



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP
Tel: 01638 667 227

Councillors, you are hereby summoned to attend the
MEETING OF THE NEWMARKET TOWN COUNCIL
On **Monday 1st June 2020 at 6pm on Zoom**

A G E N D A

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time. Any member of the public wishing to do so should email tcn@newmarket.gov.uk to receive an invitation to the Zoom meeting. No special software is required. The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Mayor determining whose turn it is to speak. Voting will be by show of hands as normal.

Occasionally matters relating to contractual or staffing issues 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.

This meeting is being held on the online Zoom platform and is being recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

1. **Welcome** Mayor to announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting.
2. **Apologies** for absence.
3. **Interests** - 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 the Minutes of the Annual Town Council Meeting held on Monday 18th May 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 can 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. (maximum 15 minutes)
6. **Committee Meetings** – To receive the minutes and consider any recommendations from the Development & Planning meeting held on 26th May 2020.
7. **Coronavirus Response** – to receive and note the minutes of the Steering Group meetings held on 19th & 26th May 2020.
8. **Coronavirus Financial Update** - to receive an update on coronavirus related expenditure to date
9. **Finance**
 - a) To review and approve the Asset Register for March 2020
 - b) To review and approve the Risk Management Scheme
 - c) To review and approve the level of Earmarked Reserves
11. **Lawful Procedure** – to consider whether the actions of Councillors Hood and Drummond were legal in acting without the authority of the Full Council in agreeing a contract with the new Town Clerk.
12. **Weatherby Crossing** - to receive an update on the public inquiry and the preparation of the

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website

statement of case.

- 13. Newmarket Neighbourhood Plan** – to discuss the way forward.
- 14. Speed Indicator Device** – to consider a suggestion to locate the SID device on Exning Road.
- 15. Memorial Gardens**
 - a) **Sensory Wall Canopy** – to consider the updated quotation for the preferred option
 - b) **Snack Shack** – to receive an update
 - c) **Retention Payment** – to receive an update.
- 16. WSC Service Level Agreement** – to receive an update on the planters in the High Street.
- 17. Several cricket pitch** – to receive an update.
- 18. Committee Membership** - to consider a request from Councillor Yarrow to join the Human Resources Committee.
- 19. Correspondence –**
- 20. Exclusion of Public and Press** To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting owing to the confidential matters to be discussed.
- 21. Confidential** - to consider proposals from West Suffolk Council regarding easing lockdown restrictions.
- 22. Date of the next Meeting – 15th June 2020**

Signed



Deborah Sarson, Acting Town Council Manager

27th May 2020

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website



Newmarket

TOWN COUNCIL

Minutes of the Annual Meeting of the Newmarket Town Council
held on Monday 18th May 2020 at 6.00 pm via Zoom

Attendance:

Councillor R Hood (Town Mayor)
 Councillor A Appleby
 Councillor J Borda
 Councillor O Bowen
 Councillor S Caesar
 Councillor J De'Ath
 Councillor A Drummond

Councillor Y Fitzgerald
 Councillor W Hirst
 Councillor P Hulbert
 Councillor M Jefferys
 Councillor T Kerby
 Councillor J Lay
 Councillor C O'Neill
 Councillor R Yarrow

Also Present: Deborah Sarson Acting TCM, Debbie Baines -Town Clerk, Cathy Whitaker – RFO, Gemma Colby – Admin, Julie Ashton – Minute Assistant, Robert Nobbs – WS, 1 Member of the Press and 7 Member of the Public.

	Minute	Action by
20/05/1	<u>ELECTION OF TOWN MAYOR</u> Acting TCM advised that there were two nominations for the position of Town Mayor. Cllrs Drummond and Hulbert proposed Cllr Lay and Cllrs Appleby and O'Neill proposed Cllr Jefferys for the position of Town Mayor. A recorded vote was taken, and the results were as follows: <i>Cllr Hirst joined the meeting</i> Votes for Cllr Jefferys Cllrs Appleby, Borda, Bowen, Fitzgerald, Hirst, Jefferys, O'Neill and Yarrow Votes for Cllr Lay Cllrs De'Ath, Drummond, Hood, Hulbert, Kerby and Lay Cllr Caesar abstained The following was agreed: <u>20/05/1.01 Resolved</u> Cllr Jefferys was duly elected to serve as Town Mayor for Newmarket for 2020/21 and it was confirmed that the declaration of acceptance of office of the Town Mayor was signed.	
20/05/2	<u>ELECTION OF DEPUTY TOWN MAYOR</u> The Mayor invited nominations for the position of Deputy Town Mayor. Acting TCM advised that one nomination had been received.	

Cllrs De'Ath, Ceasar, Appleby and O'Neill nominated Cllr Kerby for the position of Deputy Mayor. A vote was taken, and the following was agreed:

20/05/2.01 Resolved

Cllr Kerby was duly elected to serve as Deputy Town Mayor for Newmarket for 2020/21 and it was confirmed that the declaration of acceptance of office of the Deputy Town Mayor was signed.

20/05/3 WELCOME

The Mayor opened the meeting and announced that the meeting was being recorded and asked if anyone else intended to record the meeting. There were no requests.

20/05/4 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

None noted. Cllr Anderson was absent.

20/05/5 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.

20/05/6 TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 4TH MAY 2020

The Mayor presented the minutes of the ordinary Town Council meeting held on Monday 4th May 2020 and the following amendment was made:

Page 2 - 20/05/5.02 it was noted that Cllrs Drummond and Lay had voted for the resolution.

Subject to the amendment being made, the following was agreed:

20/05/6.01 Resolved

That the minutes of the Town Council meeting held on Monday 4th May 2020 be adopted and signed as a correct record by the Town Mayor.

Matters arising:

Page 2 – 20/05/5.02 – A proposal was made for the External Auditor and SALC to be contacted to ascertain whether the actions of the preceding Mayor and another councillor regarding the contract of the new Town Clerk were procedurally correct.

It was noted that no resolutions can be made under matters arising and it was agreed that the proposal would be added to the next Full Council agenda.

20/05/7 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION RELATING TO ITEMS LISTED IN THE PUBLIC PART OF THE AGENDA OR MATTERS RELATING TO THE BUSINESS OF THE COUNCIL

Douglas Hall – Congratulated the new Mayor and Deputy Mayor on their respective elections and thanked the outgoing Mayor for her kind words in the local paper this week. On behalf of the volunteer group he thanked councillors, staff and in particular, the Acting Town Council Manager for the huge efforts of the Council in response to the Coronavirus pandemic in Newmarket. The helpline was a huge achievement and the non-political nature of the Steering Group along with partner organisations to successfully work together lays the foundation for the future to provide support to the Newmarket Community and would be a great way to honour Cllr Kirk.

20/05/8 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 11TH MAY 2020

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 11th May 2020. There were no recommendations.

20/05/9 TERMS OF REFERENCE FOR WORKING GROUPS

The Terms of Reference for Working Groups were discussed, and Cllr Hood agreed to seek clarification from SALC and report back to Full Council.

20/05/10 STANDING ORDERS

Standing Orders were amended to reflect the February 2020 resolution for Committee Membership.

20/05/10.01 Resolved

That Standing Orders be amended as per the recommendations of the Committee Workshop and approved by Full Council in February 2020.

20/05/10.09 Resolved

That Forest Heath be amended to read West Suffolk.

20/05/11 COMMITTEE MEMBERSHIP

The Town Council agreed to the following Committee memberships.

1. Community Services Committee

20/05/11.01 Resolved

That Cllrs Appleby, Borda, Caesar, De'Ath, Drummond, Fitzgerald, Hirst, Hood, Hulbert, Jefferys, Kerby and Yarrow be Members of the Community Services Committee for the year 2020/21.

