Newmarket TOWN COUNCIL

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

Councillors, you are hereby summoned to attend the
ANNUAL MEETING OF THE NEWMARKET TOWN COUNCIL
On **Monday 18th May 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 tcm@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. **Election of Mayor** – to elect a Mayor for Newmarket Town Council for the 2020/21 Municipal Year and to sign the Declaration of Acceptance of Office.
2. **Election of Deputy Mayor** - to elect a Deputy Mayor for Newmarket Town Council for the 2020/21 Municipal Year and to sign the Declaration of Acceptance of Office.
3. **Welcome** Mayor to announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting.
4. **Apologies** for absence.
5. **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.
6. **Minutes** - To receive and confirm the Minutes of the Town Council Meeting held on Monday 4th May 2020 and any matters arising.
7. **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)
8. **Committee Meetings** – To receive the minutes and consider any recommendations from the Development & Planning meeting held on 11th May 2020.
9. **Terms of Reference for Working Groups** – to discuss
10. **Standing Orders** – to amend Standing Orders to reflect the February resolution for Committee Membership.
11. **Committee Membership** - To appoint members to committees of the Council (Councillor committee preferences to be tabled at the meeting).

Distribute to the following for information:

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

12. **Committee Terms of Reference** – to set up a Working Group to to review committee delegations, terms of reference and the constitution to reflect the February resolution on committees and, if necessary, to further review Standing Orders.
13. **Representatives on other bodies** - To elect/confirm Town Councillors on other bodies.
14. **Coronavirus Response** – to receive and note the minutes of the Steering Group meeting held on 5th May 2020 and to receive an update.
15. **Coronavirus Financial Update** - to receive an update on coronavirus related expenditure to date.
16. **Finance**
    a) To receive the minutes and recommendations from the Finance & Policy Working Group meeting held on 11th May;
    b) To approve the cash books for April 2020;
    c) To note the income and expenditure for all committees for April 2020.
17. **Coronavirus Government Guidance** – to review the current operational arrangements in light of the new Government guidance.
18. **Memorial Gardens** – to approve the release of the 10% retention payment to Proscape against the Memorial Gardens Masterplan project.
19. **Weatherby Crossing** - to receive an update on the public inquiry and the preparation of the statement of case including the appointment of an expert witness.
20. **PCSO** – to receive the monthly update.
21. **Correspondence -**
22. Date of the next Meeting – **1st June 2020**

Signed Deborah Sarson, Acting Town Council Manager 12th May 2020

Distribute to the following for information:

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

Newmarket TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council held on Monday 4th May 2020 at 6:00 pm via Zoom

Attendance:

Councillor R Hood (Town Mayor)
Councillor M Anderson
Councillor Appleby
Councillor J Borda
Councillor O Bowen
Councillor S Caesar
Councillor J De'Ath
Councillor A Drummond
Councillor Y Fitzgerald
Councillor W Hirst
Councillor Peter Hulbert
Councillor M Jefferys
Councillor T Kerby
Councillor J Lay
Councillor C O'Neill
Councillor K Yarrow

Also Present: Deborah Sarson – Acting TCM, Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, 1 member of the Press and 2 members of the Public.

Minute

20/05/1 IN REMEMBRANCE

The Mayor paid tribute to Councillor Ian Kirk who died suddenly on 26th April 2020 followed by a 2-minute silence.

20/05/2 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.

20/05/3 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)

None noted.

20/05/4 DECLARATION OF MEMBERS INTERESTS & TO REMIND 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.

20/05/5 TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 20TH APRIL 2020 AND ANY MATTERS ARISING.

The minutes of the last virtual meeting held on 20th April 2020 were presented and the following was agreed:

20/05/5.01 Resolved

That the minutes of the last virtual meeting held on 20th April 2020 be adopted and would be signed as a correct record by the Town Mayor on receipt in the post.

Matters arising:

DRAFT

Page 4 – 20/04/15.01 Resolved – The Mayor was challenged by various Councillors on her action to agree a contract with the new Town Clerk with a start date of 4th May 2020, initially for 7 hours per week, with the full time start date to be mutually agreed. This action was contrary to what councillors believed they had voted for when the resolution was made. It was asserted that the Mayor had acted unilaterally and without the approval or authority of full Council or in consultation with Members of the HR Committee.

