tower
21/05/2018	Noel Bond	108714	493.00	493.00		501		1613/CCTV for Pavilion
21/05/2018	Petty Cash	106614	81.13			201	81.13	NB: £4.50 underclaimed in May
24/05/2018	Anglian Water Business Nationa	108715	268.97	268.97		501		1621/underpayment from Jan2017
24/05/2018	Dorans Plumbing	108716	427.40	427.40		501		1620/Leg.RA remedial works
24/05/2018	Forest Heath District Council	108717	300.00	300.00		501		1623/tree work in All Saint's
24/05/2018	Fenland Leisure Products Ltd	108718	113.04	113.04		501		1617/wetpour repair kit
24/05/2018	Ridgeons Ltd	108719	86.02	86.02		501		1618/sanding/painti supplies
24/05/2018	Reaction Group	108720	1,462.55	1,462.55		501		1616/fixd wire remedial works
24/05/2018	BRAHLER ICS UK Limited	106615	406.25	406.25		501		1624/mic system for ATMtg
29/05/2018	Barclaycard Account	dd	1,446.72			201	1,446.72	settlement May BCard statement
31/05/2018	Newmarket Carnival	106616	5,500.00			4312 305	5,500.00	inc £500 Godolphin contr
31/05/2018	Discover Newmarket C.I.C.	106617	6,000.00		1,000.00	4076 101	5,000.00	Discover Newmarket C.I.C.
31/05/2018	Auditing Solutions Ltd	108721	504.00	504.00		501		1630/Internal Audit service
31/05/2018	Burwell Print Centre Ltd	108722	76.81	76.81		501		1632/Design SummEvents poster
31/05/2018	Simplicity	108723	129.60	129.60		501		1638/Temp fees27/5/18
31/05/2018	D J Sears Limited	108724	660.00	660.00		501		1637/pothole repair cem ent.
31/05/2018	Mrs Kiri Doggett	108725	417.50	417.50		501		1628/French twinning catering
31/05/2018	The Festive Lighting Company L	108726	528.00	528.00		501		1625/rep broken tree lights
31/05/2018	Phillip Green	108727	108.00	108.00		501		1631/May winding fees
31/05/2018	Iliffe Media Publishing Ltd	108728	360.00	360.00		501		1634/NJ - ATMeeting advert
31/05/2018	Proctor Removals Ltd	108729	28.80	28.80		501		1633/archive storageJune2018
31/05/2018	Inventive Media Publishing Ltd	108730	272.17	272.17		501		1626/RainbowGdnP
31/05/2018	Tindalls The Stationers Ltd	108731	96.54	96.54		501		1627/printing paper
31/05/2018	Newmarket Twinning	108732	2,082.50	2,082.50		501		1629/bal.of

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Newmarket Town Council

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Cash Book 1

User : CEW

Current Account

For Month No : 2

Payments for Month 2**Nominal Ledger**

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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budgeted donation

Total Payments for Month			59,044.95	25,073.39	1,046.27			32,925.29	
Balance Carried Fwd			436,791.41						
Cash Book Totals			<u>495,836.36</u>	<u>25,073.39</u>	<u>1,046.27</u>			<u>469,716.70</u>	

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Newmarket Town Council

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Cash Book 2

User : CEW

Petty Cash

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	150.00					150.00	
	Banked on : 21/05/2018	81.13						
	Current Account	81.13			210		81.13	NB: £4.50 underclaimed in May
	Total Receipts for Month	81.13	0.00	0.00			81.13	
	Cash Book Totals	<u>231.13</u>	<u>0.00</u>	<u>0.00</u>			<u>231.13</u>	

