

Membership from May 2019

Councillor Drummond - Chairman
Councillor Hood - Vice Chairman
Councillor Caesar
Councillor Cooke
Councillor De'Ath
Councillor Kerby
Councillor Lay
Councillor Lindsay



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 15th July 2019 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 17th June 2019 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. SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION – to review cashbooks for the previous month
7. FINANCE - To confirm that the Bank Statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
8. FINANCE - To receive the income and expenditure for the previous month
9. POLICY REVIEW – To review the following policies:
 - a. Community & Social Policy
 - b. Community Engagement Policy
 - c. Quality Policy
 - d. Protection of Children & Vulnerable Adult Policy
 - e. Volunteers Policy
 - f. Grants & Funding Policy
 - g. Treasury Management Policy
10. ELLIS WHITTAM – Service Proposal
11. FIRE ALARM - To receive an update
12. HEALTH AND SAFETY – Monthly Review – to be tabled at meeting
13. GOVERNANCE - To receive a report on CS resolution C.19.04.6.01 and consider any action
14. CORRESPONDENCE (no recommendations/resolutions can be made)
15. Date of next meeting **Monday 19th August 2019**
16. To note items for consideration at the next meeting

Signed *Roberta Bennett*

Roberta Bennett, Town Council Manager, 9th July 2019

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 17th June 2019 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)

Councillor S Ceasar (non-voting)

Councillor T Kerby

Councillor J Lay

Councillor K Lindsay

Also Present: Bobby Bennett – TCM, Cathy Whitaker – RFO and Member of the Public.

Minute		Action by
F/19/06/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and advised that the Fire Safety Notice was not required. It was confirmed that proceedings may be filmed or recorded.	
F/19/06/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillor R Hood and Councillor J De'Ath Councillor Cooke was not in attendance.	
F/19/06/3	<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> None noted.	
F/19/06/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20TH MAY 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 20th May 2019 and the following was agreed: <u>F/19/06/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 20th May 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.	
F/19/06/5	<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> None noted.	

**F/19/06/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1, CB2 AND CB4 FOR (MAY 2019)**

Members reviewed CB1, CB2 and CB4 and the following was agreed:

F/19/06/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/05/2019 – 31/05/2019 (Cash Book 1 and 2) be received and adopted.

**F/19/06/7 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 that the bank reconciliations relating to the end of 31/05/2019 (month 2) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/19/06/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR MAY 2019.

The RFO gave an overview of the Income and Expenditure reports which were received and noted for May 2019.

F/19/06/9 TO REVIEW THE FOLLOWING POLICIES

a) STANDING ORDERS

The Standing orders were reviewed and the following was agreed:

F/19/06/9.01 Recommendation

That the Standing Orders be amended to allow any committee (except Finance & Policy and Human Resources) to have a maximum number of twelve serving members and that the committees are made up on a volunteer basis.

If adopted by full council, volunteers will be accepted at the following full council meeting to add new members to the existing committees.

b) CUSTOMER CARE AND COMPLAINTS POLICY

The Customer Care and Complaints Policy was reviewed and the following was agreed:

F/19/06/9.02 Recommendation

That the Customer Care and Complaints Policy be adopted.

c) PROCUREMENT POLICY

The Procurement Policy was reviewed and the following was agreed:

F/19/06/9.03 Recommendation

That the Procurement Policy be adopted.

d) ENVIRONMENT POLICY

The Environment Policy was reviewed and the following was agreed:

F/19/06/9.04 Recommendation

That the Environment Policy be adopted.

e) EQUALITY POLICY

The Equality Policy was reviewed and the following was agreed:

F/19/06/9.05 Recommendation

That the Equality Policy be adopted.

f) INFORMATION AND DATA PROTECTION POLICY

The Information and Data Protection Policy was reviewed and the following was agreed:

F/19/06/9.06 Recommendation

That the Information and Data Protection Policy be adopted.

g) IT, WEBSITE AND EMAIL POLICY

The IT, Website and Email Policy was reviewed and the following was agreed:

F/19/06/9.07 Recommendation

That the IT, Website and Email Policy be adopted.

F/19/06/10 HEALTH AND SAFETY MONTHLY REVIEW

The RFO tabled an update regarding health and safety and this was noted.

F/19/06/11 CORRESPONDENCE

None noted.

F/19/06/12 DATE OF NEXT MEETING

Monday 15th July 2019 at the Memorial Hall, High Street, Newmarket.

