Membership from May 2019 Councillor Drummond - Chairman Councillor Hood - Vice Chairman Councillor Caesar 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 17th February 2020 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 ask if anyone intends to film or record the meeting
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 January 2020 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 (herewith)
7. **FINANCE**
   a) To confirm that the Bank Statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
   b) To receive the income and expenditure for the previous month (herewith)
   c) To note that account signatories have been updated so there are now X councillors able to sign cheques
   d) To note that RBS have scheduled the shut down of accounts software for financial year end for 28th April 2020
   e) To discuss the WSC invoice for the Scaltback by-election on 24/10/2019
8. **PCSO** – To receive a monthly report and consider the Terms of Reference
9. **HEALTH AND SAFETY –** to receive a monthly report
10. **CORRESPONDENCE**:
11. Date of next meeting **Monday 16th March 2020**
12. To note items for consideration at the next meeting

Signed Deborah Sarson, Acting Town Council Manager DATE 11/02/2020

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 20th January 2020 at 7:15pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)	Councillor R Hood
Councillor S Ceasar (non-voting)	Councillor J Lay

Also Present: Deborah Sarson – Acting TCM, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Paul Brown – BID Manager and 2 representatives from Newmarket Tennis Club.

	Minute	Action by
F/20/01/1	**CHAIRMAN TO READ THE FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED** The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings may be filmed or recorded.	
F/20/01/2	**APOLOGIES FOR ABSENCE** Apologies were received from Cllrs De'Ath and Kerby.	
F/20/01/3	**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** None noted. The Chairman proposed that items 11 and 12 be brought forward and the following was agreed: **F/20/01/3.01 Resolved** **That Items 11 and 12 be brought forward.**	
F/20/01/4	**SPONSOR REQUEST** The BID Manager invited NTC to make a donation of £500 to sponsors the 2020 Business Awards. The Committee could select which category to sponsor and be involved with the judging. The request was considered and the following was agreed: **F/20/01/4.01 Recommendation** **That NTC donates £500 to sponsor the BID 2020 Business Awards for the Best Dressed Christmas Shop Window category.** The BID manager thanked the Committee for their support and he left the meeting.	
F/20/01/5	**GRANT AND SUPPORT REQUEST**	

Phil Eaves - Newmarket Tennis Club gave an outline of their bid for funding from a number of sources including, grants, sponsorship, events, club membership and loans to replace three outdoor tennis courts. They had been working to build the club which now had 300 members with a capacity for 700 and were encouraging schools and community groups to use the facilities.

The request was considered and the following was agreed:

<u>F20/01/12.01 Resolved</u>
That NTC welcomes this initiative and fully supports the Tennis Club bid for funding to replace 3 outdoor courts and that introductions to West Suffolk and SCC be made for potential funding opportunities.

The representatives thanked the Committee for their support and left the meeting.

F/20/01/6 **<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9TH DECEMBER 2019 AND ANY MATTERS ARISING</u>**

Members received the minutes of the Finance & Policy Committee meeting held on 9th December 2019 and the following was agreed:

<u>F/20/01/6.01 Resolved</u>
That the minutes of the Finance & Policy Committee meeting held on 9th December 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

Matters arising:

Page 2 – F/19/12/15 – It was noted that the PCSO Terms of Reference were not listed on the agenda for tonight and would be added to the next agenda.

F/20/01/7 **<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/20/01/8 **<u>SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (DECEMBER 2019)</u>**

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

<u>F/20/01/8.01 Recommendation</u>
That the ratification of the schedules of payments for the period 01/12/2019 – 31/12/2019 (Cash Book 1 and 2) be received and adopted.

F/20/01/9 **<u>TO CONFIRM THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATION HAVE BEEN SIGNED BY THE CHAIRMAN OF F&P COMMITTEE</u>**

The Chairman of the Finance & Policy Committee confirmed that the bank reconciliations relating to the end of 31/12/2019 (month 9) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/20/01/10 <u>TO RECEIVE THE INCOME AND EXPENDITURE FOR DECEMBER 2019.</u>

The Income and Expenditure reports for December 2019 were received and noted.

F/20/01/11 <u>TO RECEIVE THE INTERNAL AUDIT REPORT</u>

RFO presented the Internal Audit Report and was thanked for her work and the excellent report. The following was agreed:

<u>F/20/01/11.01 Recommendation</u>

That the Internal Audit Report for 19/20 be received and adopted.

F/20/01/12 <u>TO CONSIDER VIRING FUNDS TO INCREASE SPEND ON PROMOTING THE TOWN CLERK VACANCY</u>

Acting TCM presented a report on the insurance underspend and the requirement for additional funds for the Town Clerk Vacancy to increase promotion. The report was considered and the following was agreed:

<u>F/20/01/10.01 Recommendation</u>

That the F&P Committee vire £1,200 from the insurance underspend to the recruitment advertising budget.

F/20/01/13 <u>CREM RECRUITMENT</u>

Members considered the Terms and Conditions of Business for Crem Recruitment and the request for authority for the Acting TCM to sign it as the Responsible Officer. The following was agreed:

<u>F/20/01/13.01 Resolved</u>

That the Terms and Conditions of Business for Crem Recruitment be accepted and that the Acting TCM be authorised to sign the contract.

F/20/01/14 <u>TO RECEIVE THE MONTHLY PCSO REPORT</u>

The monthly PCSO report was noted.

F/20/01/15 <u>HEALTH AND SAFETY MONTHLY REVIEW</u>

The Health and Safety Monthly report was not available and would be added to the next agenda.

F/20/01/16 <u>CORRESPONDENCE</u>

None noted.

F/20/01/17 <u>DATE OF NEXT MEETING</u>

Monday 17th February 2020 at the Memorial Hall, High Street, Newmarket.

F/20/01/18 ITEMS FOR THE NEXT AGENDA

- PCSO Terms of Reference
- Health and Safety reports for November and December 2019