The Mayor rejected those assertions and explained that she had consulted with the immediately preceding Mayor, Cllr Drummond, and followed the previous procedure to appoint a Town Clerk; she explained that she had followed the Council's resolution to appoint the new Town Clerk. However, other Councillors disputed her authority to act on behalf of the Council.

After further debate a named vote was requested with the following results:

Votes for: Cllrs, Anderson, Appleby, Borda, Bowen, Caesar, De'Ath, Fitzgerald, Hirst, Jefferys, Kerby, O'Neill and Yarrow.

Votes against: Cllr Hulbert.

Abstentions: Cllrs Hood, Drummond and Lay.

The following was agreed:

20/05/5.02 Resolved
That the Council honours the agreement for the new Town Clerk to be paid 7 hours per week for induction time from 4th May 2020, that the current Acting TCM continues in her role liaising with the new Town Clerk as appropriate, until such time as the Council agree a date for the Town Clerk to start full time.

20/05/6 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 (MAXIMUM 15 MINUTES)

None noted.

20/05/7 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 20TH AND 27TH APRIL 2020

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 20th and 27th April 2020. There were no recommendations.

20/05/8 TO RECEIVE THE MINUTES OF THE CORONAVIRUS RESPONSE STEERING GROUP MEETING HELD ON 21ST APRIL 2020

DRAFT

The Chairman of the Coronavirus Response Steering Group presented the report from the Coronavirus Response Steering Group meeting held on 21st April 2020.

20/05/9 CORONAVIRUS FINANCIAL UPDATE

Members were given an update on the coronavirus expenditure to date. It was noted that a lot had been achieved and thanks were given to the volunteers. A request was made for a regular update especially on staff additional hours and the expenses were received and noted.

20/05/10 TO RECEIVE AN UPDATE ON EVENTS AND BOOKINGS

An agreement in principle had been made to start the indoor craft market in the Memorial Hall 1st October 2020 and after further debate the following was agreed:

20/05/10.01 Resolved

That the date for the return of the indoor craft market in the Memorial Hall be postponed and reviewed with a possibility of starting for Christmas 2020.

20/05/11 SOAPBOX DERBY

Members discussed the Soapbox Derby event and the proposal to combine with the Carnival and the consensus was that due to the current circumstances, the Soapbox Derby should be postponed until next year and the following was agreed:

20/05/11.01 Resolved

That due to the current circumstances, the 2020 Soapbox Derby and Carnival events be postponed and that a major event be held next year.

20/05/12 FINANCE

RFO presented the income & expenditure reports for March 2020 and highlighted over/underspend.

The recommendations for the virement of the underspend was considered and the following was agreed:

20/05/12.01 Resolved

That the virement recommendations be deferred to allow the RFO to investigate the makeup of the underspend.

The Mayor proposed to call a Finance & Policy Working Group to review the budget in light of the projected impact of the coronavirus pandemic on budgeted income. The Acting TCM clarified this would be a working group and not a committee meeting requiring the three clear days' notice, which would report directly to the next meeting of the Council on 18th May. The following was agreed:

20/05/12.02 Resolved

That a meeting of the Finance & Policy Working Group be held on 11th May 2020 at 7.00pm to review the budget in light of the projected impact of the coronavirus pandemic on budgeted income.

20/05/13 PUBLIC SPACES PROTECTION ORDER

Members considered whether to extend the PSPO in areas of Newmarket and the

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following was agreed:

20/05/13.01 Resolved
That the Council responds to West Suffolk Council in support of continuing the current PSPO for areas in Newmarket.

20/05/14 TO RECEIVE AN UPDATE ON THE WEATHERBY CROSSING
Acting TCM advised that on the advice of the Barrister, a further extension to the deadline was sought and agreed until 26th May 2020. This would allow the Barrister time to prepare the statement of case and to allow gathering evidence by other parties including carrying out interviews etc. The Barrister had recommended that the case would benefit from a statement from an expert witness and attendance at the hearing on 28th July 2020. A quote for fees for an expert witness was awaited.

20/05/15 TRAFFIC REGULATION ORDER
Members considered the draft TRO for the Market and the following was agreed:

20/05/15.01 Resolved
That NTC support and accept the TRO for the Market.

20/05/16 WEST SUFFOLK SERVICE LEVEL AGREEMENT
Members were advised and noted that all areas of work except for the hanging baskets would continue in accordance with the SLA.

20/05/17 SEVERALS CRICKET PITCH
Members were advised and noted that preparation of the pitch had been approved at no cost to the Council.