F/19/06/13 ITEMS FOR THE NEXT AGENDA

Meeting closed at 7.55pm

Signed _____ Date _____

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Date: 03/07/2019

Newmarket Town Council

Page No: 1

Time: 13:44

Cash Book 1

User : CEW

Current Account

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		747,604.81					747,604.81	
	Banked on : 03/06/2019	172.00						
000051	Teadance Income	172.00		28.67	4443	301	143.33	Teadance Income 31/5/19
	Banked on : 03/06/2019	340.00						
	Sales Recpts Page 2081	340.00	340.00		101			Sales Recpts Page 2081
	Banked on : 03/06/2019	120.00						
	Sales Recpts Page 2082	120.00	120.00		101			Sales Recpts Page 2082
	Banked on : 05/06/2019	49.02						
	Sales Recpts Page 2080	49.02	49.02		101			Sales Recpts Page 2080
	Banked on : 06/06/2019	42.00						
000052	Burwell Netball Club	42.00		7.00	565		35.00	Burwell Netball Club/dep.3/7
	Banked on : 06/06/2019	64.80						
	Sales Recpts Page 2078	64.80	64.80		101			Sales Recpts Page 2078
	Banked on : 06/06/2019	678.30						
	Sales Recpts Page 2079	678.30	678.30		101			Sales Recpts Page 2079
	Banked on : 07/06/2019	55.00						
	Sales Recpts Page 2087	55.00	55.00		101			Sales Recpts Page 2087
	Banked on : 11/06/2019	912.00						
	Sales Recpts Page 2086	912.00	912.00		101			Sales Recpts Page 2086
	Banked on : 12/06/2019	192.80						
	Sales Recpts Page 2088	192.80	192.80		101			Sales Recpts Page 2088
	Banked on : 20/06/2019	108.00						
	Sales Recpts Page 2092	108.00	108.00		101			Sales Recpts Page 2092
	Banked on : 26/06/2019	140.00						
	Sales Recpts Page 2094	140.00	140.00		101			Sales Recpts Page 2094
	Banked on : 27/06/2019	640.00						
	Sales Recpts Page 2093	640.00	640.00		101			Sales Recpts Page 2093
	Banked on : 27/06/2019	54.00						
bacs	Nomads Ltd	54.00		9.00	565		45.00	Nomads Ltd/h.dep July bkg
	Banked on : 27/06/2019	31.50						
bacs	Nomads Ltd	31.50		5.25	565		26.25	Nomads Ltd/h.dep July bkg
	Banked on : 27/06/2019	260.00						
bacs	Sharing Parenting	260.00		43.33	565		216.67	Sharing Parenting/h.dep 10/7
	Banked on : 28/06/2019	5,796.00						
	Sales Recpts Page 2090	5,796.00	5,796.00		101			Sales Recpts Page 2090
	Banked on : 28/06/2019	144.00						
	Sales Recpts Page 2091	144.00	144.00		101			Sales Recpts Page 2091

Continued on Page 2

Date: 03/07/2019

Newmarket Town Council

Page No: 2

Time: 13:44

Cash Book 1

User : CEW

Current Account

For Month No : 3

Receipts for Month 3

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 : 28/06/2019		2,000.00						
bacs	Jockey Club Racecourses	2,000.00			1172	303	2,000.00	Jockey Club Racecourses
Banked on : 30/06/2019		282.27						
	Sales Recpts Page 2089	282.27	282.27		101			Sales Recpts Page 2089

Total Receipts for Month	12,081.69		9,522.19	93.25			2,466.25	
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Cash Book Totals	<u>759,686.50</u>		<u>9,522.19</u>	<u>93.25</u>			<u>750,071.06</u>	
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Date: 03/07/2019