Meeting closed at 8:17pm

Signed ________________________________ Date ___________________________

Receipts for Month 10 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**413,502.18**					**413,502.18**	
	Banked: **03/01/2020**	**240.00**							
	Sales Recpts Page 2171		240.00	240.00		101			Sales Recpts Page 2171
	Banked: **03/01/2020**	**402.08**							
	Sales Recpts Page 2172		402.08	402.08		101			Sales Recpts Page 2172
	Banked: **06/01/2020**	**48.00**							
bacs	Nmkt Real Tennis		48.00		8.00	565		40.00	h dep Nmkt Real Tennis Jan bkg
	Banked: **07/01/2020**	**280.00**							
	Sales Recpts Page 2170		280.00	280.00		101			Sales Recpts Page 2170
	Banked: **09/01/2020**	**96.00**							
bacs	G Colby		96.00		16.00	565		80.00	h.dep Jan bkg/G Colby
	Banked: **10/01/2020**	**704.80**							
	Sales Recpts Page 2168		704.80	704.80		101			Sales Recpts Page 2168
	Banked: **15/01/2020**	**75.00**							
000087	RK LATTER		75.00			1103	101	75.00	Latter/land adj 45Field TerrRd
	Banked: **16/01/2020**	**360.00**							
000086	East Anglian Orienteering Ass		360.00		60.00	565		60.00	hdepJan20-EA Orienteering Ass
						565		60.00	hdepMar20-EA Orienteering Ass
						565		60.00	hdepMay-EA Orienteering Ass
						565		60.00	hdepSep-EA Orienterring Ass
						565		60.00	dhepNov-EA Orienteering Ass
	Banked: **17/01/2020**	**550.00**							
	Sales Recpts Page 2169		550.00	550.00		101			Sales Recpts Page 2169
	Banked: **21/01/2020**	**10,823.25**							
bacs	HMRC		10,823.25			105		10,823.25	HMRC: Q3 Refund
	Banked: **23/01/2020**	**890.88**							
bacs	Fed.of Small Businesses		890.88		148.48	565		185.60	h.dep FSBus bkg 1/10/2020
						565		185.60	h.dep FSBus bkg 23/1/2020
						565		185.60	h.dep FSBus bkg 14/7/2020
						565		185.60	h.dep FSBus bkg 23/4/2020
	Banked: **27/01/2020**	**-24.00**							
	Sales Recpts Page 2175		-24.00	-24.00		101			Sales Recpts Page 2175
FEB Bkgs	Banked: **27/01/2020**	**64.80**							
	Sales Recpts Page 2176		64.80	64.80		101			Sales Recpts Page 2176
bacs	Banked: **27/01/2020**	**72.73**							
	Sales Recpts Page 2177		72.73	72.73		101			Sales Recpts Page 2177
	Banked: **29/01/2020**	**210.00**							
	Sales Recpts Page 2179		210.00	210.00		101			Sales Recpts Page 2179
000089	Banked: **30/01/2020**	**324.00**							

Continued on Page 2

Receipts for Month 10 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
000089	P Marques		36.00		6.00	565		30.00	h.dep. 29/1/2020 bkg
000089	P Marques		36.00		6.00	565		30.00	h dep. P Marques 31/1/20 bkg
000089	P Marques		36.00		6.00	565		30.00	hdep. P marques 5/2/20 bkg
000089	P Marques		36.00		6.00	565		30.00	hdep.P Marques.7/2/20 bkg
000089	P Marques		36.00		6.00	565		30.00	h dep.P Marques 14/2/20 bkg
000089	P Marques		36.00		6.00	565		30.00	hdep.P.Marques. 19/2/20 bkg
000089	P Marques		36.00		6.00	565		30.00	hdep.P Marques. 21/2/20 bkg
000089	P Marques		36.00		6.00	565		30.00	hdep.P.Marques.26/2/20 bkg
000089	P Marques		36.00		6.00	565		30.00	hdep.P Marques. 28/2/20 bkg
	Banked: **30/01/2020**	**144.00**							
	Sales Recpts Page 2178		144.00	144.00		101			Sales Recpts Page 2178
	Total Receipts for Month	15,261.54		2,644.41	286.48			12,330.65	
	Cashbook Totals	428,763.72		2,644.41	286.48			425,832.83	

Continued on Page 3

Payments for Month 10 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2020	card/Adobe acropro	CC	15.17		2.53	4018	101	12.64	card/Adobe acropro subs TCM
03/01/2020	Total Gas and Power Ltd	DDR	559.63	559.63		501			204327799/19/CONTRACT/ Ga
03/01/2020	card/Barclaycard	CC	32.00			4051	101	32.00	card/annual card fee
03/01/2020	card/Telefonica	CC39	20.00		3.33	4021	101	16.67	card/TK mobile topup
03/01/2020	card/WHSmith	CC40	7.49		1.25	4023	101	6.24	card/Diary
03/01/2020	card/QD	CC41	6.57		1.10	4016	120	5.47	card/dishwasher liq & tabs
03/01/2020	card/WHSmith	CC42	12.99		2.16	4023	101	10.83	card/Diary
03/01/2020	card/Conva	CC43	0.99			4025	101	0.99	card/lic for flyer design
06/01/2020	HMRC	100456	2,431.47			515		2,431.47	HMRC M9 Dec 2019
06/01/2020	HMRC correction	100456CORR	-2,431.47			515		-2,431.47	HMRC correction to cashbook no
09/01/2020	card/All Saints Convenience St	CC44	11.70			4028	101	11.70	card/newspaper a/c 9Nov-4Jan
09/01/2020	card/Tindalls	CC45	29.98		5.00	4023	101	24.98	card/A3 White Paper
09/01/2020	card/Tesco	CC46	5.59			4020	102	5.59	card/teabags
09/01/2020	card/INDEED	CC57	15.07			4030	101	15.07	card/INDEED.co.uk TCM adv
10/01/2020	card/Amazon Prime	CC	0.99			4018	101	0.99	card/Amazon Prime
10/01/2020	card/Facebook	CC54	9.80			4077	101	9.80	card/FBk promotion Bombing exh
12/01/2020	N-CIS	DDR	495.36	495.36		501			7275/2574/CONTRACT/N-CIS
12/01/2020	card/Amazon	CC56	51.90			4018	101	51.90	card/printer ink packs x 2
13/01/2020	Abbey Security Services Ltd	300667	36.00	36.00		501			32257/2564/MH18/63/Abbe Secur
13/01/2020	Auditing Solutions Ltd	300668	534.00	534.00		501			A6306/2577/CONTRACT/Au S
13/01/2020	Cooleraid Ltd	300669	52.80	52.80		501			1472412/2556/CONTRACT/
13/01/2020	Newmarket & District Chamber o	300670	360.00	360.00		501			106808/2552/CONTRACT/N
13/01/2020	Cozens (UK) Ltd	300671	15,960.00	15,960.00		501			2560/mh19/246/Cozens
13/01/2020	Simplicity	300672	1,810.68	1,810.68		501			579539/2568/CONTRACT/Si
13/01/2020	Deborah Sarson	300673	916.92	916.92		501			C012/2563/CONTRACT/Deb Sar
13/01/2020	Phillip Green	300674	110.00	110.00		501			6JAN2020/2573/CONTRAC
13/01/2020	The Heath Court Hotel	300675	45.00	45.00		501			INV002722/2558/MH19/307/ He
13/01/2020	Ken Booth & Co Ltd	300676	41.47	41.47		501			327762/2583/MH20/007/Ke Booth
13/01/2020	Mike Ayres Design	300677	572.40	572.40		501			190825/2553/MH19/310/Mik Ayre
13/01/2020	Mrs Hart	300678	330.00	330.00		501			26DEC2019/2565/CONTRA
13/01/2020	Newmarket Electrical Wholesale	300679	18.24	18.24		501			90821/2566/MH19/336/New
13/01/2020	Newprint Ltd	300680	303.00	303.00		501			I518635/2578/MH19/351/Ne