2. Development & Planning Committee

20/05/11.02 Resolved

That Cllrs Appleby, Caesar, Drummond, Fitzgerald, Hirst, Hood, Hulbert, Jefferys, Kerby and O'Neill be members of the Development & Planning Committee for the year 2020/21.

3. Leisure Services Committee

20/05/11.03 Resolved

That Cllrs Appleby, Borda, De'Ath, Drummond, Fitzgerald, Hirst, Hood, Hulbert, Jefferys and Kerby be Members of the Leisure Services Committee for the year 2020/21.

4. Finance & Policy Committee

20/05/11.04 Resolved

That Cllrs Appleby, Borda, Bowen, Drummond, Hood, Hirst, Jefferys, Kerby and O'Neill be members of the Finance & Policy Committee for the year 2020/21.

5. Human Resources Committee

20/05/11.05 Resolved

That Cllrs Bowen, Caesar, Drummond, Hood, Hulbert, Jefferys, Kerby and O'Neill be members of the Human Resources Committee for the year 2020/21.

Chairmen and Vice Chairmen would be elected at the first meeting of each Committee.

20/05/12 COMMITTEE TERMS OF REFERENCE

It was proposed that a Working Group be set up to review Committee Delegations, Terms of Reference and the Constitution to reflect the recommendations of the Committee Workshop held in February 2020. The Working Group would be set up when the new Town Clerk is in post.

20/05/13 TO ELECT/CONFIRM TOWN COUNCILLORS AS REPRESENTATIVES ON OTHER BODIES

20/05/12.01 Resolved

That members be elected as representatives on other bodies for 2020/21 as listed below:

Group	Representative
Twinning Association (Maisons Laffitte and Lexington Link)	Town Mayor & Deputy Town Mayor
MARPA	Cllr Hulbert
Newmarket Rail Group	Cllr Hulbert

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Newmarket Vision Steering Group	Town Mayor & Dep Mayor
Newmarket Vision Town Centre Retail Economy & Tourism Group	Cllrs Kerby & Hood
Newmarket Vision Transport Delivery Group	Cllrs Hood & Hulbert
Newmarket Vision Education Group	Deputy Town Mayor, Cllr Jefferys & Cllr O'Neill
Great Local Run	Cllr Jefferys
Chamber of Commerce Newmarket & Suffolk	All Cllrs can attend. 2 representatives to be nominated on confirmation of the meetings
Newmarket BID	Deputy Town Mayor
PCSO & Police Crime Commissioner	Town Mayor, Deputy Town Mayor, Cllrs Drummond & O'Neill
Web & IT Development	Cllr Borda
Newmarket Festival Grant Sub-committee	Cllrs Hood & Drummond

20/05/14 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE CORONAVIRUS RESPONSE STEERING GROUP MEETING HELD ON 5th MAY 2020

The Chairman of the Coronavirus Response Steering Group presented the report from the Coronavirus Response Steering Group meeting held on 5th May 2020.

20/05/14.01 Resolved

That the minutes of the Coronavirus Response Steering Group held on 5th May 2020 be received and noted.

The Mayor gave thanks to Douglas Hall for his work within the Steering Group.

20/05/15 CORONAVIRUS FINANCIAL UPDATE

The Coronavirus Financial update was noted.

20/05/16 FINANCE

The Chairman of the Finance & Policy Working Group presented the report from the Finance & Policy Working Group meeting held on 11th May 2020.

20/05/16.01 Resolved (FWG/20/05/2.01 Recommendation)

That any shortfall be vired from the 'other projects' budget allocation in the 2020/21 financial year at the appropriate time and to the appropriate budget heading.

20/05/16.02 Resolved (FWG/20/05/3.01 Recommendation)

That the stated amounts be vired from the 'other projects' budget allocation in the 2020/21 financial year.

20/05/16.03 Resolved (FWG/20/05/4.01 Recommendation)

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That the recommendations for allocating underspends to earmarked reserves be approved and that the remaining funds of £11,725 be transferred to general reserves.

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

20/05/16.04 Resolved

That the ratification of the schedules of payments for the period 01/04/2020 – 30/04/2020 (Cash Book 1 and 2) be received and adopted.

Members reviewed and noted the Income and Expenditure reports for all Committees for April 2020.

RFO advised that work had been identified to carry out essential repairs to the Cemetery wall in addition to the ongoing 30-day contract. There were sufficient funds in the budget to cover an extra 10 days, however funds were also available in the Cemetery Earmarked Reserve. The following was agreed:

20/05/16.05 Resolved

That the additional 10 days work to carry out essential repairs to the Cemetery wall be approved and that the work be funded from the Cemetery Earmarked Reserve.

20/05/17 CORONAVIRUS GOVERNMENT GUIDANCE

The current Government guidance regarding easing lockdown restrictions was considered regarding returning to work and the advice that those who can work from home should continue to do so was noted. The appropriate time for staff to return to work at the Memorial Hall would be reviewed as Government guidance changed.

Returning to the normal meeting schedule was considered and the following was agreed:

20/05/17.01 Resolved

That a Human Resources Committee meeting be held following the first Development & Planning Committee meeting of the month and a Finance & Policy Committee meeting be held following the second Development & Planning Committee meeting of the month starting from 8th June 2020.

20/05/18 MEMORIAL GARDENS

Members were advised that defective Splash pad surface had been resurfaced on 6th May 2020 and that the 12-month defects period had expired. The retention of funds of £11,033.65 were now due to be released and the following was agreed:

20/05/18.01 Resolved

That subject to an inspection of the splash pad by the Mayor and Deputy Mayor, the Memorial Gardens Master Plan retention funds of

Minutes of the Town Council Meeting held on Monday, 18th May 2020

£11,033.65 be released.

20/05/19 TO RECEIVE AN UPDATE ON THE WEATHERBY CROSSING

Acting TCM advised that a letter of engagement for the Barrister had been received but some amendments were required to reflect the fees previously agreed and the following was agreed:

20/05/19.01 Resolved

That the Acting TCM be approved to sign the letter of engagement on behalf of NTC once the required amendments had been made.

Members were advised that Cambridgeshire County Council had confirmed their support to keep the crossing open and would consider making a financial contribution. SCC and West Suffolk had not yet responded.

The Barrister had strongly recommended that an expert witness be appointed to provide evidence on the historical documents relating to the crossing and to appear at the inquiry. It was noted that the crossing was the third most used crossing in the Country and could become a test case. NTC may need to consider taking it to a High Court. The costs of the expert witness would be £500 per day for 3 days preparation and one day attendance at the hearing plus travel and subsistence. The following was agreed:

20/05/19.02 Resolved

That Routewise Consulting be appointed as an expert witness at a cost of £500 per day for 3 days preparation, one day attendance at the hearing plus travel and subsistence. That the costs be funded from the “other projects” allocations.

Acting TCM advised that a teleconference with the Planning Inspector had been held last week to explore the feasibility of whether the Inquiry should proceed on the current scheduled date of 28th July 2020. Network Rail advised they were ready to proceed. One of the various issues was that much of the evidence is in the Public Record Office or libraries which are all currently closed with no indication when they will open. There was also concern that many of the people who would wish to attend or give witness statements would not be able to do so either in person (shielding) or virtually (lack of technology). The Acting TCM had agreed to investigate whether the current venue or another suitable venue could accommodate social distancing for all parties including members of the public and the IT capacity to consider whether the inquiry could be held partially virtually. The Inspector had agreed that any further evidence required for the statement of case but not available by the current deadline of 26th May could be submitted at a later date. A decision from the Planning Inspector on whether to proceed on the current schedule or postpone the Inquiry was still awaited.

20/05/20 PCSO MONTHLY REPORT

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The PCSO monthly report for April 2020 was received and noted. Bradley Rackham had been appointed as the new PCSO and would be invited to attend a Full Council meeting.