Newmarket Town Council

Page No: 3

Time: 13:44

Cash Book 1

User : CEW

Current Account

For Month No : 3

Payments for Month 3

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>
10/06/2019	Collaboration 23 Construction	300418	1,215.00	1,215.00		501		2230/flintwall (entrance) work
10/06/2019	Phillip Green	300419	110.00	110.00		501		2224/April2019 winding fees
10/06/2019	NewClean Ltd	300420	324.00	324.00		501		2225/2hrs to cover sick leave
10/06/2019	Tindalls The Stationers Ltd	300421	40.50	40.50		501		2227/colour paper for comms.
10/06/2019	WIM-PAC LTD	300422	158.04	158.04		501		2226/garden binbags for MGdns
11/06/2019	E.On Energy	ddr	132.90	132.90		501		2216/26Apr-25May2019
12/06/2019	N-CIS	DD	186.70	186.70		501		2228//May calls & line fees
17/06/2019	Cubiqdesign Ltd	300423	225.00	225.00		501		2232/concept design for flyers
17/06/2019	Collaboration 23 Construction	300424	2,025.00	2,025.00		501		2238/day 4-8of30wallFlintWork
17/06/2019	Inventive Media Publishing Lim	300425	60.22	60.22		501		2239/MGdn open/close signage
17/06/2019	Ken Booth & Co Ltd	300426	113.86	113.86		501		2233/cleaning supplies
17/06/2019	N-CIS	300427	192.00	192.00		501		2235/Monthly Backup Svcs
17/06/2019	Tindalls The Stationers Ltd	300428	110.68	110.68		501		2234/paper-other supplies
17/06/2019	Woolpit Nurseries Ltd	300429	6,916.02	6,916.02		501		2237/hanging bskt plants&del
17/06/2019	West Suffolk Council (Rates)	ddr	1,126.00	1,126.00		501		2240/monthly rates installment
18/06/2019	Total Gas and Power Ltd	dd	1,925.00	1,925.00		501		2229/25Feb-31May2019
20/06/2019	Cubiqdesign Ltd	300430	60.00	60.00		501		2244/SBoxAd.Suff/Life
20/06/2019	Mead Contruction (Cambridge) L	300431	4,788.00	4,788.00		501		2243/StMarysC'ydP
20/06/2019	Newprint Ltd	300432	119.40	119.40		501		2246/SBox flyers&posters
20/06/2019	Sharing Parenting	300433	252.00	252.00		501		2245/True Colours Trng Session
20/06/2019	6th Newmarket Brownies	300434	75.00			4064 101	75.00	6th Nmkt Brownies donation
20/06/2019	People's Pension Control	DD	579.18			514	579.18	PPension M3 June 2019
20/06/2019	Petty Cash	300435	80.85			201	80.85	
21/06/2019	Public Works Loan Board	BACS	44,946.50			4080 120	33,995.07	Public Works Loan Board
						4080 306	10,951.43	Public Works Loan Board
30/06/2019	Activ Security (UK) Ltd	300436	171.00	171.00		501		2255/25/6/19 callout for alarm

Continued on Page 4

Date: 03/07/2019

Newmarket Town Council

Page No: 4

Time: 13:44

Cash Book 1

User : CEW

Current Account

For Month No : 3

Payments for Month 3

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>
30/06/2019	Bendall & Sons	300437	180.00	180.00		501		2254/Lic.Agreemt Carnival
30/06/2019	Hallmark Event Hire Ltd	300438	654.00	654.00		501		2247/deposit for chemical loos
30/06/2019	Mrs Hart	300439	300.00	300.00		501		2248/June open/close fees
30/06/2019	Mr R Watts	300440	160.00	160.00		501		2249/Teadance ent 28/6
30/06/2019	NewClean Ltd	300441	486.00	486.00		501		2252/NTC cleaner sick cover
30/06/2019	Norfolk Parish Training & Supp	300442	300.00	300.00		501		2250/2July-whole council trng
30/06/2019	Npower Ltd	300443	13.97	13.97		501		2256/final elect inv Apr/May19
30/06/2019	SSE Swalec	300444	319.94	319.94		501		2257/Q1 2019 20 elec bill
30/06/2019	Wing Commander Martin R	300445	149.50	149.50		501		2251/advertising displays
30/06/2019	Zurich Management Services Ltd	300446	600.59	600.59		501		2253/extra cover for MHGdns
30/06/2019	Abbey Security Services Ltd	300447	192.00	192.00		501		2258/July lock/unlock fees
30/06/2019	Collaboration 23 Construction	300448	6,885.00	6,885.00		501		2260/flintwall works wk 3
30/06/2019	Newmarket Carnival	300449	5,000.00			4312 305	5,000.00	Carnival grant 2019
30/06/2019	Unity Trust Bank	INTEREST	44.85			4051 101	44.85	UTB/Svc chg June2019

Total Payments for Month

81,218.70

30,492.32

0.00

50,726.38

Balance Carried Fwd

678,467.80

Cash Book Totals

759,686.50

30,492.32

0.00

729,194.18

Date: 03/07/2019

Newmarket Town Council

Page No: 1

Time: 13:45

Cash Book 2

User : CEW

Petty Cash

For Month No : 3

Receipts for Month 3

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>
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Balance Brought Fwd :	150.00						150.00	
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Banked on : 20/06/2019	80.85							
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Current Account		80.85			210		80.85	
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Total Receipts for Month	80.85		0.00	0.00			80.85	
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Cash Book Totals	<u>230.85</u>		<u>0.00</u>	<u>0.00</u>			<u>230.85</u>	
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Date: 03/07/2019

Newmarket Town Council

Page No: 2

Time: 13:45

Cash Book 2

User : CEW

Petty Cash

For Month No : 3

Payments for Month 3

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>
20/06/2019	Petty Cash June 2019	PETTYCAS	80.85			4020	103	75.00	Petty Cash June 2019
						4020	102	1.45	Petty Cash June 2019
						4078	120	4.40	Petty Cash June 2019
Total Payments for Month			80.85	0.00	0.00			80.85	
Balance Carried Fwd			150.00						
Cash Book Totals			230.85	0.00	0.00			230.85	

