

Membership from May 2019

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



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 16th September 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 12th August 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. Glossary of Terms & Acronyms
 - b. Asset Register
 - c. Employee Handbook & Personnel Policies
 - d. Publication Scheme & Information Guide
 - e. Mayor's Allowance Scheme
 - f. Risk Management Scheme
 - g. Town Emergency Plan
 - h. Privacy Policy
10. PCSO – To receive a monthly report
11. HEALTH AND SAFETY – Monthly Review – to be tabled at meeting
12. CORRESPONDENCE
 - a. Notice of Casual Vacancy
13. Date of next meeting **Monday 21st October 2019**
14. To note items for consideration at the next meeting

Signed *Roberta Bennett*

Roberta Bennett, Town Council Manager, 10th September 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 12th August 2019 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)
 Councillor S Ceasar
 Councillor R Hood

Councillor J Lay
 Councillor K Lindsay - Resigned

Also Present: Bobby Bennett – TCM, Julie Ashton – Minute Assistant, Cllr Hulbert and 1 Member of the Public.

	Minute	Action by
F/19/08/1	<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/19/08/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Cooke, De'Ath and Kerby.	
F/19/08/3	<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/19/08/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 15TH JULY 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 15th July 2019 and the following was agreed: <u>F/19/08/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 15th July 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.</u> Matters arising: Page 2 – F/19/07/5 – TCM advised that SCC had asked NTC to take the lead in presenting the evidence for the Weatherby crossing Public Inquiry but she would follow this up regarding funding for legal representation.	
F/19/08/5	<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>	

Cllr Hulbert advised that a response from the Transport Secretary was still awaited regarding the Weatherby crossing.

**F/19/08/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1, CB2 AND CB4 FOR (JULY 2019)**

TCM advised that the schedules were not available and would be presented at the next meeting.

**F/19/08/7 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 would be signed when they were available.

F/19/08/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR JUNE 2019.

TCM advised that the Income and Expenditure reports for July 2019 were not available and would be presented at the next meeting.

F/19/08/9 TO REVIEW THE FOLLOWING POLICIES

a) COMMUNICATUIONS POLICY

The Communications Policy was reviewed and the following was agreed:

F/19/08/9.01 Recommendation

That the Communications Policy be adopted.

b) MARKETING POLICY

The Marketing Policy was reviewed and the following was agreed:

F/19/08/9.02 Recommendation

That the Marketing Policy be adopted.

c) PUBLICITY POLICY

The Publicity Policy was reviewed and the following was agreed:

F/19/08/9.03 Recommendation

That the Publicity Policy be adopted.

d) TRAINING AND DEVELOPMENT POLICY

The Training and Development Policy was reviewed and the following was agreed:

F/19/08/9.04 Recommendation

That the Training and Development Policy be adopted.

e) BUSINESS COMMUNITY POLICY

The Business Community Policy was reviewed and the following was agreed:

F/19/08/9.05 Recommendation

That the Business Community Policy be adopted.

f) FLAG FLYING POLICY

The Flag Flying Policy was reviewed and the following was agreed:

F/19/08/9.06 Recommendation

That the Flag Flying Policy be adopted.

F/19/08/10 TO RECEIVE AN UPDATE ON THE FIRE ALARM

TCM advised that the CCTV system would need to be upgraded in order for the fire alarm to be accessed remotely. This would be budgeted for next year.

A member of the public left the meeting.

F/19/08/11 HEALTH AND SAFETY MONTHLY REVIEW

TCM advised that it was an excellent report with only two outstanding actions. The monthly Health & Safety report was circulated at the meeting and noted. A request was made to add the names of the staff completing the safety checks on the form.

TCM advised that a local business had offered to replace the stolen defibrillator and the Mayor would send a letter of thanks.

F/19/08/12 CORRESPONDENCE

Request for funding for the Food and Drink Festival was considered and the following was agreed:

F/19/08/12.01 Resolved

That £1,250 be donated to support the Food and Drink Festival from the grants budget and marketing of the event would be included at the Soapbox Derby and on local radio. That the Events Manager assists with marketing on social media.