20/05/21 TO CONSIDER CORRESPONDENCE

None noted.

20/05/22 DATE OF NEXT MEETING

Monday 1st June 2020 at 6:00pm.

Meeting closed at 7:55pm

Signed: _____

Date: _____



Minutes of a Meeting of the Development & Planning Committee
Held on Tuesday 26th May 2020 at 6.00pm on Zoom

Attendance:

Councillor A Appleby
Councillor J Lay
Councillor S Caesar
Councillor Andy Drummond
Councillor Y Fitzgerald

Councillor W Hirst
Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill

Also Present: Deborah Sarson – Acting TCM, Debbie Baines – Town Clerk, Julie Ashton –Minute Assistant and 2 Members of the Public.

Minute	Action by
D/20/05/16 <u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak.	
<i>As the outgoing Chairman, Cllr Lay took the chair for this item</i> D/20/05/17 <u>TO ELECT A CHAIRMAN</u> Cllr O'Neill nominated Cllr Caesar, Cllr Hulbert nominated Cllr Hood, however Cllr Hood declined the nomination. A vote was taken, and the following was agreed: <u>D/20/05/17.01 Resolved</u> That Cllr Caesar be elected as the Chairman of the D&P Committee for 2020/201	
<i>Cllr Caesar took the Chair and Cllr Lay left the meeting.</i> D/20/05/18 <u>TO ELECT A VICE CHAIRMAN</u> Cllr Jefferys nominated Cllr O'Neill, a vote was taken, and the following was agreed: <u>D/20/05/18.01 Resolved</u> That Cllr O'Neill be elected as the Vice Chairman of the D&P Committee for 2020/21.	
D/20/05/19 <u>APOLOGIES</u> Apologies were received from Cllr Kerby.	
D/20/05/20 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND</u>	

COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION

None noted.

D/20/05/21 TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 11TH MAY 2020 AND MATTERS ARISING

Members received the minutes of the Development & Planning Committee held on 11th May 2020 and the following amendment was made:

Page 3 – D/20/05/10 – The wording was changed to remove “the new roadway”

Subject to the amendment being made, the following was agreed:

D/20/05/21.01 Resolved

That the minutes of the Development & Planning Committee held on 11th May 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

Matters arising.

Page 1 – D/20/05/4.01 Resolved – Acting TCM confirmed that the letters to East Cambs and West Suffolk had been sent. Copies of the letters were requested.

Page 3 – D/20/05/10 – Members were advised that the McDonalds application had been referred to full Committee which would be considered on 3rd June 2020. District Cllrs Drummond and Hood would represent the objections of the Committee and stress the points in the Neighbourhood Plan regarding the appearance of the entrances to the Town.

D/20/05/22 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 RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

D/20/05/23 PLANNING APPLICATIONS

Week 19 - There were no applications to consider

Week 20

D/20/05/23/1 DC/20/0681/FUL - Planning Application - Change of Use from shop (Class A1) to offices (Class B1a) - Reynolds House 166 High Street Newmarket.

D/20/05/23.01 Resolved

The Committee voiced no objections.

D/20/05/23/2 DC/20/0729/FUL - Planning Application - 7 no. commercial use units (use class B1) and associated works (demolition of existing commercial unit) - 7 Laureate Paddocks Newmarket Suffolk.

D/20/05/23.02 Resolved

The Committee deferred the application to allow a site visit and to request an extension.

- D/20/05/23/3** DC/20/0730/TPO - TPO 032 (1960) Tree Preservation Order- 1no. Lime (T1 on plan within A1 on order) re-pollard to previous points - 12 Paget Place Newmarket.

D/20/05/23.03 Resolved

The Committee actively encourages responsible tree management. The Committee DOES NOT OBJECT to this application.

- D/20/05/23/4** DC/20/0745/TCA - Trees in a Conservation Area Notification- 1no. Yew (circle on plan) - overall crown reduction by up to 2.5 metres - 33 Old Station Road Newmarket.

D/20/05/23.04 Resolved

The Committee actively encourages responsible tree management. The Committee DOES NOT OBJECT to this application.

- D/20/05/23/5** DC/20/0746/TCA - Trees in a Conservation Area Notification - 1no. Spruce - fell - 31 Old Station Road Newmarket.

D/20/05/23.05 Resolved

The Committee actively encourages responsible tree management. The Committee OBJECTED to this application and requested that the application be submitted to the Tree Officer for consideration and approval. If the tree is to be felled, the Committee requests that a suitable replacement be planted.

- D/20/05/23/6** DC/20/0753/HH - Householder Planning Application - (i) Single storey rear extension (ii) Change concrete panels to brick on all elevations - 29 Manderston Road Newmarket

D/20/05/23.06 Resolved

The Committee objected on the grounds of the information not being available. That an extension be requested to consider the information when received.

D/20/05/24 AMENDED AND DEFERRED PLANNING APPLICATIONS

None noted.

D/20/05/25 EAST CAMBS PLANNING APPLICATIONS

None noted.

D/20/05/26 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN

West Suffolk Planning Determinations received during weeks 19 & 20.

Applications	Description	Address	WS Decision	NTC Decision
DC/20/0514/FUL	Planning Application - (i) 4no. van charging points (ii) 4no. van parking spaces	Waitrose Ltd Fred Archer Way Newmarket Suffolk	Approved	No objections
DC/20/0527/VAR	Planning Application - Variation of conditions 2 and 7 of DC/16/1634/FUL to allow use of revised drawings for revised customer parking provision for 1no. retail warehouse (Class A1) including mezzanine floorspace, outdoor project centre and secure compound (with external racking system); access and servicing arrangements; car parking, landscaping and associated works.	Wickes Willie Snaith Road Newmarket Suffolk	Approved	No objections
DC/20/0434/FUL	Planning Application - (i) sub division of existing single dwelling into 2no. apartments (ii) associated parking and amenity area to the rear	140 Exning Road Newmarket	Approved	No objections

D/20/05/27 DELEGATION PANEL DECISIONS

DC/20/0436/HH - Householder Planning Application - first floor side extension - 7 Brookfields Close, Newmarket.

The WS recommendation “minded to refuse the application” was noted. However, the Committee had voiced no objections to this application and it was unclear why the Planning Officer was likely to refuse it and the following was agreed:

C/20/05/27.01 Resolved

That the District Ward Cllrs be requested to refer the application to Committee.

D/20/05/28 TREE PRESERVATION ORDERS

None noted.

D/20/05/29 TO DISCUSS ANY LICENCING APPLICATIONS

None noted.

D/20/05/30 CORRESPONDENCE

None noted.

D/20/05/31 DATE OF NEXT MEETING

Monday 8th June 2020 at 6.00pm via Zoom.

D/20/05/32 TO NOTE ANY ITEMS FOR NEXT MEETING

- Neighbourhood Plan Community Actions and Policy
- Tree policy
- McDonalds application

Meeting closed at 6:56pm.

Signed _____

Date _____

**Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting
Tuesday 19th May 2020 at 6.00pm via Zoom video conferencing**

In attendance: Deborah Sarson (Acting TCM), Debbie Baines (incoming Town Clerk) Margo Walsh & Michelle Kerr (Jockey Club), Douglas Hall, Cllrs Sarah Caesar, Andrew Appleby, Mick Jefferys (Chairman), Tom Kerby, Rachel Hood, Chris O'Neill and John Borda, Aimee Hockley-Righton (Racing Welfare), Ruth Allen (Sharing Parents) Emily Crick (Orbit Housing) and Julie Ashton (Minute Assistant).

1: Welcome & Introductions.

The Chairman welcomed everyone and made introductions where necessary.

2: To agree the minutes and discuss any matters arising

The date of the minutes was amended to read 12th May 2020 and were then agreed. There were no matters arising.