20/05/18 HEALTH AND SAFETY
The Health and Safety risk assessments were noted.

20/05/19 POLICING
An update was given on the operation to manage the anti-social behaviour in Newmarket and the following was agreed:

20/05/19.01 Resolved
That a letter of thanks be sent to the Police for the handling of the anti-social behaviour in Newmarket.

20/05/20 CORRESPONDENCE
The National postponement of the VE/VJ 75 Commemorations until 2020 was noted.

20/05/21 DATE OF THE NEXT VIRTUAL MEETING
Monday 18th May 2020 at 6:00pm.

Meeting closed at 19:18pm

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Signed: _____ Date: _____

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Newmarket TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee
Held on Monday 11th May 2020 at 6.00pm at the Memorial Hall Newmarket

Attendance:

Councillor J Lay (Chairman)
Councillor S Caesar
Councillor Andy Drummond
Councillor W Hirst
Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill

Also Present: Deborah Sarson – ATCM, Cathy Whitaker – RFO, Debbie Baines – Town Clerk, Julie Ashton –Minute Assistant and 1 Member of the Public.

	Minute	Action by
D/20/05/1	**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** 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.	
D/20/05/2	**APOLOGIES** Apologies were received from Cllrs De'Ath, Fitzgerald and Kerby.	
D/20/05/3	**DECLARATION OF MEMBERS INTERESTS & TO REMIND 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/20/05/4	**TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 27TH APRIL 2020 AND MATTERS ARISING** Members received the minutes of the Development & Planning Committee held on 27th April 2020 and the following was agreed: **D/20/05/4.01 Resolved** **That the minutes of the Development & Planning Committee held on 27th April 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.** Matters arising. Page 2 D/20/04/22 - letters to East Cambs and West Suffolk had been drafted and amended. It is now ready to be sent.	

D/20/05/5 **PUBLIC PARTICIPATION 'AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION**

None noted.

D/20/05/6 **PLANNING APPLICATIONS**

Week 17

D/20/05/6/1 DC/20/0678/TPO - TPO/2012/04 Tree Preservation Order - 3no. Sycamores (G2 on plan T3, T4 and T5 on order) pollard to 8 metres - 2 Arborfield Drive Newmarket Suffolk.

D/20/05/6.01 Resolved

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

Week 18

D/20/05/6/2 DC/20/0624/FUL - Planning Application - (i) 4 no. dwellings to rear of 143A All Saints Road (ii) conversion and refurbishment of existing residential unit into 2 no. dwellings - 143A All Saints Road Newmarket Suffolk.

D/20/05/6.02 Resolved

The Committee strongly OBJECTED on the following grounds:

- **Overdevelopment of the site: layout and density of the buildings.**
- **Traffic and parking issues: inability to turn around in the area and a lack of parking provision.**

The Committee were concerned that notification of the application had not been sited locally and that neighbouring properties had not been notified. There was a major concern that the application related to an HMO property without an appropriate application and requested an immediate investigation as work had already commenced.

Cllr Hood declared a nonpecuniary interest in the following two applications

D/20/05/6/3 DC/20/0655/LB - Application for Listed Building Consent - Retention of alterations to facilitate the conversion of office space and function rooms into 32 no. en-suite guest rooms - Marlborough Club Kingston Passage Newmarket.

D/20/05/6.03 Resolved

The Committee voiced NO OBJECTIONS subject to the approval of the Historical Buildings Officer.

D/20/05/6/4 DC/20/0673/VAR - Planning Application - Variation of condition 2 of DC/19/2181/VAR - to allow use of revised plans to increase number of guest rooms to 32 no. ensuite guest rooms (retrospective) - Marlborough Club Kingston Passage Newmarket.

D/20/05/6.04 Resolved

The Committee voiced no objections.

D/20/05/7 AMENDED AND DEFERRED PLANNING APPLICATIONS

None noted.

D/20/05/8 EAST CAMBS PLANNING APPLICATIONS

None noted.

D/20/05/9 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN

West Suffolk Planning Determinations received during weeks 17 & 18.