F/19/08/13 DATE OF NEXT MEETING

Monday 16th September 2019 at the Memorial Hall, High Street, Newmarket.

F/19/08/14 ITEMS FOR THE NEXT AGENDA

- Schedule of payments for July 2019
- Income and Expenditure reports for July 2019

Meeting closed at 8:00pm

Signed _____ Date _____

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Date: 09/09/2019

Newmarket Town Council

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Time: 14:44

Cash Book 1

User : CEW

Current Account

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		660,062.37				660,062.37	
Banked on : 01/08/2019		650.00					
BACS	SCC Locality Budget Grant	650.00			1174 306	650.00	SCC LB Grant/Summer Ent prog.
Banked on : 01/08/2019		120.00					
	Sales Recpts Page 2113	120.00	120.00		101		Sales Recpts Page 2113
Banked on : 06/08/2019		456.00					
	Sales Recpts Page 2108	456.00	456.00		101		Sales Recpts Page 2108
Banked on : 13/08/2019		42.00					
	Sales Recpts Page 2111	42.00	42.00		101		Sales Recpts Page 2111
Banked on : 13/08/2019		48.00					
bacs	Nmkt&Suffolk Real Tennis Club	48.00		8.00	565	40.00	RealTennis holdingdep.Sept bkg
Banked on : 16/08/2019		228.00					
	Sales Recpts Page 2112	228.00	228.00		101		Sales Recpts Page 2112
Banked on : 16/08/2019		337.00					
bacs	Addenbrookes Charitable Trust	337.00		56.17	565	280.83	ACTrust holding dep for 17/9
Banked on : 19/08/2019		300.00					
	Sales Recpts Page 2109	300.00	300.00		101		Sales Recpts Page 2109
Banked on : 20/08/2019		250.00					
bacs	Edmondson Hall	250.00			1172 303	250.00	SBox donation/Edmondson Hall
Banked on : 21/08/2019		250.00					
bacs	SP Landscapes & Tree Cont.	250.00			1172 303	250.00	SBox donation/SPLandscape&Tree
Banked on : 21/08/2019		150.00					
bacs	Addenbrookes holding deposit	150.00		25.00	565	125.00	Addenbrookes hdep for 30/10bkg
Banked on : 23/08/2019		250.00					
bacs	Okotoks Ltd/Haart Estate Agent	250.00			1172 303	250.00	SBox donation/Haart
Banked on : 29/08/2019		291.03					
	Sales Recpts Page 2110	291.03	291.03		101		Sales Recpts Page 2110
Banked on : 30/08/2019		224.50					
bacs	JULIET KARAMBAKUWA & EGNES	224.50		37.42	565	187.08	JULIET KARAMBAKUWA depbkg31/8
Total Receipts for Month		3,596.53	1,437.03	126.59		2,032.91	
Cash Book Totals		663,658.90	1,437.03	126.59		662,095.28	

