

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 17th June 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 20th May 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. To review the Committees Terms of Reference
7. SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION – to review cashbooks for the previous month
8. FINANCE - To confirm that the Bank Statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
9. FINANCE - To receive the income and expenditure for the previous month
10. POLICY REVIEW – To review the following policies:
 - a. Standing Orders
 - b. Customer Care and Complaints Policy
 - c. Procurement Policy
 - d. Environment Policy
 - e. Equality Policy
 - f. Information and Data Protection Policy
 - g. IT, Website and Email Policy
11. HEALTH AND SAFETY – Monthly Review – to be tabled at meeting
12. CORRESPONDENCE (no recommendations/resolutions can be made)
13. Date of next meeting **Monday 15th July 2019**
14. To note items for consideration at the next meeting

Signed

Roberta Bennett, Town Council Manager, 12th June 2019

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

BLANK



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 20th May 2019 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)
Councillor S Ceasar (non-voting)

Councillor R Hood
Councillor T Kerby
Councillor K Lindsay

Also Present: Bobby Bennett – TCM, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant,
Cllrs Borda and O'Neill and 1 Member of the Public.

Minute		Action by
F/19/05/1	<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/19/05/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs De'Ath and Lay.	
F/19/05/3	<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/19/05/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 15TH APRIL 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 15th April 2019 and the following was agreed: <u>F/19/05/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 15th April 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. Matters arising: Page 1 – F/19/04/4 – TCM advised that the merging of Newmarket CAB was awaited before a representative from NTC could be appointed. Page 2 – F/19/04/9 – RFO advised that the 1st payment for Soap Box Derby had been received via PayPal. Page 2 – F/19/04/10 – RFO advised that she was awaiting a signature from Cllr Lay for the setting up of a Charitable Fund.	

F/19/05/5 **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**

Cllr Borda asked that as the Committees were all from one political party would they consider co-opting other members from other political parties to avoid accusations of bias. The Chairman advised that Standing Orders were being reviewed.

Cllrs Borda and O'Neill left the meeting

F/19/05/6 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (APRIL 2019)**

RFO gave an overview of the cash books and advised that there was no CB4 as it was end of year. Members reviewed CB1 and CB2 and the following was agreed:

F/19/05/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/04/2019 – 30/04/2019 (Cash Book 1 and 2) be received and adopted.

F/19/05/7 **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 30/04/2019 (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/19/05/8 **TO RECEIVE THE INCOME AND EXPENDITURE FOR APRIL 2019.**

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

F/19/05/9 **TO REVIEW THE STANDING ORDERS**

TCM advised that a review was scheduled of the NTC Constitution between May and October 2019 and that the terms of reference for each Committee would be considered in June 2019.

Members reviewed the Standing Orders and this item would be completed at the next F&P meeting.

F/19/05/10 **TO REVIEW THE FINANCIAL REGULATIONS**

Members reviewed the Financial Regulations and the following was agreed:

F/19/05/10.01 Recommendation

That the Financial Standing Orders be adopted.

F/19/05/11 **TO REVIEW THE STANDING ORDERS FOR CONTRACTS**

Members reviewed the Standing Orders for contracts and the following was agreed:

F/19/05/11.01 Recommendation

That the Standing Orders for Contracts be adopted.

F/19/05/12 TO REVIEW THE MEMBERS CODE OF CONDUCT, SOCIAL MEDIA, OFFICER'S CODE OF CONDUCT AND PROTOCOL ON MEMBER OFFICERS RELATIONS

Members reviewed the Members Code of Conduct and the following was agreed:

F/19/05/12.01 Recommendation

That the Member's Code of Conduct, Social Media. Officer's Code of Conduct and Protocol on Member Officer's Relations be adopted.

F/19/05/13 HEALTH AND SAFETY MONTHLY REVIEW

TCM gave a verbal update on the Health & Safety report. There were no level 1 issues, no training requirements and no accidents.

F/19/05/14 TO CONSIDER MEMBERSHIP OF SUFFOLK ASSOCIATION OF LOCAL COUNCILS

TCM advised that she currently sought advice from LCPAS but lately the service had not been good and that SALC were now under new management. Members considered re-joining SALC and the following was agreed:

F/19/05/14.01 Recommendation

That NTC re-join SALC for a subscription fee of £1,600.44 per year.