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Newmarket Town Council

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Cash Book 2

User : CEW

Petty Cash

For Month No : 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/05/2018	FHDC	DD	576.00			4011	120	576.00	NNDR MHall
15/05/2018	FHDC	DD	228.00			4011	310	228.00	NNDR/Pavilion
15/05/2018	FHDC	DD	270.00			4011	202	270.00	NNDR/ Cemetery
15/05/2018	FHDC CORRECTION	DDCORR	-576.00			4011	120	-576.00	FHDC CORRECTION
15/05/2018	FHDC CORRECTION	DDCORR	-228.00			4011	310	-228.00	FHDC CORRECTION
15/05/2018	FHDC CORRECTION	DDCORR	-270.00			4011	202	-270.00	FHDC CORRECTION
21/05/2018	Petty Cash	PETTYCAS	85.63		9.95	4036	202	11.58	Petty Cash
						4443	301	3.79	Petty Cash
						4020	101	2.89	Petty Cash
						4078	120	6.39	Petty Cash
						4028	101	15.01	Petty Cash
						4023	101	23.02	Petty Cash
						4022	101	13.00	Petty Cash
Total Payments for Month			85.63	0.00	9.95			75.68	
Balance Carried Fwd			145.50						
Cash Book Totals			<u>231.13</u>	<u>0.00</u>	<u>9.95</u>			<u>221.18</u>	

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Newmarket Town Council

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Cash Book 3

User : CEW

Staff Salary Account

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		166,036.30					166,036.30	
	Banked on : 08/05/2018	3.83						
bacs	Barclays Bank	3.83			1190	101	3.83	Barclays Bank/loyalty reward
Banked on : 16/05/2018		19,500.00						
	Current Account	19,500.00			204		19,500.00	
Total Receipts for Month		19,503.83	0.00	0.00			19,503.83	
Cash Book Totals		<u>185,540.13</u>	<u>0.00</u>	<u>0.00</u>			<u>185,540.13</u>	

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Newmarket Town Council

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Cash Book 3

User : CEW

Staff Salary Account

For Month No : 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/05/2018	Barclays Bank	BANKFEES	12.75			4051	101	12.75	Barclays Bank/commission
17/05/2018	HMRC	100432	3,627.76			515		3,627.76	2016/17 o/s paye/nic
21/05/2018	HMRC	100433	2,847.53			515		2,847.53	HMRC/M2 (May)
24/05/2018	Net Salaries May	BACS	9,002.12			516		9,002.12	Net Salaries May
Total Payments for Month			15,490.16	0.00	0.00			15,490.16	
Balance Carried Fwd			170,049.97						
Cash Book Totals			<u>185,540.13</u>	<u>0.00</u>	<u>0.00</u>			<u>185,540.13</u>	

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Newmarket Town Council

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Cash Book 4

User : CEW

Barclaycard Account

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked on : 29/05/2018	1,446.72						
	Current Account	1,446.72			208		1,446.72	settlement May BCard statement
Total Receipts for Month		1,446.72	0.00	0.00			1,446.72	
Balance Carried Fwd		1,432.14						
Cash Book Totals		<u>2,878.86</u>	<u>0.00</u>	<u>0.00</u>			<u>2,878.86</u>	