Date: 03/07/2019

Newmarket Town Council

Page No: 1

Time: 13:46

Cash Book 3

User : CEW

Staff Salary Account

For Month No : 3

Receipts for Month 3

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 :		13,490.43					13,490.43	
Banked on : 04/06/2019		1.83						
dcredit	Barclays Bank	1.83			1190	101	1.83	Barclays Bank Loyalty Reward
Total Receipts for Month		1.83	0.00	0.00			1.83	
Cash Book Totals		<u>13,492.26</u>	<u>0.00</u>	<u>0.00</u>			<u>13,492.26</u>	

Continued on Page 2

Date: 03/07/2019

Newmarket Town Council

Page No: 2

Time: 13:46

Cash Book 3

User : CEW

Staff Salary Account

For Month No : 3

Payments for Month 3

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>
04/06/2019	Barclays Bank	INTEREST	12.15			4051	101	12.15	Barclays Bank/commission
20/06/2019	HMRC	100448	2,844.79			515		2,844.79	HMRC/pay&ncs M3 June2019
25/06/2019	Net Salaries June 2019	BACS	9,056.86			516		9,056.86	Net Salaries June 2019
30/06/2019	Unity Trust Bank	INTEREST	18.00			4051	101	18.00	Unity Trust Bank
Total Payments for Month			11,931.80	0.00	0.00			11,931.80	
Balance Carried Fwd			1,560.46						
Cash Book Totals			13,492.26	0.00	0.00			13,492.26	

Date: 03/07/2019

Newmarket Town Council

Page No: 1

Time: 13:46

Cash Book 4

User : CEW

Barclaycard Account

For Month No : 3

Receipts for Month 3

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>
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Banked on :	0.00							
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0.00

0.00

Total Receipts for Month	0.00							
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0.00

0.00

0.00

Balance Carried Fwd	1,400.49							
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Cash Book Totals	1,400.49							
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0.00

0.00

1,400.49

Date: 03/07/2019

Newmarket Town Council

Page No: 2

Time: 13:46

Cash Book 4

User : CEW

Barclaycard Account

For Month No : 3

Payments for Month 3

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 :			725.64					725.64	
02/06/2019	card/Adobe Acropro	CCDRB	15.17		2.53	4018	101	12.64	card/Adobe Acropro subs
03/06/2019	card/Horse Requisites	CCDRB60	11.22		1.87	4036	120	9.35	card/flytraps for MH
03/06/2019	card/QD	CCDCW71	4.95		0.82	4028	101	4.13	card/wipes for office
04/06/2019	card/Homebase	CCDRB61	14.73		2.46	4041	306	12.27	card/repairs to play area
04/06/2019	card/B&M	CCDCW72	1.09			4078	120	0.50	card/milk-events
						4020	102	0.59	card/milk-office
05/06/2019	card/B&M	CCDCW73	7.79			4078	120	4.50	card/event coffee
						4020	102	3.29	card/staff refr
06/06/2019	card/QD	CCDCW74	15.96		2.66	4037	306	13.30	card/4xwatering cans
06/06/2019	card/best one shop	CCDCW75	2.90			4020	102	2.90	card/staff milk
07/06/2019	card/Telefonica UK Ltd	CCDCW76	20.00		3.33	4021	101	16.67	card/topup TK mobile
10/06/2019	card/facebook	CCDCW57	50.00			4077	101	50.00	card/fb adv. TCMtg
10/06/2019	card/Shoe Doctor	CCDCW77	14.00			4036	202	14.00	card/key cutting for cem
11/06/2019	card/Tindalls	CCDRB62	17.98		3.00	4023	101	14.98	card/gen.stationery
12/06/2019	card/Amazon	CCDCW78	30.82		5.14	4018	101	25.68	card/printer ink
12/06/2019	card/Fotoshop	CCDCW79	10.00			4028	101	10.00	card/cldr photographs
13/06/2019	card/Autozone	CCDCW82	68.00		11.33	4039	200	56.67	card/van battery
13/06/2019	card/B&M	CCDCW84	0.69			4078	120	0.69	card/event milk
13/06/2019	card/Amazon	CCDCW86	74.88		4.78	4184	307	70.10	card/garden games
14/06/2019	card/Homebase	CCDCW85	81.48		13.58	4029	200	67.90	card/general tools
14/06/2019	card/Homebase	CCDCW87	7.00		1.17	4036	120	5.83	card/washers
14/06/2019	card/Tindalls	CCDCW88	5.50			4028	101	5.50	card/maps
17/06/2019	card/B&M	CCDCW89	1.09			4078	120	0.50	card/event milk
						4020	101	0.59	card/office milk
19/06/2019	card/ALS	CCDCW90	50.16		8.36	4102	201	41.80	card/plant fd for HighSt trees
19/06/2019	card/Boots	CCDCW91	6.90		1.15	4037	306	5.75	card/cleaning fluid
19/06/2019	card/B&M	CCDCW92	5.59			4078	120	5.59	card/event refr.
20/06/2019	card/Adobe Acropro	CCDCW	25.28		4.21	4018	101	21.07	card/Adobe Acropro subs
20/06/2019	card/Poundland	CCDCW93	2.00			4078	120	2.00	card/event biscuits
20/06/2019	card/Tindalls	CCDCW94	3.00		0.50	4036	120	2.50	card/magnetic tape
20/06/2019	card/Hyperion Connect	CCDCW95	20.02		3.34	4039	200	16.68	card/fuel for van
20/06/2019	card/Tescos	CCDCW96	8.00			4078	120	8.00	card/event water
20/06/2019	card/Homebase	CCDCW97	21.45		3.58	4037	306	17.87	card/broom&wateri can
21/06/2019	card/Tesco	CCDCW07	6.60		1.10	4037	306	5.50	card/cleaning fluid
25/06/2019	card/Hughes Electrical	CCDCW98	17.99		3.00	4019	101	14.99	card/adaptor for laptop
27/06/2019	card/Boots	CCDCW99	6.95		1.16	4037	306	5.79	card/cleaning fluid
27/06/2019	card/QD	CCDCW100	25.97		4.33	4029	200	21.64	card/garden equipment