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Newmarket Town Council

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Cash Book 1

User : CEW

Current Account

For Month No : 5

Payments for Month 5

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>
16/07/2019	People's Pension	DD	579.18			514	579.18 People's Pension August 2019
26/07/2019	Mrs Hart	300474	310.00	310.00		501	2307/July security fees
12/08/2019	E.On Energy	DDR	55.24	55.24		501	2344/28Jun-26Jul2019
12/08/2019	N-CIS	ddr	196.33	196.33		501	2324/LineFee&JulyC
12/08/2019	Mrs G King	300475	800.00	800.00		501	2302/SD promotion
12/08/2019	Chemtest Limited	300476	295.20	295.20		501	2308/water feature testing
12/08/2019	West Suffolk Council	300477	613.18	613.18		501	2309/770L GenWasteBin2019/2
12/08/2019	Ken Booth & Co Ltd	300478	89.23	89.23		501	2310/cleaning supplies
12/08/2019	Abbey Security Services Ltd	300479	216.00	216.00		501	2311/August security
12/08/2019	Abbey Security Services Ltd	300480	2,150.40	2,150.40		501	2312/Security Svcs for SBox
12/08/2019	Aspen Print	300481	96.00	96.00		501	2313/PVC Banner for SBox
12/08/2019	Mr R Watts	300482	320.00	320.00		501	2314/teadance ent.26/7/19
12/08/2019	Phillip Green	300483	110.00	110.00		501	2316/July winding fees
12/08/2019	Inventive Media Publishing Lim	300484	105.60	105.60		501	2317/MGdn replacemnt sign
12/08/2019	Newprint Ltd	300485	360.00	360.00		501	2318/SBox tickets
12/08/2019	Penguinos	300486	354.00	354.00		501	2319/event lunch 19/7/19
12/08/2019	Cooleraid Ltd	300487	46.50	46.50		501	2320/5x19L still bottles
12/08/2019	Complete Business Solutions Gr	300488	137.55	137.55		501	2321/various
12/08/2019	Green Wood Tree Surgery	300489	180.00	180.00		501	2323/treeworks MGdn trees
12/08/2019	Siemens Financial Services	DDR	200.84		33.47	4028 101	167.37 Siemens FS/Samsung Lease
14/08/2019	Unity Trust Bank	BANKCHA	8.90			4051 101	8.90 UTBank/handling charge
15/08/2019	West Suffolk Council (Rates)	dd	233.00	233.00		501	2353/August rates installment
15/08/2019	West Suffolk Council (Rates)	ddr	304.00	304.00		501	2351/WSC Aug rates installment
15/08/2019	West Suffolk Council (Rates)	DDR	589.00	589.00		501	2352/Aug rates installment
19/08/2019	Sutton Masque	300490	150.00	150.00		501	2305/Morris Dancing demo
19/08/2019	AmeyCespa (East) Limited	300491	792.00	792.00		501	2347/SBox trade waste collect
19/08/2019	Hallmark Event Hire Ltd	300492	1,962.00	1,962.00		501	2348/balance chem

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Payments for Month 5					Nominal Ledger		
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/cCentre	£ AmountTransaction Detail
19/08/2019	Thrill Seekers Ltd	300493	1,800.00	1,800.00		501	toilet hire 2349/summ.ent.bou castles
19/08/2019	Niche Event Hire	300494	1,425.60	1,425.60		501	2350/Ped Barriers
29/08/2019	Barclaycard Account	DDR	681.83			201	681.83
01/09/2019	Abbey Security Services Ltd	300495	240.00	240.00		501	2328/Sept security fees
02/09/2019	All Saints Convenience Store L	300496	14.30	14.30		501	2340/newspapers office
02/09/2019	Anglian Water Business Nationa	300497	1,876.26	1,876.26		501	2345/meter G16XU295077G
02/09/2019	Chemtest Limited	300498	393.60	393.60		501	2339/micro testing
02/09/2019	CHIPPA Ltd	300499	720.00	720.00		501	2337/dep for Alpine Hut
02/09/2019	Collaboration 23 Construction	300500	4,050.00	4,050.00		501	2326/CemFlintWall repairs
02/09/2019	Cooleraid Ltd	300501	211.20	211.20		501	2332/2xannual cooler rental
02/09/2019	Complete Business Solutions Gr	300502	169.75	169.75		501	2336/desk storage items
02/09/2019	R Sheehan	300503	20.00	20.00		501	2338/windowcleani for MH ev.
02/09/2019	Harrisons Packaging	300504	368.39	368.39		501	2304/dog poo bags
02/09/2019	Just Go Parking Ltd	300505	740.06	740.06		501	2341/Marshals & equip
02/09/2019	Ken Booth & Co Ltd	300506	56.10	56.10		501	2325/toilet roll/tissues
02/09/2019	Wing Commander Martin R	300507	64.39	64.39		501	2333/x-fighter refurbishment
02/09/2019	Mrs Hart	300508	310.00	310.00		501	2331/August MHGdn security
02/09/2019	N-CIS	300509	218.40	218.40		501	2303/MS Home sw & Biz Office
02/09/2019	Neopost Finance Limited	300510	95.69	95.69		501	2342/franking maint fees
02/09/2019	Newprint Ltd	300511	882.00	882.00		501	2334/2000xSBox prog & artwork
02/09/2019	Rialtas Business Solutions Ltd	300512	30.00	30.00		501	2343/support for TCM ws
02/09/2019	SaxonFire	300513	323.58	323.58		501	2306/3x extinguisher service
02/09/2019	SLCC Enterprises Ltd	300514	241.20	241.20		501	2327/July2019 job adv.service
02/09/2019	Unique 2 Leisure Ltd	300515	132.00	132.00		501	2330/Reimb for VIP drinksvchrs
02/09/2019	Forest Heath Public Radio Limi	300516	200.00	200.00		501	2329//reimb of tannoy fees
02/09/2019	SSE Swalec	300517	575.63	575.63		501	1704/credit:MeterL6