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Newmarket Town Council

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Cash Book 4

User : CEW

Barclaycard Account

For Month No : 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			1,330.07					1,330.07	
01/05/2018	Tesco Newmarket	CCD	28.40			4078	120	28.40	ccd/Network Rail refr
01/05/2018	Boots Newmarket	CCD	7.00			4078	120	7.00	ccd/Network Rail refr
01/05/2018	Iceland Newmarket	CCD	6.35			4078	120	6.35	ccd/Network Rail refr
01/05/2018	Adobe Systems Inc	CCD	15.17		2.53	4018	101	12.64	Bcard/Acrobat Pro DC subs
01/05/2018	Adobe Systems Inc	CCD	-9.35			4018	101	-9.35	Bcard/Adobe rebate disc
03/05/2018	Hughes Electrical	CCD	35.99		6.00	4018	101	29.99	ccd/ink cartridges
03/05/2018	Inkredible.co.uk	CCD	33.09		5.52	4018	101	27.57	ccd/ink cartridges
04/05/2018	Hughes Electrical	CCD	17.98		3.00	4019	101	14.98	Bcard/Comp cables
09/05/2018	Marks & Spencer	CCD	5.00			4078	120	5.00	Bcard/Event refreshments
09/05/2018	Marks & Spencer	CCD	18.50			4078	120	18.50	Bcard/Event food
09/05/2018	Screwfix	CCD	35.98		5.98	4010	102	30.00	Bcard/Shorts-Kneepads
09/05/2018	Bunnings Warehouse	CCD	60.45		10.09	4028	101	20.82	Bcard/Office Fan
						4019	101	10.18	Bcard/cable for comp
						4037	306	19.36	Bcard/tools for MHG area
10/05/2018	IMA Trading Ltd	CCD	228.00		38.00	4038	120	190.00	ccd/20 round tablecloths
10/05/2018	QD Newmarket	CCD	6.93			4443	301	6.93	ccd/teadance 11/5
10/05/2018	Poundstore	CCD	2.00			4443	301	2.00	ccd/teadance 11/5
12/05/2018	Amazon Prime	CCD	7.99			4025	101	7.99	Bcard/Prime Membership Fee
14/05/2018	Power Source Technology Co	CCD	21.86		3.64	4019	101	18.22	Bcard/Dell Adapter Charger
15/05/2018	QD, Newmarket	CCD	15.96			4020	101	14.97	ccd/staff coffee
						4078	120	0.99	ccd/event food
15/05/2018	Majestic Wine	CCD	428.80		69.61	4078	120	359.19	ccd/event catering
15/05/2018	AS Wigg & Son	CCD	6.95		1.16	4028	101	5.79	Bcard/Silver Cloth for chain
15/05/2018	Amazon.co.uk	CCD	3.99		0.66	4028	101	3.33	Bcard/Flags for Twinning Rec
15/05/2018	WHSmith	CCD	14.47		2.41	4021	101	12.06	Bcard/gen stationery
16/05/2018	Tesco Newmarket.	CCD	42.05			4078	120	42.05	ccd/event food
16/05/2018	Majestic Wine	CCD	30.00		5.00	4078	120	25.00	ccd/event catering
16/05/2018	Amazon.co.uk	CCD	10.49		1.75	4028	101	8.74	Bcard/Flags for Twinning Rec
16/05/2018	LCPAS	CCD	60.00			4028	101	60.00	Bcard/GDPR advice pack
17/05/2018	Marks & Spencer	CCD	12.45			4020	101	12.45	ccd/staff ref (auditor)
17/05/2018	DVLA	CCD	137.50			4039	200	137.50	ccd/road tax for van
18/05/2018	Argos, Newmarket	CCD	89.99		15.00	4019	101	74.99	Bcard/TCM monitor

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Newmarket Town Council

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Cash Book 4

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Barclaycard Account

For Month No : 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/05/2018	Argos, Newmarket	CCD	-2.69		-0.45	4019	101	-2.24	Bcard/rebate on monitor
18/05/2018	WHSmith	CCD	22.45		3.74	4021	101	18.71	Bcard/gen stationery
21/05/2018	Amazon.co.uk	CCD	4.07		0.68	4028	101	3.39	Bcard/A4 Binding Combs
21/05/2018	Amazon.co.uk	CCD	15.27		2.54	4028	101	12.73	Bcard/Binding Combs
21/05/2018	Hughes Electrical	CCD	173.99		29.00	4038	120	144.99	Bcard/Kettle&Fridge
22/05/2018	Majestic Wine	CCD	-319.79		-53.30	4078	120	-266.49	ccd/event catering rebate
22/05/2018	Amazon.co.uk	CCD	38.43		6.40	4028	101	32.03	Bcard/Binding Machine
23/05/2018	Facebook	CCD	20.00			4028	101	20.00	ccd/adv for TCMtg no receipt
24/05/2018	Burwell Print	CCD	31.00		5.16	4028	101	25.84	ccd/print for Annual TM
24/05/2018	Tesco, Newmarket	CCD	20.00		3.33	4039	200	16.67	ccd/fuel for van
25/05/2018	T&H Store	CCD	12.78		2.56	4023	101	10.22	ccd/bus.card book
25/05/2018	amazon	CCD	13.48			4019	101	13.48	ccd/tablet case
29/05/2018	Fofoshop, Newmarket	CCD	15.98		2.66	4028	101	13.32	ccd/cllr profile photos
29/05/2018	Fotoshop, Newmarket	CCD	43.65		7.28	4028	101	36.37	ccd/ATMtg photos
29/05/2018	Tindalls, Newmarket	CCD	13.69		2.28	4021	101	11.41	Bcard/Mount Board
29/05/2018	WHSmith	CCD	41.89		6.98	4021	101	34.91	Bcard/Adhesives various
29/05/2018	My Fotoshop	CCD	30.60			4028	101	30.60	Bcard/Printing for A Town Mtg
Total Payments for Month			1,548.79	0.00	189.21			1,359.58	
Cash Book Totals			<u>2,878.86</u>	<u>0.00</u>	<u>189.21</u>			<u>2,689.65</u>	