3: Hardship in the community

The current situation was discussed and Ruth gave a description of her role and advised that she had a number of links with various organisations in the district including support for Government food vouchers, vulnerable families, delivering food packs, providing resources for children with colouring books and a parent manual for parents. She had links with the community churches and a scheme "build a rainbow" for long term unemployed adults over the age of 24.

Ruth will send the links to the Acting TCM and the Jockey Club would get in touch to see if they could help with delivering food packs.

AHR reported that they were looking at a project to help fund tenants not receiving child maintenance and to support domestic abuse issues and would also send the links to the Acting TCM.

DH – advised that anyone could contact the helpline which had links to various support resources. It also has safeguarding measures in place.

Acting TCM advised that this was a good opportunity to share our work and NTC could help with social media and post information on website.

4: Helpline

- a) **Update on the flowchart for call handlers** – DH had provided the flowchart to CO to trial who reported that it was a better system, quick and easy to use for requests for handling calls for prescriptions and shopping. Separate tickets would be raised for multiple requests. It would next be trialled with the Jockey Club volunteers and be rolled out to one person at a time depending who was on the rota. Christy would be given access to the system to provide stats.
- b) **To note the call volumes over the past two weeks** – calls had gone down this week slightly and TK reported that he only had 2 calls on the 4:00 – 8:00 shift and nothing over the weekend or after 6:00 during week.
- c) **To consider amendments to the current structure/process** – with the volume of calls reducing it was felt that the helpline cover could be reduced to 9:00am – 5:00pm seven days a week. The new times will start on 1st June 2020 and a message would be put on the website to inform residents. Acting TCM would look at NTC staff covering the calls from next week.

5: Grant Funding

JG had reported that the Trustees had agreed to fund the hardship fund which would be topped up £1,000 if needed. Newmarket Festival had set up a 'go fund me' page. The accounts were noted.

6: Tesco Box Scheme

MK reported that there had been more requests this week and it was working well, but it had been quiet at the weekend. Stats would be provided at the next meeting.

DH – reported that Red lodge were looking for help to deliver food parcels and the Jockey Club would look at the availability of resources.

7: Safeguarding

DH – no reports this week

8: Data

DH – nothing to report. JA reported that there had been no new registrations over the weekend or today, but duplicates were being noted.

9: Communications – to receive an update on the photo competition

Acting TCM reported that the competition had moved away from photos to taking nominations for local heroes. 13 nominations had been received and winners had been selected to receive the Bedford Lodge Spa day and hamper prizes. The winners were advised on Monday.

DH reported that JG had given hampers to the volunteers who had been nominated by him.

10: Future Sustainability

It was agreed that the work should continue. JG was arranging Zoom meetings to encourage future sustainability with the organisations he was working with.

11: To consider proposals for any other organisations that could be invited to join the Steering Group

AA would contact the Lyons, MJ would contact Nick Froy and the new PCSO Bradly Rackham.

12: Any other areas for discussion

None noted.

The Chairman thanked everyone for their contributions and noted the efforts and good work of everyone involved.

13. Date for a future meeting

Tuesday 26th May at 7pm on Zoom

End 6:55pm

**Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting
Tuesday 26th May 2020 at 7.00pm via Zoom video conferencing**

In attendance: Deborah Sarson (Acting TCM), Margo Walsh & Michelle Kerr (Jockey Club), Douglas Hall, Cllrs Sarah Caesar, Andrew Appleby, Mick Jefferys (Chairman), Rachel Hood, Chris O'Neill and John Borda, John Gilbert and Aimee Hockley-Righton (Racing Welfare) and Julie Ashton (Minute Assistant).

1: Welcome & Introductions.

The Chairman welcomed everyone and made introductions where necessary.

2: To agree the minutes and discuss any matters arising

The minutes were agreed and there were no matters arising.

3: Future Sustainability

This item was deferred to next week to allow for a representative from the Newmarket Lions to join and contribute to the discussion.

4: Helpline

- a) **Update on the flowchart for call handlers** – DH gave an update on the trial of the flowchart for call handlers. Feedback identified a need to be able to record notes on call back actions for missed calls. DH would look for a way to do this.
- b) **To note the call volumes over the past two weeks** – There had been a drop in calls from the previous week however, Christy had not had access to all of the data. DH advised that there had been 73 calls last week and he would arrange for Christy to have access to the data.
- c) **To consider what, if any, amendments are required to the current structure/process to reflect changing demand** – the new times for the Helpline starting from 1st June 2020 had been added to the website and promoted through social media. The call volumes and busiest times would be reviewed before making any changes to helpline cover. NTC staff had been added to the rota, however resource was still required to cover the busy shifts. MW advised that she could continue to provide volunteers to assist if required.

5: Grant Funding – Newmarket Festival Grant Funding and allocation - An update was given on the Newmarket Festival Grant Funding and allocations. The cost of providing laptops to the Academy could be reimbursed with lottery funding. The spreadsheet was noted.

6: Hardship in the community – JG advised that people were finding it harder financially as we head towards the end of the month with people running out of funds after paying for housing, utilities and council tax. The economic mood was changing and new requests were expected to increase as time goes on.

7: Tesco Box Scheme – MW reported there had been 3 requests for boxes and 14 requests for bespoke shopping and that they were still busy. It was suggested that any discounts that were available should be put on the website e.g. reduction to car insurance for lower mileage. Any links to relevant information should be sent to the Acting TCM.

8: Safeguarding – JG advised that mental health issues were on the rise quite significantly and call handlers need to look out for any signs and act promptly to report any concerns.

9: Communications – to receive an update on the photo competition - Acting TCM reported that an update was awaited. The competition this week was for nominations of the people that were being missed during lockdown and the winning names would be virtually 'pulled out of a hat'. This would be the final week of the competition.

10: To consider proposals for any other organisations that could be invited to join the Steering Group

DH reported that calls had been taken from Brandon and the boundary of the Helpline was discussed. MJ advised that the Helpline could cover Newmarket and surrounding villages and calls from neighbouring towns should be referred to the relevant Local Council. The Jockey Club would be able to assist with the delivery of boxes for outside areas for a next day service providing they are funded by others.

The Lions would be invited to the next meeting along with the new PCSO. MJ would contact Nick Froy again as he may not be receiving the meeting invitations by email.

11: Any other areas for discussion

MW –gave an outline of the plans to open racing again and the strict security arrangements that had been set by British Horseracing. Details would be widely published when the meetings are confirmed.

The Chairman thanked everyone once again for the efforts and good work of everyone involved.

Volunteer welfare was requested as an item for the next agenda.