Date: 09/09/2019

Newmarket Town Council

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Cash Book 1

User : CEW

Current Account

For Month No : 5

Total Payments for Month	27,094.13	25,623.38	33.47	1,437.28
Balance Carried Fwd	636,564.77			
Cash Book Totals	<u>663,658.90</u>	<u>25,623.38</u>	<u>33.47</u>	<u>638,002.05</u>

Date: 09/09/2019

Newmarket Town Council

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Cash Book 2

User : CEW

Petty Cash

For Month No : 5

Receipts for Month 5

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 : 16/08/2019		337.00					
bacs	Addenbrookes Charitable Trust	337.00		56.17	565	280.83	ACTrust/holding dep for 17/9
Banked on : 16/08/2019		-337.00					
bacs	Adden.Charit.Trust correction	-337.00		-56.17	565	-280.83	Adden.Charit.Trust correction
Banked on : 23/08/2019		250.00					
bacs	Okotoks Ltd(Haart)	250.00			1172 303	250.00	SBox don/Haart estate agents
Banked on : 23/08/2019		-250.00					
correction	Okotoks/Haart correction	-250.00			1172 303	-250.00	Okotoks/Haart correction
Total Receipts for Month		0.00	0.00	0.00		0.00	
Cash Book Totals		150.00	0.00	0.00		150.00	

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Newmarket Town Council

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Cash Book 2

User : CEW

Petty Cash

For Month No : 5

Payments for Month 5

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c	Centre	£ Amount	Transaction Detail
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0.00

0.00

0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

150.00

Cash Book Totals

150.00

0.00

0.00

150.00

Date: 09/09/2019

Newmarket Town Council

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Cash Book 3

User : CEW

Staff Salary Account

For Month No : 5

Receipts for Month 5

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 :		19,218.04					19,218.04	
Banked on : 05/08/2019		1.87						
bacs	Barclays Bank	1.87			1190	101	1.87	Barclays Bank/loyalty reward
Total Receipts for Month		1.87	0.00	0.00			1.87	
Cash Book Totals		19,219.91	0.00	0.00			19,219.91	

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Newmarket Town Council

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Cash Book 3

User : CEW

Staff Salary Account

For Month No : 5

Payments for Month 5

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>
15/07/2019	HMRC	100450	2,895.69			515	2,895.69 HMRC/PAYE&NICS M5 Aug2019
05/08/2019	Barclays Bank	BANKINT	12.45			4051 101	12.45 Barclays Bank/commission
23/08/2019	Net Salaries August 2019 M5	BACS	9,455.32			516	9,455.32 Net Salaries August 2019 M5
Total Payments for Month			12,363.46	0.00	0.00		12,363.46
Balance Carried Fwd			6,856.45				
Cash Book Totals			19,219.91	0.00	0.00		19,219.91