Continued on Page 4

Payments for Month 10 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
13/01/2020	N-CIS	300681	92.40	92.40		501			7207/2559/MH19/350/N-CIS
13/01/2020	NewClean Ltd	300682	540.00	540.00		501			INV-1283A/2571/MH19/343/New
13/01/2020	Penguinos	300683	117.00	117.00		501			13012020/2/2580/CONTRA
13/01/2020	Rialtas Business Solutions Ltd	300684	70.80	70.80		501			27435/contract/Rialtas
13/01/2020	Ridgeons Ltd	300685	187.27	187.27		501			IA120448/2562/MH19/345/R
13/01/2020	Complete Business Solutions Gr	300686	279.78	279.78		501			SINV0211214/2581/MH20/0
13/01/2020	West Suffolk Council	300687	2,422.96	2,422.96		501			1107185/2579/SLA/West Suffolk
13/01/2020	Zurich Municipal	300688	7,834.64	7,834.64		501			42133356/2576/LTA/Zurich Munic
13/01/2020	card/QD	CC49	2.49		0.42	4036	120	2.07	card/padlock for bin shed
14/01/2020	card/TEsco	CC50	30.13		5.02	4039	200	25.11	card/fuel for van
15/01/2020	E.On Energy	ddr	235.82	235.82		501			H17FBE95A3/2572/CONTR
15/01/2020	West Suffolk Council (Rates)	ddr	1,126.00	1,126.00		501			20099738JAN2020/2589/C
15/01/2020	card/Tindalls	CC51	5.98		1.00	4023	101	4.98	card/Pink Paper
15/01/2020	card/Tindalls	CC55	12.99		2.17	4023	101	10.82	card/pink paper
16/01/2020	card/Amazon	CC52	38.72		6.46	4023	101	32.26	card/Conf.sign-in book
17/01/2020	Peoples Pension	DDR	309.65			514		309.65	Peoples Pension/Jan month 10
17/01/2020	card/Amazon Prime	CC	7.99			4018	101	7.99	card/Amazon Prime
20/01/2020	Anglian Water Business Nationa	300689	153.89	153.89		501			229789301JAN2020/2584/
20/01/2020	Ambit Catering Ltd	300690	114.00	114.00		501			21787/2585/15/01/2020/Am Ca
20/01/2020	Cooleraid Ltd	300691	115.68	115.68		501			1480380/2586/CONTRACT/
20/01/2020	Deborah Sarson	300692	1,407.30	1,407.30		501			C013/2590/CONTRACT/Deb Sar
20/01/2020	Serviceline	300693	202.68	202.68		501			0450632/2592/Serviceline
20/01/2020	Activ Security (UK) Ltd	300694	45.00	45.00		501			5003134/2591/CONTRACT/Se
20/01/2020	card/Adobe Acropro	CC	25.28		4.21	4018	101	21.07	card/Adobe Acropro subs Admin
20/01/2020	card/Telefonica UK	CC53	20.00		3.33	4021	101	16.67	card/TK Mobile Top-up
21/01/2020	Total Gas and Power Ltd	DD	1,176.67	1,176.67		501			204517879/20/2575/CONTR
22/01/2020	Total Gas and Power Ltd	DDR	20.95	20.95		501			204760539/20/2602/CONTR
23/01/2020	Net Salaries M10	BACS	6,633.25			516		6,633.25	Net Salaries M10
23/01/2020	corr net salaries	BACSCORR	-6,633.25			516		-6,633.25	corr net salaries
27/01/2020	Wendy Hall	300695	162.00		27.00	565		135.00	ref.h.dep.20/12/19 canx bkg
27/01/2020	Anglian Water Business Nationa	300697	110.51	110.51		501			354535901/6614318/2603/
27/01/2020	Allied Mechanical Services Ltd	300698	78.00	78.00		501			S00008479/2600/DELEGAT

Continued on Page 5

Payments for Month 10 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/01/2020	Dorans Plumbing	300699	63.25	63.25		501			1946/2594/DELEGATED/Dor Pl
27/01/2020	Deborah Sarson	300700	931.92	931.92		501			C016/2606/CONTRACT/Deb Sar
27/01/2020	HCI Data Limited	300701	86.40	86.40		501			WEB12340/2599/MH20/012/ Dat
27/01/2020	Mrs Hart	300702	320.00	320.00		501			22JAN2020/2595/CONTRA Ha
27/01/2020	Neopost Limited	300703	100.00	100.00		501			83039268/2601/CONTRACT
27/01/2020	Suffolk Association of Local C	300704	107.30	107.30		501			22743/2596/DELEGATED/S A
27/01/2020	Complete Business Solutions Gr	300705	357.46	357.46		501			SCRN00441601/2605/CN MH20/019/
27/01/2020	West Suffolk Council	300706	9,640.50	9,640.50		501			1107495/2597/MH19/245- MH20/015
29/01/2020	Barclaycard Account	DDR	472.64			208		472.64	payment of BCard A/c
29/01/2020	card/credit AmazonPrime	CCCNOTE	-7.99			4018	101	-7.99	card/credit AmazonPrime
29/01/2020	correction Amazon	CORRECTION	7.99			4018	101	7.99	correction Amazon
30/01/2020	PPL PRS LTD	300557CANX	-1,624.09			4025	101	-1,624.09	canx lost chq dated 14/10/2019
30/01/2020	PPL PRS LTD	300708	1,624.09			4025	101	1,624.09	REISSUE FOR LOST CHQ 300577
30/01/2020	Unity Trust Bank	BANKCHARG	8.00			4051	101	8.00	UTB/stopped lost chq 300577
30/01/2020	Error input correction	ERRORCORR	-363.82		-37.98	4016	120	-5.47	Error input correction
						4018	101	-94.59	Error input correction
						4020	102	-5.59	Error input correction
						4021	101	-33.34	Error input correction
						4023	101	-90.11	Error input correction
						4025	101	-0.99	Error input correction
						4028	101	-11.70	Error input correction
						4030	101	-15.07	Error input correction
						4036	120	-2.07	Error input correction
						4051	101	-32.00	Error input correction
						4039	200	-25.11	Error input correction
						4077	101	-9.80	Error input correction
31/01/2020	Petty Cash	300707	37.13			210		37.13	Petty Cash Jan 2020
31/01/2020	NewClean Ltd	correction	-270.00	-270.00		501			INV-1283CXL/2614/N/A/NewCle
31/01/2020	card/Tindalls c note	CCCNOTE	-13.00		-2.17	1029	202	-10.83	card/Tindalls c note
31/01/2020	correction	CORRECTION	13.00		2.17	4029	101	10.83	correction
03/02/2020	CK Compliance	300709	287.60	287.60		501			001127/2612/MH20/001/CK Compli
03/02/2020	Phillip Green	300710	110.00	110.00		501			2610/contract/3feb2020/phil
03/02/2020	Mr R Watts	300711	160.00	160.00		501			31JAN2020/2611/CONTRA R W
03/02/2020	LDS Cambridge Ltd	300712	468.00	468.00		501			INV-

Continued on Page 6

Payments for Month 10 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									0233/2609/MH19/344/LDS Cam
03/02/2020	Complete Business Solutions Gr	300713	130.00	130.00		501			SINV02176118/2613/MH20/
	Total Payments for Month		51,958.70	50,969.28	27.00			962.42	
	Balance Carried Fwd		376,805.02						
	Cashbook Totals		428,763.72	50,969.28	27.00			377,767.44	

Receipts for Month 10 | Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		150.00					150.00	
	Banked: 31/01/2020	37.13							
300707	Current Account		37.13			201		37.13	Petty Cash Jan 2020
	Total Receipts for Month	37.13		0.00	0.00			37.13	
	Cashbook Totals	187.13		0.00	0.00			187.13	