Applications	Description	Address	WS Decision	NTC Decision
DC/20/0318/HH	Householder Planning Application - Single storey rear extension (following demolition of existing lean-to)	74 Freshfields Newmarket	Approved	No objections
DC/20/0399/TPO	TPO/1990/01 - Tree Preservation Order - 1no. Pine (T1 on plan and A1 on the Order) - fell	64 Churchill Avenue Newmarket Suffolk	Refused	Objected
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/20/05/10 DELEGATION PANEL DECISIONS

None noted. The response from West Suffolk regarding Ward Cllrs attending delegation panels was noted. The delegation Panel would be considering the new roadway for the proposed McDonalds restaurant at a meeting to be held 19th May 2020. Two Ward Cllrs had been asked to attend to represent the objections of NTC. A copy of section 32 of the Newmarket Neighbourhood Plan would be sent to the planning officer regarding developments at the entrance of the Town.

D/20/05/11 TREE PRESERVATION ORDERS

None noted.

D/20/05/12 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/05/13 CORRESPONDENCE

None noted.

D/20/05/14 DATE OF NEXT MEETING

Tuesday 26th May 2020 at 6.00pm via Zoom.

D/20/05/15 TO NOTE ANY ITEMS FOR NEXT MEETING

None noted.

Meeting closed at 6:36pm.

Signed _____ Date _____

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Newmarket TOWN COUNCIL

Minutes of the Committee Workshop held on Thursday 20th February 2020 at 7.00pm in the Council Chamber at the Memorial Hall, High Street, Newmarket, Suffolk, CB8 8JP

Attendance:
Cllr, Hood (Town Mayor), Cllrs Appleby, Borda, Caesar, Drummond, Fitzgerald, Jefferys, Lay, O'Neill and Yarrow.

Also present: Deborah Sarson – Acting TCM, Cathy Whitaker - RFO and Julie Ashton – Minute Assistant.

The meeting was chaired by Deborah Sarson

1. **TO CONSIDER PROPOSALS FOR AMENDING STANDING ORDERS**
   Members discussed the proposals to amend the following Standing Orders:

Cllr Drummond joined the meeting

a) To remove delegated powers from all Committees except D&P and after considerable discussion the following was agreed:

20/02/1.01 Recommendation
That Standing Orders be amended to remove delegated powers from all Committees except Development & Planning. That delegated powers to the Town Clerk be reviewed along with the Terms of Reference for each Committee and the Committee structure as part of a long term plan.

b) To agree committee membership and the process for appointing members. After much discussion, the following was agreed:

Cllr Lay left the meeting

20/02/1.02 Recommendation
That all Committees be comprised of a minimum of 8 Members with 4 Members as a quorum except for Human Resources which should have a maximum of 9 Members and that should there be an oversubscription to Human Resources, a ballot be used to decide membership.

20/02/1.03 Recommendation
That all Members be allowed to sit on all Committees and that the Mayor and Deputy Mayor be a Member of all Committees with full voting rights.

c) The election of Chairmen and Vice Chairmen was discussed and the following was agreed:

20/02/1.04 Recommendation
That the Chairman and Vice Chairman be elected by each Committee at the first Committee meeting of the civic year.

d) The timetable for implementation was discussed and the following was agreed:

20/02/1.05 Recommendation
That the proposals from the Committee Workshop be presented to full Town Council to be held 24th February 2020. That the allocation of Members to committees be confirmed at the full Town Council meeting in March 2020. That the new Committees meet in April 2020 with the existing Chairmen and Vice Chairmen until May 2020 where new Chairmen and Vice Chairmen will be elected and functioning of new Committee Membership reviewed.

2. **CROSS PARTY WORKING**

It was noted that the Council has achieved very little since the elections in May because it has been embroiled in political infighting for which it now has a reputation. If the Town Council wishes to recruit and keep a new Town Clerk it needs to draw a line under past issues and change its focus towards developing a plan for the future, which would also benefit the community of Newmarket.

Members considered ways that all Members could work together for the benefit of the Community of Newmarket and the following was agreed:

20/02/2.01 Recommendation
That all Members agree to put all differences aside and establish ways to work together for the benefit of the Town.

3. **TO CONSIDER FUTURE WORKSHOPS**

Members felt that the Workshop had been beneficial and would be a good way of getting Members involved to work together and the following was agreed:

20/02/3.01 Recommendation
That a date for a future Workshop be agreed at the Full Council meeting on 24th February for after the Neighbourhood Plan workshop meeting scheduled for 30th March 2020 and that consideration be given to the Neighbourhood Plan Community Actions being used to form a strategy plan for the Council.