11/06/2018

Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading 11/06/2018

Page No 1

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Finance & Policy</u>							
<u>101 Administration</u>							
4008 Staff Training	450	605	2,500	1,895		1,895	24.2 %
4009 Staff Travel	0	73	350	277		277	20.8 %
4018 Software/Computer Consumables	61	99	2,000	1,901		1,901	5.0 %
4019 New IT System/Hardware	144	174	2,000	1,826		1,826	8.7 %
4020 Miscellaneous Staff Costs	30	62	0	-62		-62	0.0 %
4021 Telephone and Fax	1,217	2,101	7,100	4,999		4,999	29.6 %
4022 Postage	13	513	3,000	2,487		2,487	17.1 %
4023 Stationery	114	492	2,200	1,708		1,708	22.4 %
4025 Subscriptions&Licences	22	312	1,800	1,488		1,488	17.3 %
4026 Insurance	0	488	12,000	11,512		11,512	4.1 %
4028 Office Maintenance	848	1,213	5,000	3,787		3,787	24.3 %
4030 Recruitment Advertising	0	0	400	400		400	0.0 %
4051 Bank Charges/Interest	105	271	500	229		229	54.1 %
4056 Legal Expenses	0	0	8,000	8,000		8,000	0.0 %
4057 Audit & Accountancy Fees	420	420	2,500	2,080		2,080	16.8 %
4059 web site	0	0	500	500		500	0.0 %
4060 Councillors Training	0	0	500	500		500	0.0 %
4061 Councillors Expenses	0	0	250	250		250	0.0 %
4062 Civic Regalia	0	0	300	300		300	0.0 %
4064 Town Mayor's Allowance	0	0	1,000	1,000		1,000	0.0 %
4075 Grant to CAB	0	0	3,000	3,000		3,000	0.0 %
4076 Grants	5,000	5,365	8,000	2,635		2,635	67.1 %
4077 Marketing	675	675	5,000	4,325		4,325	13.5 %
4079 Grant to Royal British Legion	0	0	25	25		25	0.0 %
4083 PCSO	0	0	32,000	32,000		32,000	0.0 %
4090 Biodegradable Dog Poo Bags	192	192	950	758		758	20.2 %
4091 Elections Expenses	0	0	1,500	1,500		1,500	0.0 %
4180 Civic Functions	0	0	1,000	1,000		1,000	0.0 %
Administration :- Expenditure	9,290	13,054	103,375	90,321	0	90,321	12.6 %
1176 Precept Received	0	275,087	550,174	-275,087			50.0 %
1190 Interest Received	31	64	250	-186			25.6 %
Administration :- Income	31	275,151	550,424	-275,273			50.0 %
Net Expenditure over Income	9,258	-262,097	-447,049	-184,952			
<u>103 Health & Safety</u>							
4058 Professional Fees	0	0	2,500	2,500		2,500	0.0 %
Health & Safety :- Expenditure	0	0	2,500	2,500	0	2,500	0.0 %
Net Expenditure over Income	0	0	2,500	2,500			

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Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading 11/06/2018

Page No 2

Month No : 2**Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Finance & Policy :- Expenditure	9,290	13,054	105,875	92,821	0	92,821	12.3 %
Income	31	275,151	550,424	-275,273			50.0 %
Net Expenditure over Income	9,258	-262,097	-444,549	-182,452			