Date: 09/09/2019

Newmarket Town Council

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Cash Book 4

User : CEW

Barclaycard Account

For Month No : 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
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Banked on : 29/08/2019

681.83

Current Account

681.83

208

681.83

Total Receipts for Month

681.83

0.00

0.00

681.83

Balance Carried Fwd

1,474.92

Cash Book Totals

2,156.75

0.00

0.00

2,156.75

Date: 09/09/2019

Newmarket Town Council

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Cash Book 4

User : CEW

Barclaycard Account

For Month No : 5

Payments for Month 5

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 :			681.83				681.83
02/08/2019	card/Adobe Acropro	CCDRB	15.17		2.53	4018 101	12.64 card/Adobe Acropro subs TCM
02/08/2019	card/Amazon	CCDCW54	35.67		5.95	4036 120	29.72 card/height safety fallharness
07/08/2019	card/Oypla.com	CCDRB66	34.99		5.83	4098 303	29.16 card/safety barrier fencing
08/08/2019	card/Amazon	CCDRB67	18.47		3.08	4036 208	15.39 carsd/disabled toilet lock
09/08/2019	card/B&M	CCDCW31	14.10			4443 301	14.10 card/teadance cakes 9/8/19
10/08/2019	card/Facebook	CCDCW25	24.61			4077 101	24.61 card/FBook adv Summ.Ent
13/08/2019	card/SpeedyStamps	CCDCW32	68.40		11.40	4098 303	57.00 card/SBox stamps
13/08/2019	card/QD	CCDCW33	0.99		0.16	4037 306	0.83 card/brackets for bench
13/08/2019	card/HSS	CCDCW34	250.00		41.67	4098 303	208.33 card/deposit for generator
13/08/2019	card/Amazon	CCDCW38	26.98		4.50	4018 101	22.48 card/TCM printer ink
13/08/2019	card/Crazy Kangaroo	CCDCW38	22.95			4018 101	22.95 card/TCM printer ink
14/08/2019	card/B&M	CCDCW35	4.99			4078 120	4.99 card/coffee events
14/08/2019	card/XL Displays Ltd	CCDCW36	136.80		22.80	4028 101	114.00 card/Partion Screen for office
14/08/2019	card/Amazon	CCDCW37	564.83			4098 303	564.83 card/barrier fence netting
19/08/2019	card/Farthings	CCDCW39	45.22			4181 307	33.93 card/3 LLink cloths laundry
						4016 120	11.29 card/1 event cloth laundry
20/08/2019	card/Adobe Acropro	CCDCW	25.28		4.21	4018 101	21.07 card/Adobe Acropro subs admin
20/08/2019	card/Halfords	CCDCW42	18.99		3.16	4029 200	15.83 card/fuel cans
20/08/2019	card/Tescos	CCDCW41	28.32		4.72	4039 200	8.33 card/fuel for van
						4098 303	15.27 card/fuel for SBOX generator
21/08/2019	card/Poundland	CCDRB65	13.00		2.16	4098 303	10.84 card/SBox money bumbags
27/08/2019	card/B&M	CCDCW43	1.09			4078 120	1.09 card/event refr
29/08/2019	card/Woollards	CCDCW45	116.08		19.35	4037 203	96.73 card/wood for St Mary's bench
30/08/2019	card/Amazon	CCDCW	7.99		1.33	4018 101	6.66 card/Amazon 'subs'
Total Payments for Month			1,474.92	0.00	132.85		1,342.07
Cash Book Totals			2,156.75	0.00	132.85		2,023.90