F/19/05/14.02 Recommendation

That the contract with LCPAS not be renewed.

F/19/05/15 CORRESPONDENCE

Email request regarding how to apply for a grant for the Food & Drink Festival – TCM would respond.

F/19/05/16 DATE OF NEXT MEETING

Monday 17th June 2019 at the Memorial Hall, High Street, Newmarket.

F/19/05/17 ITEMS FOR THE NEXT AGENDA

- Standing Orders

Meeting closed at 8:20pm

Signed _____ Date _____

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Date: 12/06/2019

Newmarket Town Council

Page No: 1

Time: 13:26

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 :		678,908.37					678,908.37	
Banked on : 01/05/2019		77,155.04						
000047	HM Revenue & Customs	77,155.04			105		77,155.04	HMRC Q42018/19 refund
Banked on : 02/05/2019		152.50						
000048	Paddocks School	152.50			1101	306	152.50	Paddocks School Sponsor a Tree
Banked on : 03/05/2019		54.96						
	Sales Recpts Page 2063	54.96	54.96		101			Sales Recpts Page 2063
Banked on : 07/05/2019		291.60						
	Sales Recpts Page 2064	291.60	291.60		101			Sales Recpts Page 2064
Banked on : 08/05/2019		48.00						
	Sales Recpts Page 2062	48.00	48.00		101			Sales Recpts Page 2062
Banked on : 09/05/2019		451.66						
	Sales Recpts Page 2060	451.66	451.66		101			Sales Recpts Page 2060
Banked on : 09/05/2019		150.00						
bacs	Huntingdon Stagecoach	150.00		25.00	565		125.00	Huntingdon Stagecoach July bkg
Banked on : 10/05/2019		100.00						
bacs	Sharing Parenting	100.00		16.67	565		83.33	Sharing Parenting bkg 10/7/19
Banked on : 10/05/2019		80.00						
bacs	Nmkt&Dist Swimming Club	80.00		13.33	565		66.67	N&Dist SwimClub booking dep.
Banked on : 13/05/2019		144.00						
	Sales Recpts Page 2061	144.00	144.00		101			Sales Recpts Page 2061
Banked on : 14/05/2019		120.00						
BACS	Nmkt School of Dance	120.00		20.00	565		100.00	Nmkt School of Dance July bkg
Banked on : 16/05/2019		48.00						
	Sales Recpts Page 2072	48.00	48.00		101			Sales Recpts Page 2072
Banked on : 16/05/2019		-48.00						
	Sales Recpts Page 2073	-48.00	-48.00		101			Sales Recpts Page 2073
Banked on : 16/05/2019		48.00						
bacs	Newmarket Real Tennis	48.00		8.00	565		40.00	Newmarket Real Tennis/bkg9/7
Banked on : 20/05/2019		597.00						
bacs	Critical Care Network	597.00		99.50	565		115.00	Critical Care Network/bkg11/6
					565		127.50	Critical Care Network/bkg11/12
					565		127.50	Critical Care Network/bkg12/9
					565		127.50	Critical Care Network/bkg5/6
Banked on : 20/05/2019		157.50						

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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>
	Sales Recpts Page 2071	157.50	157.50		101		Sales Recpts Page 2071
	Banked on : 23/05/2019	800.04					
	Sales Recpts Page 2070	800.04	800.04		101		Sales Recpts Page 2070
	Banked on : 24/05/2019	144.00					
bacs	Derby Cottage Clinic	144.00		24.00	565	120.00	Derby Cott Clinic/May2019bkgs
Total Receipts for Month		80,494.30	1,947.76	206.50		78,340.04	
Cash Book Totals		<u>759,402.67</u>	<u>1,947.76</u>	<u>206.50</u>		<u>757,248.41</u>	