Newmarket TOWN COUNCIL

STANDING ORDERS

These Standing Orders were adopted by Council on 22nd May 2017 and were amended by the Full Town Council on 24th June 2019. They replace all previous versions.

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Standing Orders are the rules by which the Town Council operates.

Some of the following Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **BOLD** type. These standing orders cannot be altered or suspended.

1. MEETINGS

a. **Meetings of the Council shall be held in each year on such dates as the Council may direct. In addition to the Statutory Annual Meeting at least three other statutory meetings shall be held in each year.**

b. Meetings of the Council shall be held at the King Edward, Newmarket, on the fourth Monday of the month (except December when it will be held earlier in the month), unless the Council otherwise decides at a previous meeting, or the Mayor (or Deputy Mayor in the Mayor's absence) takes the decision in advance of the notice of the meeting, as a matter of expediency. In accordance with the Coronavirus Act 2020 and subject to certain conditions set out in the legislation, meetings may be held virtually during the pandemic.

c. **Additional meetings shall be held as required by the Town Council**. **The Mayor (or Deputy Mayor in the Mayor's absence) may convene an extraordinary meeting at any time. Any two Members may convene an extraordinary meeting, having previously requisitioned the Mayor and received a refusal or where the Mayor has omitted to call such a meeting within seven days of requisition.**

d. **Meetings of Council shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

e. Meetings shall not exceed a period of 2 hours unless the Council resolve to continue. In which case a break of 10 minutes may be permitted before business is resumed.

NOTE: Any reference in these Standing Orders to the powers and duties of the Chairman shall also apply to the powers and duties of the Town Mayor, in respect of full Council.

2. THE STATUTORY ANNUAL MEETING

a. In an election year, the annual meeting of Council shall be held on or within 14 days following the day on which the councillors elected take office.

b. In a year which is not an election year, the annual meeting of Council shall be held on such day in May as the Council may direct.

3 MINUTES

a. The minutes of a meeting of Council, committee or sub-committee shall record all resolutions made and in the case of committees and sub committees, all recommendations to Council.

b. **The minutes of a meeting shall record the names of councillors present** and absent. Members are expected to give their apologies in advance of the meeting if they are unable to attend and their reason for non-attendance. These must be recorded in the Minutes.

4 CHAIRMAN OF THE MEETING

a. **The Mayor will preside at the Council meeting if present. In the Mayor's absence, the Deputy Mayor will preside.**

b. **If both the Mayor and deputy Mayor are absent, the Council will approve a chairman from amongst the Councillors present.**

c. **The person presiding at a meeting may exercise all the powers and duties of the Mayor in relation to the conduct of the meeting.**

5 **QUORUM OF THE COUNCIL**

a. **Six members shall constitute a quorum.**

b. **If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared Disclosable Pecuniary interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.**

(For a quorum relating to a committee or sub-committee, please refer to standing order 30.f.)

6 **VOTING**

a. **Unless Standing Orders provide otherwise, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**

b. **Members shall vote by show of hands or**, if **a member so requires, the Town Council Manager shall record the names of the members who voted on any question so as to show whether they voted for or against it,** or abstained**. Such a request may be made before or after the vote but in any event before moving on to the next business.**

c. **Subject to (i) and (ii) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.**

(i) **The Chairman may not give an original vote in the election of the Chairman on any occasion when he/she will immediately after such election, retire from the Council.**

(ii) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

7 **ACCEPTANCE OF OFFICE**

Following an election, Councillors should execute Declarations of Acceptance of Office in the presence of a Proper Officer (or Mayor, in the absence of the Proper Officer**) previously authorised by the Council to take such declaration, before the annual meeting commences.**

8 **ORDER OF BUSINESS –ANNUAL MEETING**

At each Annual Council Meeting the first business shall be:

a. To elect the Town Mayor. The retiring Mayor, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the annual meeting of the Council.

b. To receive the elected Town Mayor's declaration of acceptance of Office or, if not then received, to decide when it shall be received.

c. **To elect a Deputy Town Mayor. The retiring Deputy Mayor shall, unless he/she resigns or becomes disqualified, hold office until immediately after the election of the Mayor at the annual meeting of the Council.**

d. To receive the Deputy Mayor's declaration of acceptance of Office or, if not then received, to decide when it shall be received.

e. To receive apologies for absence.

f. To receive declarations of interest and applications for dispensations.

g. In the ordinary year of election of the Council, to decide how to fill any vacancies left unfilled at the election by reason of insufficient nominations.

h. Confirmation of the accuracy of the minutes of the last meeting of the Council.

