

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 20th May 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 15th April 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 Standing Orders (any recommendations to FTC)
10. POLICY REVIEW – To review the Financial Regulations (any recommendations to FTC)
11. POLICY REVIEW – To review the Standing Orders for Contracts (any recommendations to FTC)
12. PROTOCOL REVIEW – To review the Members Code of Conduct, Social Media Guide, Officers' code of conduct and Protocol on Member Officer relations. (any recommendations to FTC)
13. HEALTH AND SAFETY – Monthly Review – to be tabled at meeting
14. To consider membership of Suffolk Association of Local Councils
15. CORRESPONDENCE (no recommendations/resolutions can be made)
16. Date of next meeting **Monday 17th June 2019**
17. To note items for consideration at the next meeting

Signed

Roberta Bennett, Town Council Manager, 14th May 2019

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

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

Attendance:

Councillor A Drummond (Chairman)
Councillor J Lay
Councillor R Hood

Councillor J Morrey
Councillor R Nobbs
Councillor P Winter

Also Present: Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 1 Member of the Public.

	Minute	Action by
F/19/04/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting at 6:35 and advised that the Fire Safety Notice was not required. It was confirmed that proceedings may be filmed or recorded.	
F/19/04/2	<u>APOLOGIES FOR ABSENCE</u> None noted.	
F/19/04/3	<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/19/04/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18TH MARCH 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 18th March 2019 and the following was agreed: <u>F/19/0/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 18th March 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. Matters arising: Page 2 F/19/03/4.02 – That the CAB be added to the list of members of other bodies to appoint a representative to attend monthly meetings.	
F/19/04/5	<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/19/04/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1, CB2 AND CB4 FOR (FEBRUARY 2019)**

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

F/19/03/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/03/2019 – 31/03/2019 (Cash Book 1, 2 and 4) be received and adopted.

**F/19/04/7 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 31/03/2019 (month 12) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/19/04/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR FEBRUARY 2019

Members received and noted the draft figures for income and expenditure for March 2019. The accounts would be closed 28th April 2019 and the final transfers from the Earmarked Reserves would be included.

F/19/04/9 PAYPAL/CREDIT CARD

The RFO advised that an account had been set up and needed to be tested. Testing would include multiple bookings for the Soap Box Derby.

F/19/04/10 TO RECEIVE A REPORT ON CHARITABLE FUND

The RFO had carried out research on setting up a charitable fund and gave a verbal update on the process. Templates were available on the HMRC website and these would be used to set up the fund and account.

F/19/04/11 TO RECEIVE AN UPDATE ON HEALTH & SAFETY ISSUES

An update was not available however the following issues were raised:

- RFO was asked to check if the PSPO was still valid to ban dogs from using the Memorial Gardens following the removal of the fencing.
- Signs to be purchased for the toilet doors to designate which should be used by females, males and disabled.

F/19/04/12 HEALTH AND SAFETY MONTHLY REVIEW

The monthly safety inspection report was not available.

F/19/04/13 CORRESPONDENCE

None noted.

F/19/04/14 DATE OF NEXT MEETING

Monday 20th May 2019 at the Memorial Hall, High Street, Newmarket.

F/19/04/15 ITEMS FOR THE NEXT AGENDA

None noted.

Meeting closed at 7:20pm

Signed _____ Date _____

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Date: 14/05/2019

Newmarket Town Council

Item 6

Page No: 829

Time: 10:43

Cash Book 1

User : RB

Current Account

For Month No : 1

Receipts for Month 1**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 :		241,489.88					241,489.88	
Banked on : 01/04/2019		303.70						
bacs	St Louis Catholic Academy	303.70			1101	306	303.70	SponsorATree MGMPan donation
Banked on : 01/04/2019		329.50						
000041	Teadance Income	165.50		27.58	1043	301	137.92	Teadance Income 29/3/19
000041	Moulton CEVC Primary School	164.00			1101	306	164.00	Moulton School; SponsorATree
Banked on : 05/04/2019		640.00						
	Sales Recpts Page 2047	640.00	640.00		101			Sales Recpts Page 2047
Banked on : 05/04/2019		189.40						
000042	Laureate Academy	189.40			1101	306	189.40	Laureate-Sponsor A Tree don.
Banked on : 11/04/2019		561.45						
	Sales Recpts Page 2046	561.45	561.45		101			Sales Recpts Page 2046
Banked on : 29/04/2019		217.50						
000046	Teadance Income	217.50		36.25	1043	301	181.25	Teadance Income 26/4/19
Total Receipts for Month		2,241.55	1,201.45	63.83			976.27	
Cash Book Totals		<u>243,731.43</u>	<u>1,201.45</u>	<u>63.83</u>			<u>242,466.15</u>	