Date :- 09/09/2019

Newmarket Town Council

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Time :- 14:41

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5 FINAL MONTH 5

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
101	Debtors	3,243	0	3,243
105	Vat Due	2,263	0	2,263
201	Current Account	636,565	0	636,565
204	Staff Salary Bank Account	6,856	0	6,856
208	Barclaycard Account	-1,475	0	-1,475
210	Petty Cash	150	0	150
Total Current Assets		647,602	0	647,602
<u>Current Liabilities</u>				
501	Creditors	-2,121	0	-2,121
506	Proscape 10% retention	11,034	0	11,034
565	Bookings Deposit	1,427	0	1,427
590	Deferred Grant Income	2,455	0	2,455
Total Current Liabilities		12,794	0	12,794
Net Current Assets		634,808	0	634,808
Total Assets less Current Liabilities		634,808	0	
<u>Represented By :-</u>				
301	Current Year Fund	360,112	196,928	163,184
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		634,808	196,928	437,880

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Newmarket Town Council

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Summary Income & Expenditure by Budget Heading as at 31/08/2019

Month No : 5

Committee Report FINAL SUMMARY REPORT M5

Actual	Actual Year	Current	Variance	Committed	Funds	% Of
Current Mth	To Date	Annual Bud	Annual Total	Expenditure	Available	Budget

Finance & Policy

Expenditure	1,434	34,717	115,366	80,649	0	80,649	30.1 %
Income	2	566,790	567,033	-243			100.0 %
Net Expenditure over Income	1,433	-532,073	-451,667	80,406			

Community Services

Expenditure	4,980	33,962	201,262	167,300	7,000	160,300	20.4 %
Income	0	4,830	73,216	-68,386			6.6 %
Net Expenditure over Income	4,980	29,132	128,046	98,914			

Leisure Services

Expenditure	17,978	96,435	207,454	111,018	22,500	88,518	57.3 %
Income	2,544	19,971	56,990	-37,019			35.0 %
Net Expenditure over Income	15,435	76,464	150,464	73,999			

Human Resources

Expenditure	12,930	64,258	168,850	104,592	0	104,592	38.1 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	12,930	64,258	168,850	104,592			

Development & Planning

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	37,323	230,669	696,932	466,263	29,500	436,763	37.3 %
	Income	2,545	591,590	699,239	-107,648			84.6 %
	Net Expenditure over Income	34,778	-360,922	-2,307	358,614			

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Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading as at 31/08/2019

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Month No : 5

Committee Report Finance & Policy Month 5

Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Finance & Policy**101 Administration**

4008	Staff Training	0	660	2,500	1,840	1,840	26.4 %
4009	Staff Travel	0	81	200	119	119	40.5 %
4016	Cleaning	67	67	0	-67	-67	0.0 %
4018	Software/Computer Consumables	86	868	1,500	633	633	57.8 %
4019	New IT System/Hardware	0	15	2,030	2,015	2,015	0.7 %
4021	Telephone and Fax	164	350	2,500	2,150	2,150	14.0 %
4022	Postage	0	502	2,000	1,498	1,498	25.1 %
4023	Stationery	256	743	2,233	1,490	1,490	33.3 %
4025	Subscriptions&Licences	0	2,239	2,800	561	561	80.0 %
4026	Insurance	0	1,010	12,180	11,170	11,170	8.3 %
4028	Office Maintenance	615	3,266	5,750	2,484	2,484	56.8 %
4030	Recruitment Advertising	201	201	406	205	205	49.5 %
4051	Bank Charges/Interest	21	166	900	734	734	18.4 %
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	0	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	0	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	25	695	4,000	3,305	3,305	17.4 %
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	307	964	657	657	31.8 %
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	1,434	34,471	114,616	80,145	0	80,145	30.1 %
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1003	Banner Income	0	1,000	1,000	0		100.0 %
1176	Precept Received	0	565,779	565,779	0		100.0 %
1190	Interest Received	2	11	254	-243		4.2 %

Administration :- Income	2	566,790	567,033	-243		100.0 %
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Net Expenditure over Income	1,432	-532,319	-452,417	79,902		
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Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading as at 31/08/2019