Continued on Page 3

Date: 03/07/2019

Newmarket Town Council

Page No: 3

Time: 13:46

Cash Book 4

User : CEW

Barclaycard Account

For Month No : 3

Payments for Month 3

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>
27/06/2019	card/QD	CCDCW01	12.85			4443	301	12.85	card/cakes
27/06/2019	card/B&M	CCDCW02	6.84			4443	301	6.84	card/cakes
Total Payments for Month			674.85	0.00	83.40			591.45	
Cash Book Totals			<u>1,400.49</u>	<u>0.00</u>	<u>83.40</u>			<u>1,317.09</u>	

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Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3 AS AT 30TH JUNE 2019

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
101	Debtors	2,850	0	2,850
105	Vat Due	19,431	0	19,431
201	Current Account	678,468	0	678,468
204	Staff Salary Bank Account	1,560	0	1,560
208	Barclaycard Account	-1,400	0	-1,400
210	Petty Cash	150	0	150
Total Current Assets		701,058	0	701,058
<u>Current Liabilities</u>				
501	Creditors	-2,938	0	-2,938
506	Proscape 10% retention	11,034	0	11,034
565	Bookings Deposit	1,113	0	1,113
590	Deferred Grant Income	2,455	0	2,455
Total Current Liabilities		11,664	0	11,664
Net Current Assets		689,394	0	689,394
Total Assets less Current Liabilities		689,394	0	
<u>Represented By :-</u>				
301	Current Year Fund	414,699	209,727	204,971
310	General Fund	98,463	0	98,463
312	EMR Street Light Maintenance	1,500	0	1,500
313	EMR Town Regeneration	35,557	0	35,557
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
342	EMR Memorial Gardens Masterplan	8,657	0	8,657
343	EMR Workwear	818	0	818
344	EMR Asset Sales	8,950	0	8,950
345	EMR - MGdn Canopy	10,000	0	10,000
Total Equity		689,394	209,727	479,667