Date: 14/05/2019

Newmarket Town Council

Item 6

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Time: 10:43

Cash Book 1

User : RB

Current Account

For Month No : 1

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u> <u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/04/2019	E.ON	DD	254.40			502	254.40	E.ON
01/04/2019	West Suffolk Council (Rates)	dd	64.36	64.36		501		2171/cem NNDR
15/04/2019	ADeC	300353	720.00	720.00		501		2142/ent for open event
15/04/2019	Ambit Catering Ltd	300354	166.63	166.63		501		2143/Water Boiler repair
15/04/2019	Business By Technology Group	300355	927.47	927.47		501		2144/printing costs Jan-Apr'19
15/04/2019	Forma Landscapes	300356	592.80	592.80		501		2145/Final inv.signs/plants
15/04/2019	Ken Booth & Co Ltd	300357	108.06	108.06		501		2146/cleaning materials
15/04/2019	Fran Minter	300358	105.00	105.00		501		2147/openevent-facepainting
15/04/2019	N-CIS	300359	192.00	192.00		501		2148/Apr IT support fees
15/04/2019	Northmores Associates Ltd	300360	498.00	498.00		501		2150/final PMgt fees
15/04/2019	Npower Ltd	300361	20.15	20.15		501		2151/Tutte elec 1Jan-31Mar'19
15/04/2019	SaxonFire	300362	84.72	84.72		501		2152/fire ext.checks
15/04/2019	S.J. Haine	300363	100.00	100.00		501		2153/openevent photography
15/04/2019	Tindalls The Stationers Ltd	300364	199.96	199.96		501		2154/paper,files,ge stat.
15/04/2019	West Suffolk Council (Rates)	dd	235.25	235.25		501		2171/cem NNDR
15/04/2019	West Suffolk Council (Rates)	DD	235.25	235.25		501		2170/Pavilion NNDR installment
15/04/2019	N-CIS	DDR	197.64	197.64		501		2173/monthly line fee&calls
15/04/2019	West Suffolk Council (Rates)	ddr	591.00	591.00		501		2172/MH NNDR installments
18/04/2019	Petty Cash	300365	119.43			201	119.43	
18/04/2019	People's Pension	DD	602.74			514	602.74	People's Pension April2019
23/04/2019	Anglian Water Business Nationa	300366	66.39	66.39		501		2156/publicToiletsM
23/04/2019	Dorans Plumbing	300367	122.00	122.00		501		2157/emerg.drain block clear
23/04/2019	Fordham Nursery	300368	228.00	228.00		501		2158/gdn openevent plants
23/04/2019	Inventive Media Publishing Lim	300369	7,670.92	7,670.92		501		2159/signage for MGardens
23/04/2019	PRO-SCAPE LTD	300370	324.00	324.00		501		2160/re-turf banks
23/04/2019	SSE Swalec	300371	88.02	88.02		501		2161/Qtr 1 2019 20
23/04/2019	Value Products Ltd	300372	48.54	48.54		501		2163/Eyewash pod for cem.
29/04/2019	Mrs Hart	300373	260.00	260.00		501		2164/April 2019 open/close fee
29/04/2019	NewClean Ltd	300374	102.00	102.00		501		2165/publicToiletsCI