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Month No : 5

Committee Report Finance & Policy Month 5

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
103 Health & Safety							
4020 Misc. Staff Costs	0	189	0	-189		-189	0.0 %
4028 Office Maintenance	0	57	250	193		193	23.0 %
4058 Professional Fees	0	0	500	500		500	0.0 %
Health & Safety :- Expenditure	0	246	750	504	0	504	32.8 %
Net Expenditure over Income	0	246	750	504			
Finance & Policy :- Expenditure	1,434	34,717	115,366	80,649	0	80,649	30.1 %
Income	2	566,790	567,033	-243			100.0 %
Net Expenditure over Income	1,432	-532,073	-451,667	80,406			



NEWMARKET

Partnership Funded PCSO Report – JUL/AUG 2019

By PCSO 3349 Rachel Darvill

Forest Heath Safer Neighbourhood Team

Welcome to my new monthly Partnership Funded PCSO report.

I have been working in this role for six months now and am becoming more familiar with the area and residents with every day.

Below are some of the activities I have been involved in alongside actively supporting the Police with tasks regarding crimes reported in Newmarket, this has involved requesting and collecting CCTV and speaking with businesses that have been victims or witnesses of crime to offer support, advice and updates.

ACTIVITIES

- I have been attending the Market on Tuesday and some Saturdays, on a static patrol so that the Newmarket community can see me and approach me with any issues they may have.
- On Tuesday 13th August myself and PC Self attended the market with a Prevention of Crime stand, This was repeated on Wednesday 28th August in The Guineas Shopping Centre, and was very successful. The next stand will be at the Market on 17th September.
- Parking continues to be an issue in Newmarket where by many vehicles park on double yellow lines causing issues to residents and businesses alike, so I have been giving words of advice and tickets where appropriate to re coach vehicle users in Newmarket.
- Continuing on the parking theme, before schools finished for the summer holidays I was on patrol at All Saints and St Louis primaries to re affirm with parents as to where they should and shouldn't park when dropping their children off, to keep the children safe and to avoid causing issues with local residents. This will continue when schools re open in September.
- I have made regular visits to "Make Lunch Newmarket" which is a free holiday scheme for eligible families during school holidays. A session includes activities and a hot meal.
- I have attended three meetings now to support a possible formation of a resident's community group for Icewell Hill, to create a better community feel for the current residents that live there, this is ongoing and involves a multi- agency approach.
- There have been some Anti-social Behaviour issues recently involving street drinking and not using public toilet facilities, actions are being taken to try and resolve these matters.

POLICE ADVICE AND GUIDANCE

As you know I am always happy to give advice and guidance where I can. If it is something that I cannot give an immediate answer too, then I am obviously ideally placed to seek advice from other professionals. Member of the public wanting advice on many police-related matters can be signposted to the Suffolk Constabulary website advice page at <https://www.suffolk.police.uk/advice>

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From: [Roberta Bennett](#)
To: [Office Admin](#)
Cc:
Subject: FW: Notice of Casual Vacancy
Date: 03 September 2019 11:24:17

Dear Amy,
To include as correspondence on F and P please, thanks

From: Marsh, Tom <tom.marsh@westsuffolk.gov.uk>
Sent: 22 August 2019 12:21
To: Roberta Bennett <Roberta.Bennett@newmarket.gov.uk>
Subject: RE: Notice of Casual Vacancy

Good morning Roberta

I am emailing to confirm that we have received the list of signatures calling for a by-election to fill the casual vacancy in Newmarket (Scaltback), and that the request is a valid one.

Therefore, as set out in the published Notice of Vacancy, an election must now be held by 4 November 2019. The date of this election is at the discretion of the Returning Officer and as such, we will be in conversation with him in order to decide upon a date.

We will let you know in due course once this date has been finalised.

Kind regards

Tom Marsh

Tom Marsh
Electoral Services - Team Leader
Elections
Direct dial: 01284 757102
Email: tom.marsh@westsuffolk.gov.uk
www.westsuffolk.gov.uk
West Suffolk Council
#TeamWestSuffolk

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From: Roberta Bennett <Roberta.Bennett@newmarket.gov.uk>
Sent: 12 August 2019 16:49

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