Continued on Page 2

Payments for Month 10 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/01/2020	Petty Cash Jan 2020	JAN2020PC	37.13		6.01	4078	120	0.55	Petty Cash Jan 2020/event refr
						4020	102	0.54	Petty Cash Jan 2020/refrOffice
						4018	101	30.03	Petty Cash Jan 2020/ink cart
	Total Payments for Month		37.13	0.00	6.01			31.12	
	Balance Carried Fwd		150.00						
	Cashbook Totals		187.13	0.00	6.01			181.12	

Receipts for Month 10 | Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	26,553.67					26,553.67	
bacs	Banked: 09/01/2020	1.16						
bacs	Barclays Bank	1.16			1190	101	1.16	Barclays Bank
	Total Receipts for Month	1.16	0.00	0.00			1.16	
	Cashbook Totals	26,554.83	0.00	0.00			26,554.83	

Continued on Page 2

Payments for Month 10 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/01/2020	HMRC	100456	2,431.47			515		2,431.47	HMRC M9 PAYE&NICS
09/01/2020	Barclays Bank	BANKCHARG	11.80			4051	101	11.80	Barclays Bank
23/01/2020	HMRC	100457	1,689.83			515		1,689.83	HMRC/M10
23/01/2020	Net Salaries	BACS	6,633.25			516		6,633.25	Net Salaries M10
	Total Payments for Month		10,766.35	0.00	0.00			10,766.35	
	Balance Carried Fwd		15,788.48						
	Cashbook Totals		26,554.83	0.00	0.00			26,554.83	

Receipts for Month 10 — Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 29/01/2020	472.64						
DDR	Current Account	472.64			201		472.64	payment of BCard A/c
	Total Receipts for Month	472.64	0.00	0.00			472.64	
	Balance Carried Fwd	866.56						
	Cashbook Totals	1,339.20	0.00	0.00			1,339.20	

Continued on Page 2

Payments for Month 10 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		425.47					425.47	
02/01/2020	card/Adobe Acropro	CC	15.17		2.53	4018	101	12.64	card/Adobe Acropro TCM subs
03/01/2020	card/Barclaycard	CC	32.00			4051	101	32.00	card/Barclaycard annual fee
03/01/2020	card/Telefonica	CC39	20.00		3.33	4021	101	16.67	card/TK mobile topup
03/01/2020	card/WHSmith	CC40	7.49		1.25	4023	101	6.24	card/diary 2020
03/01/2020	card/QD	CC41	6.57		1.10	4016	120	5.47	card/dishwasher tabs
03/01/2020	card/WHSmith	CC42	12.99		2.16	4023	101	10.83	card/2020 Diary
03/01/2020	card/Canva	CC43	0.99			4025	101	0.99	card/Canva website licence
09/01/2020	card/All Saints Convenience St	CC44	11.70			4028	101	11.70	card/newspapers9Nov-4Jan20
09/01/2020	card/Tindalls	CC45	29.98		5.00	4023	101	24.98	card/White A3 paper
09/01/2020	card/Tesco	CC46	5.59			4020	102	5.59	card/teabags
09/01/2020	card/Indeed	CC57	15.07			4030	101	15.07	card/Indeed adv.for TCM post
10/01/2020	card/Amazon Prime	CC	0.99			4018	101	0.99	card/Amazon Prime
10/01/2020	card/Facebook	CC54	9.80			4077	101	9.80	card/Facebook Bombing Exhb PR
12/01/2020	card/Amazon	CC56	51.90			4018	101	51.90	card/Ink cartridges
13/01/2020	card/QD	CC49	2.49		0.42	4036	120	2.07	card/padlock for bin shed
14/01/2020	card/Tesco	CC50	30.13		5.02	4039	200	25.11	card/fuel for van
15/01/2020	card/Tindalls	CC51	5.98		1.00	4023	101	4.98	card/Pink paper
15/01/2020	card/Tindalls	CC55	12.99		2.17	4023	101	10.82	card/pink paper
17/01/2020	card/Amazon Prime	CC	7.99			4018	101	7.99	card/Amazon Prime
17/01/2020	card/Amazon	CC52	38.72		6.46	4023	101	32.26	card/Visitor Sign-In book
20/01/2020	card/Adobe Acropro	CC	25.28		4.21	4018	101	21.07	card/Adobe Acropro Admin subs
20/01/2020	card/Telefonica	CC53	20.00		3.33	4021	101	16.67	card/TK mobile topup
29/01/2020	card/Indeed	CC58	450.06			4030	101	450.06	card/Indeed TCM advert
29/01/2020	card/Amazon correc	CCCNOTE	-7.99			4018	101	-7.99	card/Amazon Prime canx subs
30/01/2020	card/Tindalls	CC59	9.99		1.67	4023	101	8.32	card/Highlighter pens
30/01/2020	card/QD	CC60	9.90			4443	301	9.90	card/teadance cakes
30/01/2020	card/B&M	CC61	2.87			4443	301	2.87	card/teadance milk/cakes
30/01/2020	card/Tindalls	CC62	25.98		4.33	4023	101	21.65	card/stamp ink
31/01/2020	card/Tindalls (creditnote)	CC62CN	-7.74		-1.29	4023	101	-6.45	card/stampink credit return
31/01/2020	card/Homebase	CC63	36.99		6.16	4036	120	30.83	card/wallbolts for defib.
31/01/2020	card/Tindalls	CC64	38.00		6.33	4029	200	31.67	card/Work Torch
31/01/2020	card/QD	CC65	4.85		0.49	4443	301	4.36	card/raffle prizes for teadanc
31/01/2020	card/Tindalls correc	CC64CORR	-13.00		-2.17	4029	101	-10.83	card/Tindalls correc
	Total Payments for Month		913.73	0.00	53.50			860.23	
	Cashbook Totals		1,339.20	0.00	53.50			1,285.70	