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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>
15/04/2019	West Suffolk Council	DDCORREC	-235.25			4011	310	-235.25	WSC/correc to PLref2170
15/04/2019	West Suffolk Council	DDCORREC	-591.00			4011	120	-591.00	WSC/failed DD trans 2172
29/04/2019	NTC Charitable Fund	300380	500.00			4076	101	500.00	NTC Charitable Fund/open a/c
29/04/2019	Uche Okorji-Obike	300379	50.00			101		50.00	Uche Okorji-Obike/refund
09/05/2019	Barclays Bank	INTEREST	12.45			4051	101	12.45	Barclays Bank/commission
09/05/2019	Correc/Barclays Bank	CORRECTI	-12.45			4051	101	-12.45	Correc/Barclays Bank
13/05/2019	N-CIS	DD	188.22	188.22		501			2192/Line fees & April calls
13/05/2019	Siemens Fin Svc	DD	260.84		43.47	4028	101	217.37	printer lease & annual fee
14/05/2019	E.On Energy	dd	150.35	150.35		501			2191/29March-26Apr2019
20/05/2019	Tindalls The Stationers Ltd	300391	76.39	76.39		501			2179/refund of 10 l/arch files
20/05/2019	SSE Swalec	300392	59.51	59.51		501			2209/Q1 2019-20 fees
20/05/2019	Anglian Water Business Nationa	300393	282.61	282.61		501			2208/4Feb-3May2019
20/05/2019	Ridgeons Ltd	300394	23.29	23.29		501			2207/dishwasher hose
20/05/2019	RBS Accounting Solutions	300395	781.26	781.26		501			2206/RBS Yearend shutdown
20/05/2019	Cooleraid Ltd	300396	46.49	46.49		501			2205/5x19Lbottles stillwater
20/05/2019	DW & RJ Sweets	300397	13.80	13.80		501			2203/newspaper delivery MH
20/05/2019	Penguinos	300398	67.50	67.50		501			2202/AngWater16/5 bkg
20/05/2019	Sara Beckett	300399	1,222.50	1,222.50		501			2199/Dec2018 admin 10.25hrs
20/05/2019	The Lock Guys Ltd	300400	98.00	98.00		501			2198/gas cupboard repl.lock
20/05/2019	S.P Landscapes & Tree Contract	300401	648.00	648.00		501			2197/MGdns tree pollarding
20/05/2019	Dorans Plumbing	300402	693.60	693.60		501			2196/repair to pipework
20/05/2019	Neopost Limited	300403	595.69	595.69		501			2194/franking credit
20/05/2019	Iliffe Media Publishing Ltd	300404	360.00	360.00		501			2193/NJ AdForMtgOfTown21
22/05/2019	Peoples PensionWPP	DD	579.18			514		579.18	Peoples PensionWPP/May20
23/05/2019	N-CIS	300408	192.00	192.00		501			2215/Monthly IT support

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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>
23/05/2019	West Suffolk Council (Rates)	300409	1,126.00	1,126.00		501			2212/in lieu of failed DDtrans
23/05/2019	Petty Cash	300410	110.09			201		110.09	
24/05/2019	Derby Cottage Clinic	BACS	144.00		24.00	565		120.00	Derby Cottage Clinic/May bkgs
24/05/2019	Derby cottage correction	BACSCOR	-144.00		-24.00	565		-120.00	Derby cottage correction
28/05/2019	West Suffolk Council	300405	235.25			4011	310	235.25	WSC/in lieu of April2019 DD
28/05/2019	West Suffolk Council	DDCORREC	-299.61			4011	202	-299.61	WSC/in lieu of failed DD 2171
28/05/2019	West Suffolk Council	300406	299.61			4011	202	299.61	WSC/corr to failed DD 2170
28/05/2019	West Suffolk Council	300407	591.00			4011	120	591.00	WSC/in lieu of April DDref2172
29/05/2019	Barclaycard Account	dd	926.95			201		926.95	
31/05/2019	Abbey Security Services Ltd	300411	216.00	216.00		501			2204/cr.missed unlock4/5
31/05/2019	Auditing Solutions Ltd	300412	516.00	516.00		501			2220/final int audit svc
31/05/2019	Inventive Media Publishing Lim	300413	175.15	175.15		501			2223/MGdn tree oak plaque
31/05/2019	Mr R Watts	300414	160.00	160.00		501			2217/teadance ent. 31/5/19
31/05/2019	Mrs Hart	300415	330.00	330.00		501			2221/May fees MGdn security
31/05/2019	Suffolk Association of Local C	300416	1,333.70	1,333.70		501			2222/23May2019-31Mar2020
31/05/2019	Tindalls The Stationers Ltd	300417	14.74	14.74		501			2218/display book A4
Total Payments for Month			11,797.86	9,370.80	43.47			2,383.59	
Balance Carried Fwd			747,604.81						
Cash Book Totals			<u>759,402.67</u>	<u>9,370.80</u>	<u>43.47</u>			<u>749,988.40</u>	