14. Date for a future meeting

Tuesday 2nd June at 6pm on Zoom

End 8:05

NEWMARKET TOWN COUNCIL
CORONAVIRUS RESPONSE COSTS BREAKDOWN

as at 20/5/2020

<i>Date</i>	<i>Details</i>	<i>Cost</i>	
16/03/2020	TCM extra hours w/beg. 16/3 42hrs	£ 1,260.00	via payroll
	RFO extra hours w/beg. 16/3 23hrs	£ 338.36	
18/03/2020	Heavy Duty Wipes and Sprays	£ 118.25	
19/03/2020	SD card for camera (ID cards)	£ 14.16	
	Batteries for camera (ID photos)	£ 2.99	
	SNOM x 3 telephone power cables for WFH	£ 20.79	
22/03/2020	CV new domain name	£ 29.59	
	New domain reg 12 months	£ 9.99	
23/03/2020	Masks and sterile gloves	£ 32.01	
	Laminating Sheets for ID cards	£ 51.65	
	TCM extra hours w/beg. 23/3 x31hrs	£ 930.00	via payroll
	RFO extra hours w/beg. 23/3 36 hrs	£ 607.72	
24/03/2020	CV 20,000 flyers for doorstep drop	£ 298.00	
	Database Structure work	£ 375.00	
	Website Design for CV website	£ 499.00	
	TCM accommodation at Newmarket x 2 nights	£ 85.00	
	ADMIN - additional hours 9hrs(16th) / 35 hrs (23rd) = 44hrs	£ 590.04	via payroll
23/03/2020	badge making supplies	£ 141.72	
25/03/2020	wifi mouse and ethernet cable for TCM WFH	£ 32.15	
	website misc costs	£ 19.80	
29/03/2020	Zoom conferencing licence (1 month)	£ 11.99	
31/03/2020	VPN costs for WFH	£ 78.84	
	Database Creation	£ 225.00	
05/04/2020	TCM extra hrs w/beg. 30/3 - 17.5 hrs	£ 525.00	
06/04/2020	WFH Host Seating fees	£ 162.98	
09/04/2020	Amendments to NTC website relating to CV	£ 40.00	
	MINSEC extra hrs March - 15.25hrs x £9.24	£ 165.17	via payroll
14/04/2020	Cubiq for second leaflet design and print	£ 758.00	
17/04/2020	TCM extra hrs w/beg. 6/4 & 13/4 - 30.5 hrs	£ 915.00	
21/04/2020	Amendments to NTC website relating to CV	£ 40.00	
23/04/2020	RFO extra hours 1-13 April- 24hrs	£ 469.54	via payroll
30/04/2020	WFH Host Seating fees & purchase of a VPN licence	£ 192.34	
	MINSEC extra hrs April - 18hrs x £9.24	£ 166.32	
01/05/2020	TCM extra hrs w/beg 20/4 - 10.5 hrs	£ 315.00	
	Zoom conferencing licence (1 month)	£ 11.99	
10/05/2020	Facebook promotion of NTC CV website	£ 23.63	
TOTAL COSTS TO DATE		£ 9,557.02	

Funded from:

£10,000 from general reserves for CV Response Costs (general)

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Newmarket Town Council
Fixed Assets For The Year Ended 31st March 2020

Item 9a

At 31 March the following assets were held:

	2020 Value £	2019 Value £	Change
Freehold Land and Buildings			
K E VII Memorial Hall	£ 2,609,263	£ 2,609,263	£ -
Chapel Workshops	£ 170,352	£ 170,352	£ -
Sports Pavilion - The Severals	£ 554,455	£ 554,455	£ -
Field Terrace Allotments	£ 1	£ 1	£ -
New Cheveley Road Allotments	£ 1	£ 1	£ -
The Severals Allotments	£ 1	£ 1	£ -
All Saints Churchyard	£ 1	£ 1	£ -
St Mary's Churchyard	£ 1	£ 1	£ -
Land at 45 Field Terrace Road	£ 1	£ 1	£ -
Public Toilets	£ 1	£ 1	£ -
	£ 3,334,077	£ 3,334,077	£ -
Vehicles and Equipment			
Office & Memorial Hall Furniture & Equipment	£ 149,210	£ 149,210	£ -
Memorial Hall Stage Lighting etc	£ 36,142	£ 36,142	£ -
Grounds Maintenance Tools & Equipment	£ 5,052	£ 3,906	£ 1,146
Signage	£ 6,392	£ -	£ 6,392
Display Cases	£ 2,514	£ 2,514	£ -
Play Equipment	£ 148,445	£ 148,445	£ -
Computer Hardware - fixed and portable	£ 6,293	£ 4,590	£ 1,703
P A System	£ 1,313	£ 1,313	£ -
Speed Device	£ 2,873	£ 2,873	£ -
Telephone Hardware	£ 1,327	£ 1,327	£ -
Severals Pavilion Furniture and Equipment	£ 6,487	£ 6,487	£ -
Artificial Cricket Wicket	£ 5,610	£ 5,610	£ -
Cricket Roller	£ 7,500	£ 7,500	£ -
Scaffold Tower	£ 1,170	£ 1,170	£ -
Rotavator	£ 499	£ 499	£ -
Fiat Doblo Cargo Van CV61 PTX	£ 8,032	£ 8,032	£ -
CCTV equipment	£ 7,625	£ 780	£ 6,845
Flagpole	£ 950	£ 950	£ -
Clock Tower Lighting System	£ 13,300	£ -	£ 13,300
Navaho Information Screen	£ 1,707	£ 1,707	£ -
	£ 412,441	£ 383,055	£ 29,386
Infrastructure Assets			
Planters	£ 23,073	£ 23,073	£ -
Benches	£ 34,474	£ 34,474	£ -
Bus Shelters (11)	£ 61,305	£ 61,305	£ -
Street Lights (184)	£ 92,000	£ 92,000	£ -
Bins	£ 3,894	£ 3,894	£ -
Shed	£ 662	£ 662	£ -
Water Feature	£ 80,682	£ 80,682	£ -
Cycle Racks	£ 8,942	£ 8,942	£ -
Cemetery Shed	£ 4,026	£ 4,026	£ -
Christmas Lights Infrastructure	£ 16,985	£ 16,985	£ -
Grit Bins	£ 180	£ 180	£ -
Ice Cream Shed	£ 2,125	£ 2,125	£ -
	£ 328,348	£ 328,348	£ -

Newmarket Town Council
Fixed Assets For The Year Ended 31st March 2020

Community Assets

Civic Regalia	£	3,677	£	3,677	£	-
Cooper Memorial	£	96,061	£	96,061	£	-
Clock Tower	£	266,971	£	266,971	£	-
War Memorial	£	40,123	£	40,123	£	-
Bill Tutte	£	1	£	1	£	-
Queens Statue	£	1	£	1	£	-
Cemetery	£	1	£	1	£	-
	£	406,835	£	406,835	£	-
	£	4,481,701	£	4,452,315	£	29,386

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

In certain instances current insurance values have been used as approximate current replacement cost.

Fixed Assets - Additions and Disposals for the year ended 31st March 2020

	Additions	Removals	Change
	£	£	£
	29,386	-	29,386
Computer hardware - Server	£ 1,995		£ 1,995
Computer hardware - 2 screens	£ 154		£ 154
CCTV hardware - Memorial Hall	£ 119		£ 119
CCTV system - Memorial Gardens	£ 6,233		£ 6,233
Memorial Gardens signage	£ 6,392		£ 6,392
Flammable Storage Cabinet	£ 269		£ 269
Hose System - Memorial Gardens	£ 190		£ 190
Leaf blowing machine	£ 248		£ 248
Sprinkler System	£ 439		£ 439
Projector screen - Council Chamber	£ 47		£ 47
Clock Tower Lighting system	£ 13,300		£ 13,300

Introduction

This document sets out the framework on which risk management processes at Newmarket Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk Management

Risk – *‘Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative’.*

Risk Management - *‘Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.’* [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council's business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council's Business Plan.

Implementing the strategy involves identifying, analysing/prioritising, managing and monitoring risks.

Risks Types

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk - failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

Risk Prioritisation – An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risk Control – Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Tolerate – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Treat – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets; Terminate – the circumstances from which the risk arises are ceased so that the risk no longer exists;

Risk Register – Details on the impact and likelihood matrix are included below. A summary is carried forward in to the annual Business Plan.

Health and Safety risks are assessed in a similar manner but are assessed, recorded and managed separately to the matrix below.