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy									
101	Administration								
1003	Banner Income	0	1,000	1,000	0			100.0%	
1103	Rent Receivable	75	75	0	(75)			0.0%	
1176	Precept Received	0	565,779	565,779	0			100.0%	
1190	Interest Received	1	33	254	221			13.1%	
	Administration :- Income	76	566,887	567,033	146			100.0%	0
4008	Staff Training	0	1,271	2,500	1,229		1,229	50.8%	
4009	Staff Travel	0	315	200	(115)		(115)	157.6%	
4018	Software/Computer Consumables	117	1,181	1,500	319		319	78.7%	
4019	New IT System/Hardware	0	3,926	2,030	(1,896)		(1,896)	193.4%	
4021	Telephone and Fax	190	1,572	2,500	928		928	62.9%	
4022	Postage	100	1,104	2,000	896		896	55.2%	
4023	Stationery	551	1,762	2,233	471		471	78.9%	
4025	Subscriptions&Licences	73	4,220	2,800	(1,420)		(1,420)	150.7%	
4026	Insurance	7,835	8,999	12,180	3,181		3,181	73.9%	
4028	Office Maintenance	364	9,253	5,750	(3,503)		(3,503)	160.9%	
4030	Recruitment Advertising	465	666	406	(260)		(260)	164.1%	
4051	Bank Charges/Interest	52	516	900	384		384	57.4%	
4056	Legal Expenses	0	3,643	8,000	4,357		4,357	45.5%	
4057	Audit & Accountancy Fees	445	3,526	2,538	(988)		(988)	138.9%	
4059	web site	0	180	508	328		328	35.4%	
4060	Councillors Training	104	404	508	104		104	79.5%	
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	317	1,000	683		683	31.7%	
4075	Grant to CAB	0	0	3,000	3,000		3,000	0.0%	
4076	Grants	0	1,750	3,000	1,250		1,250	58.3%	
4077	Marketing	10	1,288	4,000	2,712		2,712	32.2%	
4079	Grant to Royal British Legion	0	25	25	0		0	100.0%	
4083	PCSO	0	33,346	34,000	654		654	98.1%	
4090	Biodegradable Dog Poo Bags	0	614	964	350		350	63.7%	
4097	Election Costs	0	11,476	12,500	1,024		1,024	91.8%	
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	450	1,350	2,000	650		650	67.5%	
4222	Tourism Stakeholder Fee	0	1,000	1,000	0		0	100.0%	
	Administration :- Indirect Expenditure	10,755	98,704	114,616	15,912	0	15,912	86.1%	0
	Net Income over Expenditure	(10,679)	468,184	452,417	(15,767)				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103	Health & Safety								
4020	Misc. Staff Costs	0	189	0	(189)		(189)	0.0%	
4028	Office Maintenance	0	95	250	155		155	37.9%	
4058	Professional Fees	0	2,500	500	(2,000)		(2,000)	500.0%	
	Health & Safety :- Indirect Expenditure	0	2,784	750	(2,034)	0	(2,034)	371.2%	0
	Net Expenditure	0	(2,784)	(750)	2,034				
	Finance & Policy :- Income	76	566,887	567,033	146			100.0%	
	Expenditure	10,755	101,487	115,366	13,879	0	13,879	88.0%	
	Movement to/(from) Gen Reserve	(10,679)	465,400						
	Grand Totals:- Income	76	566,887	567,033	146			100.0%	
	Expenditure	10,755	101,487	115,366	13,879	0	13,879	88.0%	
	Net Income over Expenditure	(10,679)	465,400	451,667	(13,733)				
	Movement to/(from) Gen Reserve	(10,679)	465,400						

Summary Income & Expenditure by Budget Heading as at 31/1/2020

Month No: 10

Committee Report SUMMARY REPORT M10

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & Policy							
Income	76	566,887	567,033	146			100.0%
Expenditure	10,755	101,487	115,366	13,879	0	13,879	88.0%
Movement to/(from) Gen Reserve	(10,679)	465,400					
Community Services							
Income	23,755	65,930	73,216	7,286			90.0%
Expenditure	26,530	143,963	201,262	57,299	0	57,299	71.5%
Movement to/(from) Gen Reserve	(2,775)	(78,033)					
Leisure Services							
Income	3,976	58,801	56,990	(1,811)			103.2%
Expenditure	11,996	200,068	207,454	7,385	0	7,385	96.4%
Movement to/(from) Gen Reserve	(8,020)	(141,267)					
Human Resources							
Income	0	0	0	0			0.0%
Expenditure	10,978	130,726	168,850	38,124	0	38,124	77.4%
Movement to/(from) Gen Reserve	(10,978)	(130,726)					
Development & Planning							
Income	0	0	2,000	2,000			0.0%
Expenditure	615	2,531	4,000	1,469	0	1,469	63.3%
Movement to/(from) Gen Reserve	(615)	(2,531)					
Grand Totals:- Income	27,807	691,618	699,239	7,620			98.9%
Expenditure	60,874	578,776	696,932	118,155	0	118,155	83.0%
Net Income over Expenditure	(33,067)	112,842	2,307	(110,535)			
Movement to/(from) Gen Reserve	(33,067)	112,842					

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Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date as at 31/1/2020

A/c	Description	Actual		
	Current Assets			
101	Debtors	4,769		
105	Vat Due	1,487		
201	Current Account	376,805		
204	Staff Salary Bank Account	15,788		
208	Barclaycard Account	(867)		
210	Petty Cash	150		
	Total Current Assets		398,133	
	Current Liabilities			
501	Creditors	(1,423)		
506	Proscape 10% retention	11,034		
565	Bookings Deposit	1,794		
	Total Current Liabilities		11,405	
	Net Current Assets			386,729
	Total Assets less Current Liabilities			386,729
	Represented by :-			
301	Current Year Fund	109,578		
310	General Fund	98,463		
312	EMR Street Light Maintenance	1,500		
313	EMR Town Regeneration	38,012		
316	EMR Clocks/Memorials	7,205		
317	EMR Buildings-M Hall Fund	19,632		
318	EMR Buildings - Pavilion Fund	25,000		
319	EMR Disused Churchyard	2,836		
320	EMR Cooper Memorial	2,008		
322	EMR Studland Park Timers	3,500		
323	EMR Allotments	4,839		
327	EMR Legends of the Turf	2,844		
330	EMR Cemetery	35,346		
333	EMR Carnival	5,267		
334	EMR Christmas Lights	2,275		
342	EMRMemorial Gardens Masterplan	8,657		
343	EMR Workwear	818		
344	EMR Asset Sales	8,950		
345	EMR - MGdn Canopy	10,000		
	Total Equity			386,729

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West Suffolk Council

INVOICE

VAT No.
315331342

West Suffolk Council
West Suffolk House, Western Way, Bury St Edmunds,
Suffolk, IP33 3YU

We are now sending our invoices via email. Please could you contact debtors@westsuffolk.gov.uk or 01638 719713 and advise us which email to send your invoices to. Thank you.

Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP

Invoice No.	**1107467**
Customer No.	**904062**
Invoice Date	**20/01/2020**
Order No.	

ENQUIRIES TO: Elections
Tel: 01284 757096
Email: ~~dawn.goss@westsuffolk.gov.uk~~
no longer works at WSC.

PLEASE PAY BY:
18 February 2020

Page 1 of 1

Description	Qty	Unit Price	Amount Excl VAT	VAT %	VAT Amount	Total Amount
Cost for Scaltback by-election on 24.10.19	1.0	6,395.22	6,395.22	0.00	0.00	6,395.22

If you would like your invoices emailed please contact debtors@westsuffolk.gov.uk or 01638 719713 and advise us which email address to use.