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Finance & Policy

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	<u>Administration</u>							
4008	Staff Training	210	210	2,500	2,290		2,290	8.4 %
4009	Staff Travel	0	81	200	119		119	40.5 %
4018	Software/Computer Consumables	59	552	1,500	948		948	36.8 %
4019	New IT System/Hardware	15	15	2,030	2,015		2,015	0.7 %
4020	Misc. Staff Costs	1	1	0	-1		-1	0.0 %
4021	Telephone and Fax	172	510	2,500	1,990		1,990	20.4 %
4022	Postage	0	502	2,000	1,498		1,498	25.1 %
4023	Stationery	141	477	2,233	1,756		1,756	21.4 %
4025	Subscriptions&Licences	150	2,239	2,800	561		561	80.0 %
4026	Insurance	601	1,010	12,180	11,170		11,170	8.3 %
4028	Office Maintenance	180	1,747	6,000	4,253		4,253	29.1 %
4030	Recruitment Advertising	0	0	406	406		406	0.0 %
4051	Bank Charges/Interest	75	132	900	768		768	14.7 %
4056	Legal Expenses	0	0	8,000	8,000		8,000	0.0 %
4057	Audit & Accountancy Fees	0	1,081	2,538	1,457		1,457	42.6 %
4059	web site	0	0	508	508		508	0.0 %
4060	Councillors Training	300	300	508	208		208	59.1 %
4061	Councillors Expenses	0	0	254	254		254	0.0 %
4062	Civic Regalia	0	0	305	305		305	0.0 %
4064	Town Mayor's Allowance	75	75	1,000	925		925	7.5 %
4075	Grant to CAB	0	0	3,000	3,000		3,000	0.0 %
4076	Grants	0	500	3,000	2,500		2,500	16.7 %
4077	Marketing	50	369	4,000	3,631		3,631	9.2 %
4079	Grant to Royal British Legion	0	0	25	25		25	0.0 %
4083	PCSO	0	16,346	34,000	17,654		17,654	48.1 %
4090	Biodegradable Dog Poo Bags	0	0	964	964		964	0.0 %
4097	Election Costs	0	0	12,500	12,500		12,500	0.0 %
4180	Civic Functions	0	0	1,015	1,015		1,015	0.0 %
4220	Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0 %
4221	Yellow Brick Road	0	0	2,000	2,000		2,000	0.0 %
4222	Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0 %
	Administration :- Expenditure	2,028	31,146	114,866	83,720	0	83,720	27.1 %
1003	Banner Income	1,000	1,000	1,000	0			100.0 %
1176	Precept Received	0	565,779	565,779	0			100.0 %
1190	Interest Received	2	7	254	-247			2.7 %
	Administration :- Income	1,002	566,786	567,033	-247			100.0 %
	Net Expenditure over Income	1,027	-535,640	-452,167	83,473			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>103</u>	<u>Health & Safety</u>							
4020	Misc. Staff Costs	75	75	0	-75		-75	0.0 %
4028	Office Maintenance	0	57	0	-57		-57	0.0 %
4058	Professional Fees	0	0	500	500		500	0.0 %
	Health & Safety :- Expenditure	<u>75</u>	<u>132</u>	<u>500</u>	<u>368</u>	<u>0</u>	<u>368</u>	<u>26.5 %</u>
	Net Expenditure over Income	<u>75</u>	<u>132</u>	<u>500</u>	<u>368</u>			
	Finance & Policy :- Expenditure	2,103	31,278	115,366	84,088	0	84,088	27.1 %
	Income	1,002	566,786	567,033	-247			100.0 %
	Net Expenditure over Income	<u>1,102</u>	<u>-535,507</u>	<u>-451,667</u>	<u>83,840</u>			

Summary Income & Expenditure by Budget Heading as at 30/6/19

Month No : 3

Committee Report Month 3 SUMMARY REPORT

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & Policy</u>							
Expenditure	2,103	31,278	115,366	84,088	0	84,088	27.1 %
Income	1,002	566,786	567,033	-247			100.0 %
Net Expenditure over Income	1,102	-535,507	-451,667	83,840			
<u>Community Services</u>							
Expenditure	20,834	26,143	201,262	175,119	7,000	168,119	16.5 %
Income	4,830	4,830	73,216	-68,386			6.6 %
Net Expenditure over Income	16,004	21,313	128,046	106,733			
<u>Leisure Services</u>							
Expenditure	55,180	72,339	207,454	135,114	22,500	112,614	45.7 %
Income	3,476	13,656	56,990	-43,334			24.0 %
Net Expenditure over Income	51,704	58,683	150,464	91,781			
<u>Human Resources</u>							
Expenditure	12,489	38,707	168,850	130,143	0	130,143	22.9 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	12,489	38,707	168,850	130,143			
<u>Development & Planning</u>							
Expenditure	0	1,296	4,000	2,704	0	2,704	32.4 %
Income	0	0	2,000	-2,000			0.0 %
Net Expenditure over Income	0	1,296	2,000	704			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	90,607	169,764	696,932	527,167	29,500	497,667	28.6 %
Income	9,308	585,272	699,239	-113,967			83.7 %
Net Expenditure over Income	81,299	-415,508	-2,307	413,201			

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An overhead photograph of a group of people sitting around a rustic wooden table. A laptop is open on the table, displaying a dashboard with a gear icon and a '15%' figure. Several coffee cups and a small potted plant are also on the table. The scene is brightly lit, suggesting a collaborative work environment.

Employment Law and Health & Safety

Service Proposal

Newmarket Town Council

Lucy Carruthers

LucyCarruthers@elliswhittam.com

01244 687 211

5th April 2019

ew

elliswhittam

Employment Law & HR Fixed Fee Service

Our core service provides unlimited support with all your employment law and HR challenges for a fixed fee.