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Cash Book 1

User : RB

Current Account

For Month No : 1

Payments for Month 1

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>
29/04/2019	Mr R Watts	300375	160.00	160.00		501		2166/Teadance ent. 26/4/19
29/04/2019	Steven Powell	300376	200.00	200.00		501		2167/openevent compere
29/04/2019	The Lock Guys Ltd	300377	135.00	135.00		501		2168/kiosk lock replacement
29/04/2019	Value Products Ltd	300378	20.34	20.34		501		2169/1stAidKit for kiosk
30/04/2019	Abbey Security Services Ltd	300344	288.00	288.00		501		2133/April open/close fees
30/04/2019	Discover Newmarket	300345	6,000.00	6,000.00		501		2134/for 2019
30/04/2019	Institute Of Cemetery & Cremat	300346	95.00	95.00		501		2135/ICCM Corp Subs 2019/20
30/04/2019	NFU Mutual	300347	409.11	409.11		501		2137/Van ins 01/5/19-30/4/20
30/04/2019	Office Wizard	300348	510.00	510.00		501		2138/Website development
30/04/2019	West Suffolk Council	300349	2,000.92	2,000.92		501		2136/BID Levy for 2019/20
30/04/2019	West Suffolk Council (Rates)	300350	1,448.45	1,448.45		501		2141/to 31/3/2019
30/04/2019	Abbey Security Services Ltd	300381	192.00	192.00		501		2180/Locking/unloci May 2019
30/04/2019	Phillip Green	300382	110.00	110.00		501		2181/April 2019 winding fees
30/04/2019	N-CIS	300384	429.00	429.00		501		2182/Sec.sw for TCM laptop
30/04/2019	Suffolk Police & Crime Commiss	300385	16,346.15	16,346.15		501		2183/PCSO staffcost8/4-30/9/19
30/04/2019	PRO-SCAPE LTD	300386	87,627.19	87,627.19		501		2185/final inv less retention
30/04/2019	Allied Mechanical Services Ltd	300387	726.00	726.00		501		2186/maint.contract
30/04/2019	NP Structures Ltd	300388	526.84	526.84		501		2187/Sprinkler System for MGdn
30/04/2019	Thurlow Nunn Standen Ltd	300389	297.49	297.49		501		2188/leaf blowing machine
30/04/2019	Anglia Gifts & Promotions	300390	63.42	63.42		501		2190/TK Jacket & Beanie Hat
Total Payments for Month			132,509.64	131,533.07	0.00		976.57	
Balance Carried Fwd			111,221.79					
Cash Book Totals			<u>243,731.43</u>	<u>131,533.07</u>	<u>0.00</u>		<u>112,198.36</u>	

Date: 14/05/2019

Newmarket Town Council

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Cash Book 2

User : RB

Petty Cash

For Month No : 1

Receipts for Month 1**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 : 18/04/2019		119.43						
	Current Account	119.43			210		119.43	
Total Receipts for Month		119.43	0.00	0.00			119.43	
Cash Book Totals		<u>269.43</u>	<u>0.00</u>	<u>0.00</u>			<u>269.43</u>	

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Cash Book 2

User : RB

Petty Cash

For Month No : 1

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/04/2019	Petty Cash April 2019	PETTYCAS	119.43		13.99	4018	101	27.04	PCash/RFO printerInkCartridges
						4069	306	2.92	PCash/MGMP event satin ribbon
						4069	306	7.50	PCash/MGMP event carparkingFee
						4037	306	25.00	PCash/flowers for MGMP event
						4443	301	8.36	PCash/teadance cakes
						4020	102	2.70	PCash/staff refreshments
						4078	120	31.92	PCash/event refreshments
Total Payments for Month			119.43	0.00	13.99			105.44	
Balance Carried Fwd			150.00						
Cash Book Totals			<u>269.43</u>	<u>0.00</u>	<u>13.99</u>			<u>255.44</u>	

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Cash Book 3

User : RB

Staff Salary Account

For Month No : 1

Receipts for Month 1**Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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Balance Brought Fwd :		38,409.25					38,409.25	
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Banked on :		0.00						
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0.00

0.00

Total Receipts for Month		0.00	0.00	0.00			0.00	
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Cash Book Totals	<u>38,409.25</u>							
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0.00

0.00

<u>38,409.25</u>							
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Newmarket Town Council

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Cash Book 3

User : RB

Staff Salary Account

For Month No : 1

Payments for Month 1

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	HM Customs & Revenue	100446	3,005.96			515		3,005.96	HMRC - M1 PAYE/NI
18/04/2019	Net Salaries April 2019	BACS	9,591.91			516		9,591.91	Net Salaries April 2019
Total Payments for Month			12,597.87	0.00	0.00			12,597.87	
Balance Carried Fwd			25,811.38						
Cash Book Totals			<u>38,409.25</u>	<u>0.00</u>	<u>0.00</u>			<u>38,409.25</u>	

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Newmarket Town Council

Item 7

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Detailed Income & Expenditure by Budget Heading 30/04/2019