Risk Monitoring – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities -

Councillors – risk management is seen as a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include: Approval of the Risk Management Strategy; Consideration of the Annual Risk Assessment Matrix

Proper Officer and Responsible Financial Officer- will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers – when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

Role of Internal Audit – the Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Council. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Training – Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

Risk Assessment and Management (Financial & Business). May 2018

Financial: Income. **L=Likelihood.** **I=Impact.** **R=Risk**

<u>Activity</u>	<u>Risk Identified</u>	L	I	R	<u>Management of Risk</u>	<u>Action</u>
Precept	Not Submitted	L	H	3	Full TC Minute & Diary to forward request to District	Diary
	Not Paid by District Council	L	H	3	Check and Report if not received at beginning of each period (50% April, 15% July, 35% September)	Diary/Bank Statement
	Adequacy of Precept	M	H	6	Calculated on need after other income taken from estimated expenditure	Ensure Accountancy help, full consultation with committees, base on Strategy.
	Adequacy of Budget provision	M	H	6	Each committee drafts budget in November and continues to assess and evaluate need to February. Proposed budgets to F&P and Council with explanatory notes. Budgets discussed in public meetings	Draft budget on Accountancy system. Ensure all expenditure accounted for. Ensure previous year's actual figures considered. Use RFO, Proper Officer & Accountant.
Responsible Financial Officer	Lack of permanent, experienced RFO & role defined in Financial Regs.	M	M	4	Role reviewed in new Financial Regs. RFO now recruited	Need to retain permanent, experienced RFO and support with training.
Funds to repay PWLB loans	adequate provision in Budget 2017/18	L	M	2	Majority of repayment built in.	ensure adequate budget provision made for future years
Charges from Several Pavillion	Below Budget provision	H	M	6	Some promotion and bookings but remains limited	work with events manager to build strategy to increase bookings
Charges Cemetery	Plot Allocation Receipt of fees	M	M	4	Update of Burial Register. Checked with documentation Outsourced to West SuffolkRisk managed by West Suffolk	Put Monitoring in place
Charges Allotments	Below Budget prediction	L	L	2	From Associations, so predictable	Charges revised 2018 and agreed with allotment association. Need to monitor to ensure receipt
Investment Income	Adequate to meet Budget prediction	L	M		Reviewed annually at year end. Low return at present but realistic prediction.	Keep under review.

Grant for Public Toilets	Below budget prediction	L	L	1	Regular contribution from District Council received	-
Income from Memorial Hall	Inadequate income to cover costs	M	H	6	Bookings increased due to new staff in place	Retain events manager and ensure that income is reviewed monthly at Leisure Services
VAT Claim	Lack of VAT reclaim	L	M	2	In accordance with Financial Regs. Claim paid directly in to Council's bank account and noted as receipt in cashbook. Reclaims on quarterly basis. Accountant prepares VAT partial exemption notice at end of financial year. Claims up to date.	- F and P to scrutinise to ensure receipt
Administration of Accounts	Receipt arrangements. Invoices may not be sent out in timely manner or not at all.	M	H	6	Internal controls in accordance with Financial Regs. Receipts currently entered fortnightly by accountant. Invoices prepared in accordance with procedures. Print off from bookings.	F and P to review aged debtors report and balance sheet monthly.
Handling Cash from events	Misappropriation of funds	M	H	6	Cash should be handled by 2 people, recorded in paying-in book and relevant Cashbook and banked asap. Adequate fidelity insurance in place. Temporary staff not aware of procedure.	Review operating procedure.

Financial: Expenditure

<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>R</u>	<u>Management of Risk</u>	<u>Action</u>
Salaries	Inadequate funding for salaries & on costs Wrong pay rate, hours or deductions.	L	L	2	Posts fully costed. Reduction planned due to outsourcing of certain services Experienced temp administering PAYE. Check to PAYE calculations Check with input	Review all salaries and conditions of service. retain RFO and make responsible. Ensure Operating Procedure in place
Direct Costs and Overhead expenses	Goods not supplied Invoice incorrectly calculated Cheque payable to wrong party	M	H	6	Order system. Goods/services checked against orders Check arithmetic Invoice initialised by signatories.	Review operating system
Grants	Power to Pay Agreement of Council to pay Cheque Value for Money Work not done	M	M	4	Minute power if don't have General Power. Minute & delegated limit to F&P Signatory signed (2) Review merits before approval	Maintain General Power. Ensure qualified member of staff - Prioritise in accordance with Strategic objectives. Pay on completion, on invoice/receipt
Election Costs	Invoice at agreed rate. Maintain EMR for 4 year & casual	L	M	2	Accrue annually	Establish EMR

Vat Payment	Vat Analysis & payment not made on time	M	L	2	All items in cash book. Payment for authorisation sheet. Payments up to date.	Verify, pay after monthly accounts.
Reserves General	Adequacy	M	M	4	Consider at budget setting, set at 25% of net turnover	Revise medium term financial plan to build general reserves
Reserves Earmarked	Adequacy	L	M	2	Consider at budget setting and year end	Assess against Strategy & consult Accountant.
Assets	Loss, damage etc.	M	M	4	Regular inspections, update insurance and register Review adequacy of public liability insurance	Complete full inspection of assets and inventory
	Risk to third party	M	M	4	Safety inspections.	
Staff	Loss of key personnel Fraud by staff	H L	H M	9 2	Hours, health, stress, uncertainty, conditions etc. Fidelity guarantee insurance. Monitoring by TCM and RFO Reports and authority to pay by councilors.	Council to review terms and conditions and redefine member-officer roles. Segregation of duties, Ensure that appraisal system followed.
.	Consequential loss due to critical damage or third party performance, lack of staff.	H	H	9	Insurance cover review adequacy annually.	Review Business Continuity Plan
Cash	Loss through theft or dishonesty	L	H	3	Adequacy of Fidelity guarantee insurance Checks and balances built in to procedures, but risk from lack of knowledge of temporary staff.	Put in place operating procedures.
Borrowing	Adequacy of finances to repay loans Authority to borrow	M	M	4	Financial review and cash flow forecasting. In adequate provision in budget for 2017/18, but can be taken from reserves Authority from full Council and application to DCLG	Ensure adequate provision in future Budgets

<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>R</u>	<u>Management of Risk</u>	<u>Action</u>
Legal Powers	Illegal activity or payment	L	L	1	Education of members as to their legal powers. Maintain General Power.	-
Financial Records	Non-standard or non-compliant records	M	M	4	Regular internal audit and year end health check. Regular expenditure/income reports to F&P Committee	Continue system of regular review and internal audit.
Medium Term Financial Plan	Need to plan for longer term	M	H	6		maintain MTFS linked to Strategy.

Petty Cash	Misuse of Petty Cash Funds	L	M	2	Allowed to sum of £250, renewed as required. Each cheque signed by 2 signatories. All petty cash expenditure is recorded in manual Petty Cash book and CB2.	Review and prepare operating procedure.
Expenses	Misappropriation	L	M	2	Staff & councillor expenses managed by Proper Officer/RFO. Mileage should be authorized in advance. Raised through expenses claim form. Expenses by councillors' expenses recorded in Ledger. RFO will raise cheque, signed by 2 signatories.	Need to ensure signatories cannot authorize own expenses.
Credit and Debit cards	Misuse by holders	M	M	4	No longer a debit Card. Credit card for use by TCM and RFO. Decision by F&P to lower limit on Credit Card.	Need to review and include operating procedure.

Strategic

<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>R</u>	<u>Management of Risk</u>	<u>Action</u>
Grants	Is Grant Scheme linked to strategic priorities?	M	M	4	Grants given to certain community projects.	Can be cost effective but need to be linked to strategic priorities & enabled voluntary sector.
Town Vision	Unable to take forward key priorities	H	M	6	Limited commitment to delivery groups and partnership working with community.	Review delivery, recognise in Strategy and include in Business Plan.
Corporate Strategy	Lack of clear direction & allocation of resources	M	H	6	Some good ideas on future but no real agreement & evaluation	Review Strategy
Business Plan	Unable to implement Strategy	H	M	6		Review Business Plan to show how Strategy to be implemented & linked to budget.
Provision of existing Services	Unable to afford or deliver	M	M	4	Provision included in budget. Review and outsourcing should reduce cost.	Need to be in accordance with Strategy & be included in Business Plan. Risk assessment & full costing of proposals
Additional functions in future	Will needs & wishes of town be identified? Will Town Council be prepared to fill gaps?	M	M	4	No new functions proposed, but plan to free up money from outsourcing and look at priorities.	Need to bring proposals out through Strategy. Need risk assessment on new functions and allocate resources.
Neighbourhood Plan	Risk of not delivering	M	M	4	Working Group have defined objectives and policies. Planning consultation.	Need to reflect public views if to succeed at referendum. Will need planning consultant if to conform with national and local policy and be robust for delivery.