Date: 12/06/2019

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 : 23/05/2019		110.09						
	Current Account	110.09			210		110.09	
Total Receipts for Month		110.09	0.00	0.00			110.09	
Cash Book Totals		260.09	0.00	0.00			260.09	

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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>
23/05/2019	Petty Cash May 2019	300410	110.09			4098	303	23.90	PCash/business cards
						4020	102	0.99	PCash/office refr
						4078	120	4.20	PCash/Vision Group refr
						4009	101	81.00	PCash/mileage TCM
Total Payments for Month			110.09	0.00	0.00			110.09	
Balance Carried Fwd			150.00						
Cash Book Totals			260.09	0.00	0.00			260.09	

Date: 12/06/2019

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 :		25,801.42					25,801.42	
Banked on : 09/05/2019		2.49						
	Barclays Bank	2.49			1190	101	2.49	Barclays Bank/loyalty reward
Total Receipts for Month		2.49	0.00	0.00			2.49	
Cash Book Totals		<u>25,803.91</u>	<u>0.00</u>	<u>0.00</u>			<u>25,803.91</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>
09/05/2019	Barclays Bank	INTEREST	12.45			4051	101	12.45	Barclays Bank/commission
20/05/2019	HMRC	100447	2,888.19			515		2,888.19	HMRC/M2 - May 2019
21/05/2019	Peoples Pension WPP	DD	579.18			514		579.18	Peoples Pension WPP/May2019
22/05/2019	Net Salaries May 2019	BACS	9,412.84			516		9,412.84	Net Salaries May 2019
22/05/2019	CORR to DD PPension	CXLDD	-579.18			514		-579.18	CORR to DD PPension

Total Payments for Month	12,313.48	0.00	0.00	12,313.48
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Balance Carried Fwd	13,490.43
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Cash Book Totals	25,803.91	0.00	0.00	25,803.91
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Date: 12/06/2019

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>
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Banked on : 29/05/2019

926.95

Current Account

926.95

208

926.95

Total Receipts for Month

926.95

0.00

0.00

926.95

Balance Carried Fwd

725.64

Cash Book Totals

1,652.59

0.00

0.00

1,652.59

Date: 12/06/2019

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 :			747.49					747.49	
01/05/2019	card/Wickes	CCDCW38	46.99		7.83	4036	208	39.16	card/door,lock,handl
01/05/2019	card/Tescos	CCDCW39	20.00		3.33	4039	200	16.67	card/fuel for van
01/05/2019	card/Farthings	CCDCW40	67.82		11.30	4016	120	56.52	card/laundry tablecloths
01/05/2019	card/Chalk House Laundrette	CCDCW41	23.80		3.97	4016	120	19.83	card/tablecloth laundering
02/05/2019	card/B&M	CCDCW42	0.69			4020	102	0.69	card/office refr.
02/05/2019	card/Tindalls	CCDCW43	4.99		0.83	4023	101	4.16	card/divider
02/05/2019	card/Adobe Acropro Systems	CCDCW	15.17		2.53	4018	101	12.64	card/Adobe Acropro subs.
03/05/2019	card/Mountain Warehouse	CCDCW44	32.04		5.34	4010	102	26.70	card/TK work coat
03/05/2019	card/QD	CCDCW45	5.98		1.00	4036	120	4.98	card/workshop hooks
03/05/2019	card/McColls	CCDCW46	1.60			4020	102	1.60	card/office refr.
07/05/2019	card/West Suffolk Council	CCDCW47	50.00			4098	303	50.00	card/Rd closure applic soapbox
07/05/2019	card/B&M	CCDCW48	24.04		4.01	4038	120	20.03	card/24 water glasses MH
07/05/2019	card/Kitchen&Things	CCDRB55	24.99		4.16	4028	101	20.83	card/laptop table for mtgs/off
09/05/2019	card/B&M	CCDCW50	1.09			4020	102	1.09	card/staff refr.
10/05/2019	card/Facebook	CCDRB26	17.45			4077	101	17.45	card/fbk adv for teadance
14/05/2019	card/Homebase	CCDCW51	110.04		18.34	4029	200	91.70	card/Sander & other equip.
14/05/2019	card/Homebase	CCDCW52	28.00		4.67	4029	200	23.33	card/pouch&belt
14/05/2019	card/Shop247	CCDRB58	56.99		9.50	4095	120	47.49	card/proj.screen for chamber
15/05/2019	card/B&M	CCDCW53	2.58			4078	120	1.99	card/event refr
						4020	102	0.59	card/staff refr
15/05/2019	card/WHSmith	CCDRB56	17.98		0.83	4069	306	17.15	card/MGMP visitors book/pen
15/05/2019	card/Amazon	CCDCW54	36.27			4018	101	36.27	card/ink for TCM printer
17/05/2019	card/B&M	CCDCW55	4.50			4078	120	2.25	card/event refr
						4020	102	2.25	card/staff refr
20/05/2019	card/Boots	CCDCW56	19.77		3.30	4028	101	16.47	card/batteries&phot forATMtg
20/05/2019	card/Adobe Acropro	CARDCW	25.28		4.21	4018	101	21.07	card/Adobe Acropro subs
21/05/2019	card/WHSmith	CDRB57	6.48		1.08	4023	101	5.40	card/labels-pen
21/05/2019	card/Iceland	CCDCW62	1.48			4078	120	1.48	card/ATMtg refr.
21/05/2019	card/QD	CCDCW61	5.94			4078	120	5.94	card/ATMtg refr
21/05/2019	card/WHSmith	CCDCW60	2.99		0.50	4023	101	2.49	card/blutack
21/05/2019	card/Boots	CCDCW59	8.10		1.35	4028	101	6.75	card/photos for ATMtg
21/05/2019	card/Chalk House Launderette	CCDCW58	29.40		4.90	4016	120	24.50	card/tablecloth cleaning
22/05/2019	card/Post Office	CCDCW63	1.90			4022	101	1.90	card/ret of twinning