Page No 1

Month No : 1

Committee Report

Finance & Policy

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	Administration							
4008	Staff Training	0	0	2,500	2,500		2,500	0.0 %
4009	Staff Travel	0	0	200	200		200	0.0 %
4018	Software/Computer Consumables	422	422	1,500	1,078		1,078	28.2 %
4019	New IT System/Hardware	0	0	2,030	2,030		2,030	0.0 %
4021	Telephone and Fax	181	181	2,500	2,319		2,319	7.3 %
4022	Postage	0	0	2,000	2,000		2,000	0.0 %
4023	Stationery	198	198	2,233	2,035		2,035	8.9 %
4025	Subscriptions&Licences	755	755	2,800	2,045		2,045	27.0 %
4026	Insurance	409	409	12,180	11,771		11,771	3.4 %
4028	Office Maintenance	986	986	6,000	5,014		5,014	16.4 %
4030	Recruitment Advertising	0	0	406	406		406	0.0 %
4051	Bank Charges/Interest	32	32	900	868		868	3.6 %
4056	Legal Expenses	0	0	8,000	8,000		8,000	0.0 %
4057	Audit & Accountancy Fees	0	0	2,538	2,538		2,538	0.0 %
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	0	0	3,000	3,000		3,000	0.0 %
4077	Marketing	2	2	4,000	3,998		3,998	0.0 %
4079	Grant to Royal British Legion	0	0	25	25		25	0.0 %
4083	PCSO	16,346	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	5,000	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	24,332	24,332	114,866	90,534	0	90,534	21.2 %
1003	Banner Income	0	0	1,000	-1,000			0.0 %
1176	Precept Received	0	0	565,779	-565,779			0.0 %
1190	Interest Received	0	0	254	-254			0.0 %
	Administration :- Income	0	0	567,033	-567,033			0.0 %
	Net Expenditure over Income	24,332	24,332	-452,167	-476,499			

14/05/2019

Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading 30/04/2019

Page No 2

Month No : 1

Committee Report

		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	57	57	0	-57		-57	0.0 %
4058	Professional Fees	0	0	500	500		500	0.0 %
	Health & Safety :- Expenditure	<u>57</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>57</u>	<u>57</u>	<u>500</u>	<u>443</u>			
	Finance & Policy :- Expenditure	<u>24,389</u>	<u>24,389</u>	<u>115,366</u>	<u>90,977</u>	<u>0</u>	<u>90,977</u>	<u>21.1 %</u>
	Income	<u>0</u>	<u>0</u>	<u>567,033</u>	<u>-567,033</u>			<u>0.0 %</u>
	Net Expenditure over Income	<u>24,389</u>	<u>24,389</u>	<u>-451,667</u>	<u>-476,056</u>			

14/05/2019

Newmarket Town Council

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Summary Income & Expenditure by Budget Heading 30/04/2019

Month No : 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & Policy</u>							
Expenditure	24,389	24,389	115,366	90,977	0	90,977	21.1 %
Income	0	0	567,033	-567,033			0.0 %
Net Expenditure over Income	24,389	24,389	-451,667	-476,056			
<u>Community Services</u>							
Expenditure	3,862	3,862	199,605	195,743	7,000	188,743	5.4 %
Income	0	0	73,216	-73,216			0.0 %
Net Expenditure over Income	3,862	3,862	126,389	122,527			
<u>Leisure Services</u>							
Expenditure	14,123	14,123	209,111	194,987	22,500	172,487	17.5 %
Income	5,352	5,352	56,990	-51,638			9.4 %
Net Expenditure over Income	8,772	8,772	152,121	143,349			
<u>Human Resources</u>							
Expenditure	13,303	13,303	168,850	155,547	0	155,547	7.9 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	13,303	13,303	168,850	155,547			
<u>Development & Planning</u>							
Expenditure	0	0	4,000	4,000	0	4,000	0.0 %
Income	0	0	2,000	-2,000			0.0 %
Net Expenditure over Income	0	0	2,000	2,000			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	55,677	55,677	696,932	641,254	29,500	611,754	12.2 %
Income	5,352	5,352	699,239	-693,887			0.8 %
Net Expenditure over Income	50,325	50,325	-2,307	-52,633			

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REVIEW OF CONSTITUTION 2019

A review is scheduled of the Newmarket Town Council Constitution between May and October 2019 in accordance with the timetable attached. All councillors have been supplied with a hard copy of the constitution and it is not proposed to send duplicates with agendas unless amendments have been made. Digital copies will be made available.

May 2019

It is recommended that the terms of reference are considered by each committee during June.

It is recommended that the finance and policy committee review the following documentation for recommendation to Full Town Council. There are no amendments proposed by the officers or the auditor.