9. After the first business has been completed, the order of business at the annual meeting of Council, unless the Council otherwise decides on the grounds of urgency or expediency, shall be as set out below.

(a) To dispose of business, if any, remaining from the last meeting.

(b) Public participation (Meeting adjourned for this item)

(c) Reports from County Councillors and District Councillors (Meeting adjourned for this item).

(d) To receive such communications as the Mayor may wish to bring before the Council.

(e) To review terms of reference and any delegation arrangement to committees and sub-committees if appropriate.

(f) To appoint statutory or standing committees as may be required by the Town Council, make nominations to them and to appoint Chairmen and Vice Chairmen.

(g) To appoint representatives to outside bodies.

(h) To review any other parts of the Constitution, governance document and policies as necessary.

(i) To decide on the Council's eligibility to exercise the General Power of Competence.

(j) To agree the annual calendar of meetings, unless this has been done at a previous meeting.
(k) To answer questions from councillors.

(l) To consider motions or recommendations in the order in which they have been notified.

(m) **To receive and note minutes of and/or to determine recommendations made by committees.**

(n) To receive a Performance Management Report.

(o) To receive and consider reports from officers of the Council.

(p) To consider reports from councillors representing the authority on outside bodies and from Ward Councillors.

(q) **To authorise the approval of payments** unless considered as part of a Report from Finance & Policy Committee.

10 ORDER OF BUSINESS – OTHER COUNCIL MEETINGS

a. **At every meeting other than the Annual Meeting, the first business shall be to appoint a chairman if the Mayor and Deputy Mayor are absent and to receive such declarations of acceptance of office outstanding from the Annual Meeting.** The business will where applicable, generally follow a similar order to the Annual Meeting. The Town Council Manager may amend the order as necessary to facilitate the smooth transaction of business.

b. Any annual review of the pay and conditions of service of existing employees shall be undertaken by Human Resources Committee in accordance with the national pay negotiations. Any review outside of this Committee's delegated authority shall be referred to Council for ratification.

11 URGENT BUSINESS

At the meeting, a motion to vary the order of business on the ground of urgency or expediency:

a. May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and

b. Shall be put to the vote without discussion.

c. If urgent business is added to the Agenda, the item may be discussed but no formal decision may be made. The Town Council Manager does have delegated authority to deal with urgent matters in consultation with specified Members.

12 MOTIONS REQUIRING WRITTEN NOTICE

a. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Town Council Manager or the mover has given notice in writing of its terms and has delivered the notice to the Town Council Manager at least 7 clear days before the next meeting of the Council.

b. The Town Council Manager shall date every notice of motion or resolution when received by him/her, shall number each notice in the order in which it was received and shall record it in a form which shall be open to the inspection of every member of the Council.

c. The Town Council Manager shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he/she intends to move it at some later meeting or that he/she withdraws it.

d. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

e. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Mayor, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

f. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties or which affects its area.

13 MOTIONS NOT REQUIRING WRITTEN NOTICE

Resolutions dealing with the following matters may be moved without notice:-

a. To appoint a Chairman of the meeting.
b. To correct the Minutes of the previous meeting.
c. To approve the Minutes of the previous meeting.
d. To alter the order of business.
e. To dispose of any business remaining from the last meeting.
f. To proceed to the next business.
g. To close or adjourn the debate.
h. To refer a matter to a committee.
i. To appoint a committee or any members thereof or to dissolve a committee.
j. To note the Minutes of a committee or sub-committee.
k. To consider a report or recommendations from a committee or sub-committee or officer.
l. To authorise the sealing of documents.
m. To approve the absences of councillors.
n. To approve the payment of monies.
o. To amend a motion.
p. To give leave to withdraw a resolution or amendment.
q. To extend the time limit for speeches.
r. To consider otherwise than in a committee, a question affecting an employee of the Council.
s. To exclude the public or press. (see Standing Order 40 below)
t. To silence or eject from the meeting a member named for misconduct. (see order 18c below)
u. To give the consent of the Council where such consent is required by these Standing Orders.
v. To suspend any Standing Order. (see Standing Order 50a below), except those which are mandatory by law.
w. To adjourn the meeting.