Continued on Page 3

Date: 12/06/2019

Newmarket Town Council

Page No: 3

Time: 13:30

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>
									deposits
23/05/2019	card/Shoe Doctor	CCDCW65	20.00		3.33	4036	120	16.67	card/key cutting
23/05/2019	card/Tindalls	CCDCW64	14.72		2.45	4023	101	12.27	card/dividers
24/05/2019	card/My Fotoshop	CCDCW66	30.00		5.00	4028	101	25.00	card/6xcllr photos
28/05/2019	card/Hughes Electrical	CCDCW68	2.49		0.42	4028	101	2.07	card/batteries for lazerpoint
28/05/2019	card/Best One Store	CCDCW67	2.45			4020	102	1.45	card/office refr
						4078	120	1.00	card/event refr
29/05/2019	card/QD	CCDRB70	2.99		0.50	4036	310	2.49	card/ant killer
29/05/2019	card/Homebase	CCDCW69	49.98		8.33	4037	207	41.65	card/paint for bike racks
29/05/2019	card/Homebase (correc)	ADJCCDC	-0.50		-0.08	4037	207	-0.42	card/Homebase (correc)
31/05/2019	CARD/LCN.COM	CCRB59	88.62		14.77	4089	209	73.85	card/NP domain renewal
Total Payments for Month			905.10	0.00	127.70			777.40	

Cash Book Totals

1,652.59

0.00

127.70

1,524.89

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Detailed Balance Sheet (Excluding Stock Movement)**Month No: 2 as at 31/05/2019**

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
101	Debtors	3,776	0	3,776
105	Vat Due	18,015	0	18,015
201	Current Account	747,605	0	747,605
204	Staff Salary Bank Account	13,490	0	13,490
208	Barclaycard Account	-726	0	-726
210	Petty Cash	150	0	150
Total Current Assets		782,310	0	782,310
<u>Current Liabilities</u>				
501	Creditors	-2,805	0	-2,805
506	Proscape 10% retention	11,034	0	11,034
565	Bookings Deposit	933	0	933
590	Deferred Grant Income	2,455	0	2,455
Total Current Liabilities		11,616	0	11,616
Net Current Assets		770,694	0	770,694
Total Assets less Current Liabilities		770,694	0	
<u>Represented By :-</u>				
301	Current Year Fund	495,998	218,976	277,022
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		770,694	218,976	551,717