Total Excl VAT £	6,395.22
Total VAT £	0.00
TOTAL AMOUNT DUE £	**6,395.22**

TransNo	Trans.date	Period	Account	CostC	Cat4	Cat4 (T)	TC	Text		Amount
110940	#######	2E+05	BZ592	9000	I3	Elections: Travel & Subsistence	0		8	13.95
110940	#######	2E+05	BZ592	9000	I3	Elections: Travel & Subsistence	0		8	12.60
					I3	Elections: Travel & Subsistence				26.55
110940	#######	2E+05	BZ592	9000	I2	Elections: Supervisory, Ancillary & IT Staff Pa	0		8	25.00
110940	#######	2E+05	BZ592	9000	I2	Elections: Supervisory, Ancillary & IT Staff Pa	0		8	77.14
110940	#######	2E+05	BZ592	9000	I2	Elections: Supervisory, Ancillary & IT Staff Pa	0		8	25.00
110940	#######	2E+05	BZ592	9000	I2	Elections: Supervisory, Ancillary & IT Staff Pa	0		8	56.34
					I2	Elections: Supervisory, Ancillary & IT Staff Pay				183.48
110940	#######	2E+05	BZ592	9000	I1	Elections: Counting Staff Pay	0		8	27.84
110940	#######	2E+05	BZ592	9000	I1	Elections: Counting Staff Pay	0		8	25.00
110940	#######	2E+05	BZ592	9000	I1	Elections: Counting Staff Pay	0		8	27.84
110940	#######	2E+05	BZ592	9000	I1	Elections: Counting Staff Pay	0		8	25.00
110940	#######	2E+05	BZ592	9000	I1	Elections: Counting Staff Pay	0		8	27.84
110940	#######	2E+05	BZ592	9000	I1	Elections: Counting Staff Pay	0		8	25.00
110940	#######	2E+05	BZ592	9000	I1	Elections: Counting Staff Pay	0		8	27.84
110940	#######	2E+05	BZ592	9000	I1	Elections: Counting Staff Pay	0		8	25.00
					I1	Elections: Counting Staff Pay				211.36
3E+06	#######	2E+05	BZ592	9000	G6	Elections: Postage - Inwards	0	Response Plus Service 12/10 to 09/11/19		314.43
					G6	Elections: Postage - Inwards				314.43
3E+06	#######	2E+05	BZ592	9000	F7	Elections: Accommodation Costs (permanent	0	Main Hall hire on 24/10/19 - Scaltback by election		672.00
3E+06	#######	2E+05	BZ592	9000	F7	Elections: Accommodation Costs (permanent	0	Hire of Pavilion as Polling Station - 24/10/2019		250.00
					F7	Elections: Accommodation Costs (permanent)				922.00
110940	#######	2E+05	BZ592	9000	F5	Elections: Travel & Subsistence	0		8	21.60
110940	#######	2E+05	BZ592	9000	F5	Elections: Travel & Subsistence	0		8	8.55
110940	#######	2E+05	BZ592	9000	F5	Elections: Travel & Subsistence	0		8	16.20
110940	#######	2E+05	BZ592	9000	F5	Elections: Travel & Subsistence	0		8	32.40
110940	#######	2E+05	BZ592	9000	F5	Elections: Travel & Subsistence	0		8	22.95
110940	#######	2E+05	BZ592	9000	F5	Elections: Travel & Subsistence	0		8	13.05
					F5	Elections: Travel & Subsistence				114.75
110940	#######	2E+05	BZ592	9000	F2	Elections: Poll Clerk Pay	0		8	168.98
110940	#######	2E+05	BZ592	9000	F2	Elections: Poll Clerk Pay	0		8	168.98
110940	#######	2E+05	BZ592	9000	F2	Elections: Poll Clerk Pay	0		8	168.98
					F2	Elections: Poll Clerk Pay				506.94
110940	#######	2E+05	BZ592	9000	F1	Elections: Presiding Officer Pay	0		8	254.03
110940	#######	2E+05	BZ592	9000	F1	Elections: Presiding Officer Pay	0		8	254.03
110940	#######	2E+05	BZ592	9000	F1	Elections: Presiding Officer Pay	0		8	254.03
					F1	Elections: Presiding Officer Pay				762.09
110940	#######	2E+05	BZ592	9000	E0	Elections: Returning Officer Fees (100%)	0		8	175.00
110940	#######	2E+05	BZ592	9000	E0	Elections: Returning Officer Fees (100%)	0		8	56.53
					E0	Elections: Returning Officer Fees (100%)				231.53
3E+06	#######	2E+05	R4300	1041	H4	Printing & Postage Poll Cards		Election Stationery Printing and Supply By Election - Scaltba		3,122.09
					H4	Printing & Postage Poll Cards				3,122.09
								Invoice Amount		6,395.22

SUFFOLK CONSTABULARY

SERVICE LEVEL AGREEMENT

FOR THE PROVISION OF

POLICE COMMUNITY SUPPORT OFFICERS

BETWEEN

THE CHIEF CONSTABLE OF SUFFOLK CONSTABULARY

AND

NEWMARKET TOWN COUNCIL

DATED: 17th December 2018

SERVICE LEVEL AGREEMENT

1 INTRODUCTION

1.1 This Service Level Agreement ('the Agreement') sets out the principal terms governing the provision to Sponsor(s) of the services of a funded Police Community Support Officer (PCSO).

1.2 The Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior agreements, representations and understandings of the parties, written or oral.

2 PARTIES AGREEMENT

2.1 The Agreement is made on the **17th** day of **December 2018**

BETWEEN:-

(a) The Chief Constable of Suffolk Constabulary
Police Headquarters
Portal Avenue
Martlesham
Ipswich
Suffolk
IP5 3QS

Hereinafter referred to as 'The Chief Constable'

And

(b) NEWMARKET TOWN COUNCIL
Memorial Hall
High Street
Newmarket
CB8 8JP

Hereinafter referred to as the 'Sponsor(s)'.

2 RECITALS

Whereas;

(a) the Chief Constable (which expression herein shall always include his/her delegated authority) is responsible for the policing of Suffolk by Suffolk Constabulary, and employs PCSOs for that purpose.

(b) a PCSO is a uniformed but non warranted police staff employee who is designated with powers by the Chief Constable as stated in Section 38 of the Police Reform Act 2002 (as amended).

(c) the Chief Constable shall at all times reserve the right to exercise operational direction and maintain operational control over the deployment of a PCSO.

(d) subject to that right the Chief Constable has agreed to make available to the Sponsor(s) the provision of fully funded PCSO services. Such services are subject to the terms of the Agreement and may include provision of those PCSOs within their probationary period.

(e) whilst ensuring that he/she shall deploy funded PCSO services in a way that is consistent with the priority demands of his/her policing area, the Chief Constable shall, where possible, deploy the PCSO in the area as identified within the Agreement.

(f) any abstraction or redeployment of a PCSO by the Chief Constable outside that area will be proportionate, and only due to unforeseen operational demands based on local strategic assessment, and shall be in a manner that is suitable to the conditions of the policing area.

3 COMMENCEMENT AND TERM

3.1 In consideration for the payments set out in clause 11 below, the Chief Constable has agreed to make available **one (1) fully funded** PCSO to the Newmarket SNT that polices the Newmarket area for the duration of the Agreement.

3.2 The Agreement is effective from the commencement date of **1st April 2019** and will continue until **31st March 2021** unless and until terminated by either party pursuant to the provisions set out in clause 15.

4 SERVICE DELIVERY

4.1 Core PCSO Role

4.1.1 All core functions required of the PCSO shall comply with the terms and conditions outlined in the National Policing Police Community Support Officer Operational Handbook (June 2015) ('the Handbook').

4.1.2 The fundamental role of the PCSO is to contribute to the policing of neighbourhoods through visible patrol with the purpose of reassuring the public, increasing orderliness in public places, being accessible to communities and working at a local level with partner agencies. The role includes:

- undertaking public-facing duties in uniform
- being visible in the communities on foot or cycle patrol (vehicle if rural community)
- dealing with antisocial behaviour (ASB), low-level crime and incidents, local problems/priorities and quality of life issues
- supporting and improving services to victims and vulnerable people
- conducting community engagement and problem solving activity

4.2 Additional PCSO priorities

4.2.1 The Sponsor(s), subject to the Chief Constable's right to maintain ultimate operational discretion (refer Recital (c)), may assign a PCSO with additional priorities provided that these are compatible with the Handbook.