14 QUESTIONS

a. **A member may ask the Mayor any question concerning the business of the Council, provided 7 clear days' notice of the question has been given to the person to whom it is addressed.**

b. A Member may ask the chairman of a committee, sub-committee or working party any question concerning the business of the committee, sub-committee or working party, provided 7 clear days notice of the question has been given to the person to whom it is addressed.

c. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

d. Every question shall be put and answered without discussion.

e. A person to whom a question has been put may decline to answer or opt to provide a written answer before the next meeting.

f. A member without notice may ask the Chairman of a Committee any question upon the business of the Committee then before the Council, if the question is put before the Council's consideration of those proceedings is finished.

15 MINUTES

No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

16 RULES OF DEBATE

a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

b. A resolution or amendment shall not be discussed unless it has been proposed and seconded and unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.

b. A member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his speech until a later period of the debate.

c. A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.

d. No speech shall exceed 3 minutes except by consent of the Council.

e. An amendment shall be either:
   (i) To leave out words.
   (ii) To leave out words and insert or add others
   (iii) To insert or add words.

f. An amendment shall not have the effect of negating the resolution before the Council.

g. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the substantive resolution upon which any further amendment may be moved.

h. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

i. The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.

j. A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

k. A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confirmed to some material part of a former speech by him/her which may have been misunderstood.

l. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

m. When a resolution is under debate no other resolution shall be moved except the following:-

(i) To amend the resolution.
(ii) To proceed to the next business.
(iii) To adjourn the debate.
(iv) That the question be now put.
(v) That a member named be not further heard.
(vi) That a member named do leave the meeting.
(vii) That the resolution be referred to a committee.
(viii) To exclude the public or press or both.
(ix) To adjourn the meeting.

n. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

o. Members shall address the Chairman.

p. If two or more members begin to speak, the Chairman shall call upon one of them to speak and the others to defer.

q. Whenever the Chairman rises during a debate all other members shall be seated and silent.

r. All councillors will stand when addressing the Council.

17 CLOSURE

At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chairman shall put the motion but, in the case of a motion "that the question be now put", only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

18 DISORDERLY CONDUCT

a. All members must behave in a manner required by the Code of Conduct currently adopted by the Council.

b. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into disrepute.

c. If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) or (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

d. If either of the motions mentioned in paragraph (c) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

19 RIGHT OF REPLY

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed, the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

20 ALTERATION OF RESOLUTION

A member may, with the consent of his seconder, move amendments to his own resolution.

21 RESCISSION OF PREVIOUS RESOLUTION

a. **A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 50% of members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.**

b. When a special resolution or any other resolution moved under the provisions of paragraph a. of this Order has been disposed of, no similar resolution may be moved within a further six months.

22 VOTING ON APPOINTMENTS

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

23 DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order No. 40.)

24. PROPER OFFICER

Where a statute, regulation or order confers function or duties on the Proper Officer of the Council in the following cases, he/she shall be the Town Council Manager, or other officer employed and appointed by the Council.
Duties of the Proper Officer will include:

a. **To receive and retain declarations of acceptance of office.**

b. **To forward a copy of each Member's Declaration of interests and any changes to it, to the Monitoring Officer.** To retain a copy and any changes to it and to keep available for inspection **and displayed on the Council's Website.**

c. **To receive and record declarations of Ordinary interests (local non-pecuniary interests) and Disclosable Pecuniary interests, declared at the meeting, in accordance with the Councillors' Code of Conduct.**

d. **To receive and retain plans and documents.**

e. **To sign notices or other documents on behalf of the Council.**

f. **To arrange legal deeds to be signed by two councillors and witnessed.**

g. **To receive & retain copies of bylaws made by the principal Council.**

h. **To certify copies of bylaws made by the Town Council.**

i. **To keep proper records of meetings of the Council and committees and make available for inspection.**

j. **To process any communications or requests under the Freedom of Information Act 2000 and Data Protection Act 1998.**

k. **To sign and serve on councillors by post, delivery or electronic means, a summons confirming the time, date and venue and the agenda of a meeting of the Council or committee or sub-committee at least 3 clear days before the meeting. (3 clear days excludes the day on which the notice is served, the day of the meeting, Sundays, a day of the Christmas or Easter breaks or a bank holiday, or a day appointed for public thanksgiving or mourning).** Councillors who are not members of a committee will receive agendas and non-confidential reports for information.

l. **To give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, committee or sub-committee.**

m. To receive and send general correspondence and notices, on behalf of the Council except where there is a regulation to the contrary.

n. To manage the organisation, storage and access to information held by the Council in paper and electronic form.

o. To action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

The Town Council Manager and other officers of the Council shall have the authority and duties given to them under the Council's Scheme of Delegation.