Operational

<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>R</u>	<u>Management of Risk</u>	<u>Action</u>
Insurance Cover for Council	Risk to finances, staff and third parties if inadequate cover. Action taken against Council by employee or third party	M	H	6	Buildings/ Land/ Carparks/ Allotments/ Cemeteries/bus shelters etc. Vehicles & Plant Contents Equipment Fidelity Theft Personal Injury (Councillors & Officers) Public Liability Slander/Libel Employer Liability External Events	Monitor Cover and update as necessary, particularly in light of outsourcing. Clarify liabilities
Office Security	Risk to staff, damage to building/contents & data	H	H	9	Maintain security of building, alarms, back up files offsite, fire safety, password protect computer data. Hi risk due to lack of staff and control of keys, locking/unlocking procedures etc.	Permanent staff structure. Review all procedures.
Regular maintenance of assets and	Risk to staff & third parties also of loss or damage	M	M	4	Annual Business Risk Assessments completed Adequate legislative safety checks of assets	Monitor and review.
Asset Register	Risk if assets not properly recorded & valued	L	M	2	Asset Register,	Review and update. Add maps and photographs.
Council Liability	Lone person working-compliance with law	M	M	4	Procedure for safety but needs to be reviewed with new staff structure.	Monitor & review
	Contract of Employment	M	M	4	Proposed for all staff but confusion over terms and conditions.	Need to review HR policies. Need to ensure all permanent staff have Contracts as appointed
	Duty of Care to visitors, staff and councillors	M	H	6	Adequate insurance, risk assessments and action plans, but management weak due to lack of staff. H&S risk assessments carried out recently & recommendations being actioned	Monitor, review & implement improvements
	Other Employment Conditions compliance with legislation	L	L	2	Confusion over current Green book application.	New conditions adopted. Work with HR support company to ensure continued compliance
	Loss of Key Staff	M	H	6	Need contingency arrangements and succession planning	High risk of not keeping staff if conditions not adequate and a stable environment not established.

	Councillors- must be adequately advised of their responsibilities and culpability.	M	M	4	Needs to re-define member and officer roles.	Induction & refresher training. Review Code and consider Member-officer protocol.
Health and Safety	Responsible for Members, Employees, Public & Contractors	M	H	6	Need regular Safety risk assessments both general and specialist, safety policy and safe working procedures.	Need review of risk assessments & SWPs. Need to decide on one professional advisor or coordinate their efforts.
Town & Country Planning	Adverse effect on community amenities if fail to respond to Planning applications or Local Plan consultations	L	M	2	Council respond through Development & Planning Committee or Council for major applications. Need guidance and processes	Review & follow processes. Need to introduce guidance.
Training	Essential for councillors & staff if to reach potential	M	M	4	No annual training & development plans	Need to put in place Training & Development Policy, annual plan and build in to Business Plan.
Freedom of information	Need to respond to requests	L	H	3	Procedure to be accurate and timely	Monitor & report
Governance Documents	Interrupt operations if not current & following best practice. Some are legal requirement.	M	M	4	Council undertaking a review in line with best practice	Complete review asap.
Press releases	Comply with publicity code? Lost opportunity for good public relations and	M	M	4	Few issued, no established procedure or guidance	Review procedure and guidance. Be proactive.
Data Protection	Need to keep data secure	M	H	6	Need operational procedure. Current Registration.	Put OP in place and monitor how data is stored, made available and disposed of.
Byelaws	Reference to models when adopting	L	L	1	Not currently applicable	-
Archiving documents	Security and statutory retention periods	M	M	4	Needs to be in accordance with a document retention policy	Adopt document retention policy and review.
Public Access	Public need to be able to safely access services according to need.	L	M	2	Services available at stated times. Subject to safety inspections	Monitor
Office administration	Needs to be effective if it to support operations and democracy	H	H	9	Lack of staff and procedures results in high risk of not being done or errors. Temporary staff reliable and able.	Review & monitor and appoint staff.
Contracts	Compliance with legislation/ governance documents when letting	M	H	6	Prepare specification, determine on price and quality.	Need to consider legal advice on outsourcing process before finalizing decision. Need to finalise split of responsibilities.
	Risk to performance and cost if not properly monitored	M	H	6	No monitoring provision in place	Monitor against specification and price

Compliance

<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>R</u>	<u>Management of Risk</u>	<u>Action</u>
Legal Powers	Not having legal powers for activities	M	M	4	Council have General Power of Competence until May 2019. Have two thirds elected Members but not CilCA qualifies Clerk.	Need to have CilCA qualified Clerk.
Minutes	Accurate and Legal	L	H	3	Decisions of Council/committees recorded as resolution/recommendation. Approved at following meeting, adopted at Council Minutes in lose form with numbered pages. Each page initialed by Chairman Experienced Minute Clerk.	.
	Loss of Minutes	L	H	2	Minutes in TC's office and archived in memorial Hall. More recent on IT & backed up.	
	Lack of transparency	H	M	6	Usually available in office and on Website	Website needs to be up to date. Staff need to be trained.
Confidential Matters	Accurate and Legal	M	H	6	On agenda but confidential minutes are not public	Need to ensure minutes of confidential items are public minutes but do not reveal confidential information

Members Interests	Conflict of Interest	M	L	3	Update declarations of interest Recording on minutes of declarations	
Councillor Declarations	Accurate and Legal	H	H	9	Copies on Website or link to Forest Heath, but not up to date. Could be criminal offence	Review & update, urgently
Dispensations	None compliance with legislation	M	M	4	Require individual applications and approvals. Dispensations revised in Standing Orders	Review & follow process
Budget & Precept	In accordance with legislation	H	H	9	Need to make resolution for both Budget and Precept	In future need to make resolution for precept demand
Accounts & Annual Return	In accordance with Regulations	L	H		Compliance with Regulations	follow process
Website	Not compliant with Transparency Code	H	M	6	Information required not on or not current	Review & update.
Code of Conduct	Compliant with legislation & best practice	M	M	4	Code Adopted.	Review or add guide. Consider Member-Officer Protocol. Training.
Agendas and Notices	Not complying with legislation	M	H	6	Follow legislation and adopted practices. Some risk due to staff shortage	Review & follow process
Freedom of Information	Legal compliance	M	M	4	Need to follow legislation, allow request by letter/email.	Review process and ensure staff can administer
Publication Scheme	Legal compliance	M	M	4	. Not on Website but information guide is	Review Publication Scheme and Information Guide. Update on Website.
Data Protection	Keep Legal	M	H	6	Need operational procedure Current Registration.	Put OP in place and monitor how data is stored, made available and disposed of. Need to follow guide
Charitable Trust	Understanding responsibilities and separate legal decision making	L	L	1	No trusts operated by Council	

Statutory Governance Documents	Not compliant with legislation or current best practice	M	H	6	Currently reviewing Standing Orders, Standing Orders for Contracts, Financial Regs.	Need to adopt and review annually.
Staff Resources	Discontinuation of Services and practices	H	H	9	Lack of permanent staff is high risk.	Finalise staffing structure & appoint. Ensure 2 admin members fully trained in the Council's office procedures and practices Rapid training.