4.2.2 All additional priorities must conform with the designated powers legally available to a PCSO as stated in Section 38 Police Reform Act 2002 (as amended).

4.2.3 The additional priorities of the PCSO role and responsibilities include:

- Attendance, where possible, at whole town events e.g. – Christmas Light Switch on.

5 DESIGNATED POWERS

5.1 The Chief Constable agrees to make available to the Sponsor(s) a PCSO designated with the full range of standard powers as set out in Section 38 of the Police Reform Act 2002 (as amended). It shall be the Sponsor(s)' responsibility to deploy a PCSO accordingly.

6 EMPLOYMENT

6.1 The Chief Constable shall be responsible for the recruitment, induction, training, daily operational tasking and all associated management arrangements of the PCSOs employment by him/her.

6.2 PCSOs must comply with the terms and conditions set out in their employment contract.

6.3 The Chief Constable retains the right to terminate the employment of any PCSO who is subject to misconduct proceedings or performance monitoring within the process outlined in Constabulary policy.

7 HOURS OF EMPLOYMENT

7.1 The core hours of work for a PCSO will be a standard shift pattern between the hours of **08:00 and 18:00 Monday to Sunday.**

7.2 Whilst the PCSO shall be subject to core hours of work (refer clause 7.1) the Sponsor(s) may request a change in shift pattern either on a temporary or permanent basis to accommodate the PCSO working outside the core hours (e.g. bank holiday working).

7.3 The Chief Constable shall use his/her reasonable endeavours to accommodate such requests. However these cannot be guaranteed as they are subject to PCSO availability.

7.4 The Sponsor(s) shall be responsible for payment of costs for any additional hours worked or hours accrued outside the PCSO standard shift pattern.

8 UNIFORM AND EQUIPMENT

8.1 The Chief Constable shall provide the nationally agreed standard PCSO uniform and appropriate Personal Protective Equipment (PPE) for the dedicated use of the PCSOs supplied under the Agreement.

8.2 The Chief Constable shall provide all communications and other equipment appropriate to the role for the dedicated use of the PCSOs supplied under the Agreement.

8.3 Any uniform and or equipment supplied for the dedicated use of the PCSO shall be included within the cost to the Sponsor(s) but shall remain the property of Suffolk Constabulary.

9 TRAINING AND DEVELOPMENT

9.1 Any PCSO newly appointed to the Constabulary will be subject to an initial probationary period of **six months**, during which time they will be required to meet the required levels of performance as outlined in the terms and conditions of their employment contract. If they fail to meet the required standard, this probationary period may be extended as the Chief Constable deems appropriate.

9.2 A PCSO will receive an initial learning/training programme followed by **four weeks** of mentoring. Performance monitoring will take place throughout the period of training to ensure that the PCSO is meeting the required standard.

9.3 The PCSO shall only be deployed to the role, as set out in the Agreement, once the Chief Constable is satisfied that he/she is suitable, competent and adequately trained to carry out the core role and any additional priorities of the Sponsor(s).

10 TRANSPORT

10.1 National policy states that the fundamental role of the PCSO is to remain highly visible to the public and accessible within their communities, patrolling the area of deployment as stated in the Agreement, on foot or by bicycle. If however the area of deployment requested by the Sponsor(s) is such that use of a police vehicle is required by the PCSO, the Chief Constable agrees to consider at his discretion the provision of a suitable vehicle for the PCSO's use.

10.2 If a police vehicle is provided as aforesaid, the Sponsor(s) shall agree to pay the additional cost of **£3,300 per annum**.

- Newmarket Town Council does not require a suitable vehicle for the PCSO's use.

11 FUNDING AND PAYMENT SCHEDULE

11.1 The Sponsor(s) agrees to pay the Chief Constable the basic cost of **£34,000 per annum** (clause 7.1) ("the basic cost") for the provision of a fully funded PCSO plus any additional sums payable for hours worked outside core hours as set out in clause 11.4 below.

- For the two year period **1st April 2019** to **31st March 2021** the agreed basic cost for the total provision of PCSO services but excluding any additional hours worked outside core hours (clause 11.4) is **£68,000.**

That sum shall be payable in advance by BACS to the Constabulary in **six monthly intervals** (clause 11.5), and includes:

(a) provision for basic salary
(b) uniform and equipment costs
(c) contribution towards the cost of training
(d) weekend and location payments
(e) standard pay increases, employers' National Insurance Contributions and Local Government Pension Scheme Contributions

11.2 The basic cost may be subject to change based on actual variations in the stated costs such as pay increases and additional employer pension contributions. In the event that this is applicable the Chief Constable will notify the Sponsor(s) as soon as this is known and the Sponsor(s) shall be liable for the additional costs arising from these regulated increases for the duration of the Agreement.

11.3 In addition to the total cost of a PCSO, as set out above, if a police vehicle is required, the Sponsor(s) agree(s) to pay the additional cost for the provision of a police vehicle of **£3,300 per annum** which shall be invoiced at the **commencement date** of the Agreement and again on the **anniversary date** of the Agreement.

- Newmarket Town Council does not require a suitable vehicle for the PCSO's use.

11.4 In addition to the basic cost of each PCSO, the Sponsor(s) shall pay for the provision of any additional hours of work required outside the PCSO core hours (refer clause 7.1, 7.2). The hourly rates are:

(a) **Plain Time.** Additional hours after 1800 (end of core hours) and up to 1900 hours Monday to Friday - **£17.62** per hour.

(b) **Time & Half.** Additional hours between the hours of 1900 and 0700 hours Monday to Friday and weekend working - **£26.43** per hour.

(c) **Double Time.** Bank holiday working - **£35.24** per hour.

(d) Any additional hours worked outside core hours (refer clause 11.4) will be calculated on a case by case basis and itemised on the following six monthly invoice.

11.6 Payment is to be made by BACs and in accordance with the Chief Constable's terms of payment within 30 days. Details are provided on the invoice.

12 ABSENCE / ABSTRACTION PRO RATA REBATE

12.1 The Sponsor(s) will be entitled to a pro rata rebate in the following circumstances:

(a) in the event of prolonged absence of the deployed PCSO due to employee sickness. The pro rata rebate shall be applicable only for periods of sickness which exceed **28 consecutive working days**.

(b) where the PCSO has been abstracted from the deployed area at the instigation of the Chief Constable due to operational priorities, in circumstances where it has not been possible to replace him/her.

(c) in the event of maternity/paternity/adoption leave entitlement in line with Constabulary policy.

(d) in the event of termination of employment of the PCSO due to disciplinary measures, and/or performance/attendance issues.

12.2 Rebates will not be paid to cover a PCSO's annual leave entitlement.

13 DISCLAIMER

13.1 Suffolk Constabulary shall not be held responsible for any acts or omissions outside of the core role of the PCSO (refer clause 4.1) and any additionally agreed priorities (refer clause 4.2) to the core role which are attributable to, or required by, the Sponsor(s) for the duration of the Agreement.

14 MONITORING AND EVALUATION

14.1 The Chief Constable and the Sponsor(s) shall:

(a) hold **quarterly** local review meetings with the Locality Inspector commencing no earlier than 3 months after the commencement date of the Agreement, and thereafter at quarterly intervals for the duration of the Agreement.