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		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</u>	<u>Administration</u>							
4008	Staff Training	0	0	2,500	2,500		2,500	0.0 %
4009	Staff Travel	81	81	200	119		119	40.5 %
4018	Software/Computer Consumables	70	492	1,500	1,008		1,008	32.8 %
4019	New IT System/Hardware	0	0	2,030	2,030		2,030	0.0 %
4021	Telephone and Fax	157	338	2,500	2,162		2,162	13.5 %
4022	Postage	502	502	2,000	1,498		1,498	25.1 %
4023	Stationery	138	336	2,233	1,897		1,897	15.1 %
4025	Subscriptions&Licences	1,334	2,089	2,800	711		711	74.6 %
4026	Insurance	0	409	12,180	11,771		11,771	3.4 %
4028	Office Maintenance	581	1,567	6,000	4,433		4,433	26.1 %
4030	Recruitment Advertising	0	0	406	406		406	0.0 %
4051	Bank Charges/Interest	12	57	900	843		843	6.3 %
4056	Legal Expenses	0	0	8,000	8,000		8,000	0.0 %
4057	Audit & Accountancy Fees	1,081	1,081	2,538	1,457		1,457	42.6 %
4059	web site	0	0	508	508		508	0.0 %
4060	Councillors Training	0	0	508	508		508	0.0 %
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	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	500	500	3,000	2,500		2,500	16.7 %
4077	Marketing	317	319	4,000	3,681		3,681	8.0 %
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	4,773	29,118	114,866	85,748	0	85,748	25.3 %
1003	Banner Income	0	0	1,000	-1,000			0.0 %
1176	Precept Received	0	565,779	565,779	0			100.0 %
1190	Interest Received	2	5	254	-249			2.0 %
	Administration :- Income	2	565,784	567,033	-1,249			99.8 %
	Net Expenditure over Income	4,771	-536,666	-452,167	84,499			

		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>							
4028	Office Maintenance	0	57	0	-57		-57	0.0 %
4058	Professional Fees	0	0	500	500		500	0.0 %
	Health & Safety :- Expenditure	<u>0</u>	<u>57</u>	<u>500</u>	<u>443</u>	<u>0</u>	<u>443</u>	<u>11.5 %</u>
	Net Expenditure over Income	<u>0</u>	<u>57</u>	<u>500</u>	<u>443</u>			
	Finance & Policy :- Expenditure	<u>4,773</u>	<u>29,175</u>	<u>115,366</u>	<u>86,191</u>	<u>0</u>	<u>86,191</u>	<u>25.3 %</u>
	Income	<u>2</u>	<u>565,784</u>	<u>567,033</u>	<u>-1,249</u>			<u>99.8 %</u>
	Net Expenditure over Income	<u>4,771</u>	<u>-536,609</u>	<u>-451,667</u>	<u>84,942</u>			

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Summary Income & Expenditure by Budget Heading as at 31/05/2019

Month No : 2

Committee Report SUMMARY Month 2

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & Policy</u>							
Expenditure	4,773	29,175	115,366	86,191	0	86,191	25.3 %
Income	2	565,784	567,033	-1,249			99.8 %
Net Expenditure over Income	4,771	-536,609	-451,667	84,942			
<u>Community Services</u>							
Expenditure	1,446	5,308	199,605	194,297	7,000	187,297	6.2 %
Income	0	0	73,216	-73,216			0.0 %
Net Expenditure over Income	1,446	5,308	126,389	121,081			
<u>Leisure Services</u>							
Expenditure	3,036	17,159	209,111	191,952	22,500	169,452	19.0 %
Income	3,578	10,180	56,990	-46,810			17.9 %
Net Expenditure over Income	-542	6,979	152,121	145,142			
<u>Human Resources</u>							
Expenditure	12,916	26,218	168,850	142,632	0	142,632	15.5 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	12,916	26,218	168,850	142,632			
<u>Development & Planning</u>							
Expenditure	1,296	1,296	4,000	2,704	0	2,704	32.4 %
Income	0	0	2,000	-2,000			0.0 %
Net Expenditure over Income	1,296	1,296	2,000	704			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	23,467	79,157	696,932	617,775	29,500	588,275	15.6 %
Income	3,580	575,964	699,239	-123,275			82.4 %
Net Expenditure over Income	19,887	-496,807	-2,307	494,500			