Key Elements of the Service

- You will continue to receive support from your existing Employment Law Adviser(s) who has experience of your organisation and the way you like to work.
- 24/7 availability with no limit to how often you can contact us.
- Support with all your employment law and HR issues no matter how big or small.
- Your Adviser helps to draft your documents, not just advise.
- Your Adviser is familiar with working with other employers in your sector. You therefore benefit from their experience of implementing best practice in other organisations.
- You will continue to receive monthly courtesy calls from your Adviser.
- We review your contracts of employment and your Employee Handbook to ensure they are up to date, robust, comply with your obligations at law, meet best practice and protect your organisation's best interests.
- Online access to the My EW area of the EW website. Here you can view your client files at EW, so that you can see notes of telephone conversations and emails. My EW also provides access to our comprehensive online guide to employment law. You can view a My EW demonstration video [here](#).
- Regular bulletins, updates and video tutorials
- Certificate and logos for your literature and website to demonstrate compliance to your employees, visitors and the relevant authorities.
- You will continue to have access to EW Assist. The system continues to evolve from being a holiday and absence management system to a complete online HR solution.
- If an Employment Tribunal claim is made against your organisation, our optional Legal Expenses Insurance means we will defend it at no extra charge. We handle negotiations with Acas, the tribunal, the claimants and their advisers. If a case proceeds to an Employment Tribunal hearing we will represent you. Our standard LEI cover is £150,000 per claim made with a total cap of £1million per annum.
- EW places insurance with a company totally independent of EW, so we have no vested interests and we seek to secure outcomes favourable to you, rather than the insurers.

Health & Safety Fixed Fee Service core

We have such confidence in our service that we will continue to act as your legally required Competent Person.

Key Elements of the Service

- Unlimited, comprehensive support for a fixed fee, delivered by your locally based, DBS checked Health & Safety Consultant and EW colleagues at head office.
- Everything we do is tailored precisely to your needs, paying particular attention to the issues that our experienced Health & Safety Consultants identify as priorities for your sector, and more importantly, your specific organisation.
- You will have ongoing access to unlimited assistance via telephone or email from your Health & Safety Consultant or via EW's desk-based consultancy team at head office.
- You will have 24/7 access to My EW, which is your own secure area of the EW website, giving you access to all your health and safety documentation. My EW also offers a library of advice and documents to help with all your challenges. See [here](#) for a demonstration.
- The Health & Safety 'My Actions' tool allows you to monitor and control all aspects of Health & Safety across your organisation.
- We will provide emergency assistance in the case of, for example, enforcement visits and accident investigations.
- In the event of a serious accident, we investigate and liaise with the authorities. If you have our Legal Expenses Insurance we defend you against any prosecutions.
- We will provide frequent plain English updates on legislation and best practice.
- Legal Expenses Insurance pays for the defence costs of Health & Safety prosecutions, appealing against improvement or prohibition notices and Fee For Intervention charges. (£150,000 per claim with £1 million annual cap.)
- If a case goes to court, we will represent you, giving you guaranteed peace of mind.

Scheduled Visits

A qualified EW Health & Safety Consultant will visit your premises on a scheduled basis to review your systems and carry out the appropriate assessments. Ellis Whittam will also act as your Competent Person for Health & Safety as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Year 1

Visit 1: Initial Visit

Your EW Health & Safety Consultant will visit your premises to review your current arrangements and carry out a comprehensive **General Risk Assessment** as required by the Management of Health and Safety at Work Regulations 1999.

This will allow us to review the following bespoke documentation for you:

- **Health & Safety Policy** for your organisation which includes a **Fire Policy**
- **Health & Safety Handbook** for your employees
- **Health & Safety Action Plan** identifying the priority actions and timescales

(The above documents will be provided in hard copy and also uploaded in electronic format to My EW. For the remaining years of your agreement, all materials and amendments will be provided in electronic format.)

Visit 2: Priority Area Visit

A follow-up visit is made later in Year 1 when you can utilise the Consultant's time on site to support you with particular needs including any issues and actions arising from your inspections and assessments.

Year 2

Visit 3: Annual GRA

Your Consultant will return to perform your second annual GRA and update your Action Plan.

Year 3

Visit 4: Annual GRA

Your Consultant will return to perform your third annual GRA and update your Action Plan.

Visit 5: Priority Area Visit

A follow-up visit is made later in Year 3 to review progress in implementing your Action Plan. You can utilise the Consultant's time on this visit to provide support with addressing any issues that arise from your inspections and assessments.

Year 4

Visit 6: Annual GRA

Your Consultant will return to perform your fourth annual GRA and update your Action Plan.