(b) hold contractual review meetings at **six monthly** intervals for the duration of the Agreement.

(c) at **six months'** prior to the expiry date of the Agreement at the contractual review meeting the Sponsor(s) will be expected to give a firm indication as to whether it wishes to renew the Agreement.

14.2 During the Agreement, the Locality Inspector responsible for the SNT in which the PCSO shall be based will provide management information on the performance of the PCSO.

14.3 **Sponsor Monitoring and Evaluation requirements**

- The sponsor requires a quarterly meeting during usual hours with the Town Council Manager, Mayor and Locality Inspector.

15 TERMINATION

15.1 The Sponsor(s) must give the Chief Constable **six months'** prior written notice to terminate the Agreement.

15.2 In the event of termination by the Sponsor(s) then:

(a) the Sponsor(s) shall continue to be liable for the basic cost and the additional costs of the PCSO(s) supplied under the Agreement during the notice period (refer clause 11)

(b) the Chief Constable shall use all reasonable endeavours to re-deploy the PCSO(s) during the notice period but in the event that this is not possible, the Sponsor(s) shall be responsible for the costs of dismissal/termination of his/her employment including:

(i) any reasonable costs of re-training; and/or
(ii) any statutory redundancy payments that relate to the period of employment under the Agreement; and/or
(iii) any pension strain costs that relate to the period of employment under the Agreement;
(iv) any other reasonable and identified costs associated with the early termination of the Agreement by the Sponsor(s).

15.3 Subject to the Chief Constable's right to terminate the Agreement immediately in the event of:

(a) a fundamental breach of the Agreement (including, by way of an example only, any offence under the Bribery Act 2010, or any legislation having a similar effect)

(b) a failure by the Sponsor(s) to comply with its obligations pursuant to the Agreement

the Chief Constable must give the Sponsor(s) **six months'** prior written notice to terminate the Agreement.

16 INDEMNITY

16.1 The Chief Constable shall indemnify and keep indemnified the Sponsor against all liabilities, costs, expenses, damages and losses incurred by the Sponsor arising out of or in connection with the Chief Constable's breach or negligent performance or non-performance of the Agreement.

16.2 The indemnity above shall not apply, or shall be reduced in extent by a fair and reasonable proportion as determined by the Chief Constable acting reasonably, where the liabilities, costs, expenses, damages and losses (in whole or in part) incurred by the Sponsor have been caused or contributed to by, or arise from, any breach, negligent performance or non-performance by the Sponsor of its obligations pursuant to the Agreement.

16.3 The Chief Constable's aggregate liability to the Sponsor(s) for all claims, losses or damages, whether arising from tort (including negligence), breach of statutory duty, or otherwise, arising under or in connection with the Agreement (including the indemnity given above) shall be limited to a maximum public liability of £10 million.

17 Variation of the Role

17.1 The Chief Constable shall have the right to vary the core role and additional priorities to be undertaken by PCSOs supplied under the Agreement. Such a change is hereinafter called 'a Variation'. The Sponsor(s) shall carry out such Variations and be bound by them as though the said Variations were stated in the Agreement.

17.2 In the event that the Sponsor(s) is unable to accept the Variation reasonably directed by the Chief Constable in accordance with clause 17.1 above, the Chief Constable may terminate the Agreement and recover from the Sponsor(s) the amount of any loss suffered by the Chief Constable resulting from the termination.

18 Force Majeure

18.1 The Chief Constable reserves the right to defer performance of his/her obligations under the Agreement and/or to terminate the Agreement if he/she is delayed or prevented in the implementation of the Agreement through any circumstances beyond his/her reasonable control.

18.2 Without prejudice to the generality of clause 18.1 above the following shall be included as causes beyond the Chief Constable's reasonable control:

(a) governmental actions, war or threat of war, national emergency, riot, civil disturbance, sabotage or requisition;

(b) act of God, fire, explosion, flood, epidemic or accident;

(c) import or export regulations or embargoes; or

(d) operational demands requiring deployment of the PCSO elsewhere, outside the terms of the Agreement.

19 The Contracts (Rights of Third Parties) Act 1999 ("1999 Act")

19.1 No person who is not a party to the Agreement (including without limitation any employee, officer, agent, representative, or sub-contractor of either the Chief Constable or the Sponsor(s)) shall have any right to enforce any term of the Agreement, which expressly or by implication, confers a benefit on him without the prior agreement in writing of both parties. This clause does not affect any right or remedy of any person which exists or is available otherwise than pursuant to the 1999 Act.

20 Freedom of Information Act 2000 ("2000 Act")

20.1 The Chief Constable is a public authority to which the 2000 Act applies. The Chief Constable is obliged to consider written requests for information from members of the public and must disclose the requested information unless an exemption is available under the 2000 Act. In response to a request for information the Chief Constable may be required to confirm or deny he/she holds information to the applicant.

20.2 The Chief Constable must respond to requests for information by the **20th (twentieth)** working day after the request is received and, whilst the Chief Constable may consult with the Sponsor(s) (but will not necessarily do so) about specific requests, any such consultation may have to be completed within a very short timescale. Accordingly, the Sponsor(s) must consider whether any of the information supplied by the Sponsor(s) (or relating to the Sponsor(s)) in this exercise falls within one or more of the exemptions contained in the 2000 Act. If the Sponsor(s) considers any such exemption to exist, then he/she shall set out in detail, at the earliest opportunity, the particular information to which any exemption is said to apply and the specific grounds for contending that the exemption exists.

20.3 The Sponsor(s) shall provide the Chief Constable with all reasonable assistance and co-operation to enable he/she to comply with any requests for information received under the 2000 Act within the prescribed time limits.

21 General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA)

21.1 The Chief Constable collects and uses personal, special category data (sensitive personal information) and criminal offence data so that the Constabulary can carry out its legal and legitimate functions as defined by legislation, common law regulation, policy and best practice.

21.2 Information is handled in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018, which sets out the principles of good information handling practice and governs the fair and lawful processing, maintenance and security of data.

22 Notices

22.1 Notices to be served on either party shall be in writing.

22.2 Any notice to either party shall be deemed to be sufficiently served if given or left in writing at his/her usual or last known place of abode or business and proof of postage by recorded delivery, or delivery by hand, of any notice to either party at his/her usual or last known place of abode or business shall be sufficient evidence of its receipt by him/her.

23 Governing Law

23.1 The Agreement shall be governed by and interpreted in accordance with English law and the parties submit to the jurisdiction of the courts of England and Wales.

SIGNATURES

I hereby agree to the Terms and Conditions as set out within the Agreement.

Chief Constable:

SIGNED by..Date...19/12/18.......

(Authorising Signatory)

SIGNED for and on behalf of **THE CHIEF CONSTABLE of SUFFOLK CONSTABULARY**

SIGNED For and behalf of **NEWMARKET TOWN COUNCIL**

[PRINT NAME] RACHEL HOOD

SIGNED by Rachel Hood..Date 18/12/18.......

(Authorising Signatory)

A copy of the completed and signed Agreement shall be sent to:

NEWMARKET TOWN COUNCIL
SUFFOLK CONSTABULARY