Standing Orders

Financial Standing Orders

Standing orders for Contracts

Members' Code of Conduct

Social media Guide for Members

Officers' Code of Conduct

Protocol on Member/Officer Relations

CONTENTS OF CONSTITUTION	REF	Date	Date of Revision
GOVERNANCE DOCUMENTS			
Summary and Explanation	1	May 2017	May 2019
Standing Orders	2	May 2017	May 2019
Financial Regulations	3	May 2017	May 2019
Standing Orders for Contracts	4	May 2017	May 2019
Council Terms of Reference and Delegation	5	Jun 2017	May-June 2019
Finance & Policy Committee Terms of Reference and Delegation	6	Jun 2017	May-June 2019
Development and Planning Terms of Reference and Delegation	7	Jun 2017	May-June 2019
Human Resources Committee Terms of Reference and Delegation	8	Jun 2017	May-June 2019
Community Services Committee Terms of Reference and Delegation	9	Jun 2017	May-June 2019
Leisure Services Committee Terms of Reference and Delegation	10	Jun 2017	May-June 2019
Appeals Committee Terms of Reference and Delegation	11	Jun 2017	May-June 2019
Corporate Strategy	12	Jun 2017	May-June 2019
Budget 2019 / 2020	13	Nov 2018	Nov 2019
Medium Term Financial Strategy	14	June 2018	June 2019
COUNCIL POLICIES			
Customer Care and Complaints Policy.	P1	May 2017	June 2019
Procurement Policy	P2	May 2017	June 2019
Environmental Policy	P3	July 2017	June 2019
Equality Policy	P4	Jun 2017	June 2019
Information and Data Protection Policy	P5	Jun 2017	June 2019
IT, Website & Email Policy	P6	May 2018	June 2019
Community & Social Policy	P7	Sep 2017	July 2019
Community Engagement Policy	P8	Sep 2017	July 2019
Quality Policy	P9	Jun 2017	July 2019
Protection of Children & Vulnerable Adult Policy	P10	July 2017	July 2019
Volunteers Policy	P11	Jun 2017	July 2019
Grants & Funding Policy	P12	Sep 2017	July 2019
Treasury Management Policy	P13	Sep 2017	July 2019
Communications Policy	P14	March 2019	August 2019
Marketing Policy	P15	March 2019	August 2019
Publicity Policy	P16	March 2019	August 2019
Training and Development Policy	P17	June 2017	August 2019
Business Continuity Policy	P18	June 2017	August 2019
Flag Flying Policy	P19	Sep 2017	August 2019
CODES AND PROTOCOLS			
Members' Code of Conduct	C1	Sep 2017	May 2019
Social media Guide for Members	C2	Sep 2017	May 2019
Officers' Code of Conduct	C3	Aug 2017	May 2019
Protocol on Member/Officer Relations	C4	Sep 2017	May 2019
APPENDICES			
Management Structure	A1	Jun 2017	
Committee Structure	A2	Jun 2017	
Glossary of Terms & Acronyms	A3	May 2017	September 2019
Asset Register	A4		September 2019
Employee Handbook & Personnel Policies	A5	Jun 2017	September 2019
Publication Scheme & Information Guide	A6	May 2017	September 2019
Mayor's Allowance Scheme	A7	Aug 2017	September 2019
Risk Management Scheme	A8	May 2017	September 2019
Town Emergency Plan	A9	Jun 2017	September 2019
Privacy Policy	A10	Aug 2018	September 2019
Health and Safety Policy (Ellis Whittam) <i>Provided as separate document</i>	A11	January 2019	January 2020
Newmarket Neighbourhood Plan <i>Provided as separate document</i>	A12	March 2019	

Roberta Bennett

From: Finance SALC <finance@salc.org.uk>
Sent: 09 May 2019 13:46
To: TCM
Subject: Membership

Dear Roberta

The cost of the annual subscription (1.4.19 to 31.3.20) for Newmarket Town Council to join the Association would be £1,600.44 (£831 SALC, £769.44 NALC) this is based on an electorate number of 10092.

If the Council were to join mid-year the fee would be calculated by the remaining months left.

Kind regards

Diane Jimpson | Finance Manager | Email: finance@salc.org.uk

Suffolk Association of Local Councils - Unit 11a Hill View Business Park - Old Ipswich Road -Claydon
Ipswich - IP6 0AJ. **Main office: Tel 01473 833713**



Website www.salc.org.uk

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