Year 5

Visit 7: Annual GRA

Your Consultant will return to perform your fifth annual GRA and update your Action Plan.

Visit 8: Priority Area Visit

A follow-up visit is made later in Year 5 to review progress in implementing your Action Plan. You can utilise the Consultant's time on this visit to provide support with addressing any issues that arise from your inspections and assessments.

Multi-site Operations

Newmarket Town Council – Main office
Newmarket Town Council - Sports Pavilion & The Severals
Newmarket Town Council - Cemetery
Newmarket Memorial - Gardens
Newmarket War Memorial
Newmarket Town Council Allotment Site 1 & 2 (leased)
Newmarket Town Council - St Marys Closed Church Yard
Newmarket Town Council - All Saints Closed Church Yard
Newmarket Cooper Memorial
Newmarket Clock Tower
Bill Tutte Memorial
Queen Statue

Consultancy Days

- This proposal is inclusive of 3 Additional Consultancy Days. Previously used to cover all sites on an annual basis to be agreed between the consultant and the client.

Online H&S Portal

Access to our award winning cloud-based SaaS system called Compliance Centre that that will revolutionise your approach to risk and safety management. This simple and secure way to manage compliance will allow you to confidently meet your legal requirements through a number of easy to use Apps. You will be able to:

- Monitor and control those actions identified in your General Risk Assessment and assign ownership to those responsible for actioning;
- Implement your own monitoring checks at the desired frequency to proactively manage your work environment;
- Maintain a register of all your statutory compliance certification to ensure that re-examination is undertaken;
- Record all accidents and incidents and conduct a comprehensive investigation;
- Safely store, retrieve and modify important H&S documentation including your H&S Policy and Employee Handbook, General Risk Assessment and Action Plan;
- Access our comprehensive H&S library of materials including guidance documents for employers and employees and a suite of risk assessment templates and completed examples.

e-learning

This innovative, flexible, on-line training solution can save up to 80% compared to the cost of traditional training methods.

This entirely online system can be accessed anywhere that broadband is available, meaning employees can complete the training at their own pace, in their own time, even at home.

More than 50 courses are available with new courses regularly added. Whilst the focus is on health and safety, the system is moving into provision of employment law and HR skills.

Training delivered by e-learning compares well to traditional techniques because:

- It does not require any special technology, training facilities or supervision.
- Downtime is limited as the flexibility allows an individual to undertake the training at any time, 24/7, rather than taking groups of employees out of the workplace to a traditional training environment with operations coming to a halt.
- It allows employers to make unlimited training on a wide array of risks freely available to all users.

Access to this system is through the purchase of a site licence to cover your organisation or through the purchase of a specified number of individual licences. Additional licences can be purchased from EW as required. Licences allow unlimited access each year to participate in all e-learning modules.

Certificates are issued upon the successful completion of the end of module assessment.

An online demonstration and a link to download full course details can be found [here](#).

Fees and Terms

Fixed fees, certainty of cost and complete transparency.

Please find a copy of our full FCA & Service Agreement Terms [here](#). The document explains EW's terms of business, the terms that apply in relation to legal expenses insurance and key features and suitability of insurance cover offered. It is an important document and should be read and understood by you because it will form part of the agreement between us. EW is authorised and regulated by the Financial Conduct Authority, registration number 310779. Our legal expenses insurance (including the payment of representation costs and compensation / settlement monies) is provided subject to the insurer's terms of insurance cover. You can access a full copy of our insurance terms [here](#) and you open up the document with the password: LEITerms11.

Legal Expenses Insurance is charged for each insurance year annually in advance.

Please note the renewal fees quoted are per annum and assume that Newmarket Town Council has 9 employees. This proposal is for a Service Agreement commencing on 30/09/2019 for a period of 60 months.

Our fees are as set out in the Fees Summary below. Fees increase annually in line with inflation, limited to a maximum of 2% per annum.

We do not have any hidden auto renewal clauses.

	5 Year Term
Combined fee for both Employment Law & HR Fixed Fee Service and Health & Safety Fixed Fee Service, exclusive of VAT	£5,573
Legal Expenses Insurance (employment claims) (@ £7.93 per employee per annum), inclusive of Insurance Premium Tax	£71.37
Legal Expenses Insurance (Health & Safety Prosecution) (@ £3.17 per person per annum), inclusive of Insurance Premium Tax	£28.53
Legal Expenses Insurance Administration fee, exclusive of VAT, only applicable if the Legal Expenses Insurance is taken.	£55.00
3 additional Health & Safety Consultancy Days per annum	Included in Core Fee
Annual fee for site licence to cover [6 to 10] employees, exclusive of VAT	£436