Internal & External Audits	Failure to secure Internal Audit	M	H	6	Prepared Audit Brief. Requested 4 proposals/quotes	Need to appoint internal auditor at start of year to secure interim audit
	Non-compliance with audit requirements	H	H	9	Poor track record but now requirement in Financial Regs that Council must agree response to each recommendation.	Need to actually agree response & include action plan in Business Plan.
	Act inappropriately and beyond their legal boundaries	H	H	9	TCM responsible for ensuring Declaration of office signed and Code given to them. Members responsible for declaring interest in form to Monitoring Officer and at meetings Council encourages councillors to participate in work, but lack of staff has meant roles blurred, however councillors have kept things going	Re-define officer and member roles. Introduce Protocol. Get declarations & website updated.
	Lack of transparency Lack of membership/quorum	H L	H L	9 1	Declaration of interest forms displayed on Website but not up to date. Attendance and apologies recorded for meetings. Care over quorum. Town Clerk responsible for notifying casual vacancies to District Council and advertising in accordance with legislation.	Move to new website to ensure transparency code met.

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
311 EMR Play Equipment	0.00		0.00
312 EMR Street Light Maintenance	1,500.00		1,500.00
313 EMR Town Regeneration	35,557.00	8,000.00	43,557.00
316 EMR Clocks/Memorials	7,204.50		7,204.50
317 EMR Buildings-M Hall Fund	19,631.52		19,631.52
318 EMR Buildings - Pavilion Fund	25,000.00		25,000.00
319 EMR Disused Churchyard	2,836.00		2,836.00
320 EMR Cooper Memorial	2,008.00		2,008.00
321 EMR Paddock Cemetery Res	0.00		0.00
322 EMR Studland Park Timers	3,500.00		3,500.00
323 EMR Allotments	4,839.00		4,839.00
324 EMR Grants	0.00		0.00
325 EMR Commitments	0.00		0.00
326 EMR - By-elections	0.00		0.00
327 EMR Legends of the Turf	2,844.00		2,844.00
328 EMR Vehicle Replacement	0.00		0.00
329 EMR RENEW Scheme	0.00		0.00
330 EMR Cemetery	35,346.00		35,346.00
331 EMR Arts & Entertainment	0.00		0.00
332 EMR Human Resources	0.00	13,646.00	13,646.00
333 EMR Carnival	5,266.67		5,266.67
334 EMR Christmas Lights	2,275.00		2,275.00
335 EMR Memorial Hall PWLB loan	0.00		0.00
336 EMR Twinning Association	0.00		0.00
337 EMR Youth Music	0.00		0.00
338 EMR Horse About Newmarket	0.00		0.00
339 EMR Heading for Newmarket	0.00		0.00
340 EMR St George's Day	0.00		0.00
341 EMR Water Feature	0.00		0.00
342 EMR Memorial Gardens Masterplan	8,857.27		8,857.27
343 EMR Workwear	818.00		818.00
344 EMR Asset Sales	8,950.00		8,950.00
345 EMR - MGdn Canopy	10,000.00	7,700.00	17,700.00
346 EMR Coronavirus Support Fund	6,263.07		6,263.07
	182,696.03	29,346.00	212,042.03

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From: [DARVILL, Rachel](#)
To: ["Wright, Will"; tcm](#)
Cc: [RACKHAM, Bradley](#)
Subject: RE: Speed Information Device
Date: 24 May 2020 13:22:26

Afternoon all,

No problem Will thanks for this, I've copied Brad in so that we can have a look on patrol and feedback to you both, but I agree pretty much with Will on placement as residents near King Edward VII on Exning Rd have also reported this especially from about 10pm and has got worse since lockdown.

Another problem area seems to be St Phillips, Edinburgh road through into Windsor and Suffolk avenue, I am looking into getting us training on the speed gun so that we can do some proactive Speedwatching to record what's happening in these areas so we could certainly include Exning Road as well, although as PCSO's we can't issue tickets we can issue letters to the keeper advising them of their speeding.

Rachel

From: Wright, Will <will.wright@westsuffolk.gov.uk>
Sent: 24 May 2020 10:11
To: 'tcm' <tcm@newmarket.gov.uk>
Cc: DARVILL, Rachel <Rachel.DARVILL@suffolk.pnn.police.uk>
Subject: Speed Information Device
Importance: High

Good Moring Deborah and Newmarket Town Council

I am following up a previous issues on Exning Road where a resident has previously reported high speed, when I last spoke with the Town Council back end of last year beginning of this year, I requested the location be considered for the placement of the Speed Indication Device to see what the data would capture.

I wonder if it is possible to site the device on the Exning Road, near to the entrance of Icewell Hill flats, to capture the moving away from town and then on the other side of the road heading towards town. I have copied in Rachel from Suffolk Police to pass onto the new Town PCSO, and perhaps a site visit to determine the best location.

I have had communication from a resident who has highlighted the increase in speeding along this stretch of road.

Kind regards

Will

Will Wright
 Families and Communities Officer
 Families & Communities
 Direct dial: 01638 719763
 Mobile: 07775 801193
 Email: will.wright@westsuffolk.gov.uk
www.westsuffolk.gov.uk
West Suffolk Council
 #TeamWestSuffolk

West Suffolk Council is playing its part to support our communities and businesses during the COVID-19 outbreak. Prioritising this work may mean other services are impacted or you may get a slower response than normal.

[Report, pay and apply online 24 hours a day](#)
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Adventure Play Equipment

fao Mrs. R. Bennett
Town Council Manager
King Edward VII Memorial Hall
Newmarket
CB8 8RA

18/03/2020

Quote Ref: 20-0316

Supply and Install;

Bespoke canopy to cover Sensory Wall

Bespoke Canopy	£	15,038.10
<i>A cantilever canopy uses glulam curved beams mounted on steel feet, spaced as agreed during consultation, to support a lattice steel beam and an opal multiwall polycarbonate roof. Canopy is complete with rear box gutter which will tuck beneath the capping stone of the wall, with water runoff into the rose bushes (or on the opposite side of the canopy if preferred)</i>		
Installation	£	2,600.00
<i>Price includes setting of concrete pads to bolt uprights to</i>		
Bespoke canopy total	£	17,638.10

Price is subject to VAT : Quote is valid for 60 days : Delivery is approx. six weeks from order: Payment terms are 25% deposit on order and 7 days on final invoice. Installation prices are based on concurrent works



Unit 6a Shefford Mill, Stanford Road, Shefford SG17 5NR

Tel: 01462 817538

info@setterplay.co.uk

www.setterplay.co.uk



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Abacus Guarantee:

Abacus Playgrounds Ltd guarantees its in situ wet pour surfaces in black for a period of three years from date of installation and in colour for a period of five years from date of installation, (the warranty period) to be free from defects due to faulty materials and workmanship in the manufacture and installation of the surface, subject to the following provisions;

Abacus guarantees ground works installed by ourselves for a period of one year from installation date.

We do not accept liability for:-

- Fair wear and tear due to normal usage
- Damage caused by vandalism, misuse or lack of maintenance
- Puncture damage howsoever caused
- Any issues arising from subsidence, heave, landslip or other ground conditions beyond our control
- Any damage caused by the removal of graffiti or the use of improper cleaning materials
- Changes of colour due to light degradation
- Variations in shade or pigment of coloured surfaces
- Release of pigment from re-cycled product
- Non adherence at edges to organic or bio degradable materials
- Surface staining or mould growth due to organic or biological agent present in the atmosphere
- Excessive wear of the surface below moving equipment or points of access / egress where the company's guidelines on the installation of wear pads has not been followed
- Any damage caused by force majeure
- Discolouration or debonding due to leeching from substrates not installed by ourselves.

Providing always that the company has received full payment for the works and that we have been given adequate notice and time to investigate the problem, Abacus Playgrounds will, during the warranty period, return to site to remedy the defect at a time agreeable to both parties.

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