25. <u>RESOLUTIONS ON EXPENDITURE</u>

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance & Policy Committee or of another committee after recommendation by the Finance & Policy Committee) and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, except when this impact is already accommodated in an approved budget shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance & Policy Committee shall report on the financial aspect of the matters).

26. <u>EXPENDITURE</u>

a. **Approved cheques and other Orders for the payment of money, including instructions for electronic payments, shall be signed by two members, from a minimum of four Members nominated by Council at the start of the four-year cycle but reviewed annually.**

b. **Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations. The Financial Regulations shall be reviewed at least once a year.**

c. The Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an officer. Payments made under delegated authority must be included in a report in accordance with Order 27.

27. ACCOUNTS AND FINANCIAL STATEMENT

a. All payments by the Council shall be authorised, approved and paid in accordance with the Financial Regulations and must be reported to the next ordinary Council meeting.

b. Where it is appropriate in the efficient execution of Council business to make a payment before it has been authorised by the Council, or Finance & Policy Committee, but it is not a payment delegated to the Town Council Manager or Responsible Financial Officer (RFO) for approval, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Town Council Manager or RFO (if different) for payment in consultation with the Chairman or Vice-Chairman of the Finance & Policy Committee.

c. All payments ratified under sub-paragraph (b) of this Standing Order shall be separately identified in the next schedule of payments before the Council.

28 ESTIMATES / PRECEPTS

a. The Council shall approve written estimates and set a Precept for the coming financial year at its meeting before the end of January each year.

b. Any committee desiring to incur expenditure to be defrayed out of the rates shall, not later than 31st December, give to the Town Council Manager a written estimate of the expenditure recommended for the coming year, and such estimate shall be submitted to the Council at its meeting in January when the Council is considering its Budget and Precept for the coming financial year.

29 SEALING OF DOCUMENTS

a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

b. Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

30 COMMITTEES & SUB COMMITTEES

a. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision in that behalf:

(i) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.

(ii) May appoint persons other than Members of the Council to any Committee **(Except Finance & Policy Committee),** but such persons will not have power to vote; and

(iii) May subject to the provisions of Standing Order 21 above at any time dissolve or alter the membership of committee.

(iv) An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;

(v) ~~The Finance and Policy Committee is made up of other committees Chairs, Mayor and Deputy Mayor. Where the Chair of a committee cannot attend, a Vice-Chairman may attend in their place and vote. Where both Chair and Vice-Chairman attend, only the Chair may vote~~All committees are open to membership by all councillors except the Human Resources Committee which has membership numbers limited to nine.

~~(vi) Any Committee **(Except Human resources and Finance & Policy)** will be made up on a volunteer basis.~~

b. The Chairman and Vice-Chairman of each committee shall be elected annually at the first meeting of each committee following the Annual Town Council meeting held in May of each year.

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~~b.~~c. The Mayor and Deputy Mayor (ex-officio) shall be members of every committee of which they are not ordinary members, ~~but~~ and may ~~not~~ vote.

~~c.~~d. The Chairman of a committee or the Mayor may summon an additional meeting of that committee at any time. An additional meeting may also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

~~d.~~e. Every committee may appoint sub-committees for purposes to be specified by the committee.

~~e.~~f. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

~~f.~~g. The quorum of a committee or sub-committee shall be ~~three~~ four Members or a third of its total membership whichever is the larger.

~~g.~~h. The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

31. WORKING PARTIES & ADVISORY COMMITTEES

a. The Council may create working parties to look at specified issues and advise it accordingly. It must determine the terms of reference and membership as for a committee, however as any working group is not a formally constituted committee and is not open to the public, it may not have any delegated authority to make decisions. Usually working groups will operate on a task and finish basis.

(i) Voting in a working group will be as for a committee. see Standing Order **32** below.

b. The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.

(i) The Council shall determine the terms of reference of the committee.

(ii) An advisory committee may make recommendations and give notice thereof to the Council

(iii) An advisory committee may consist wholly of persons who are not members of the Council.

32. VOTING IN COMMITTEES

a. Members of committees and sub-committees entitled to vote shall by show of hands, or, if at least one member so requests, by named ballot.

b. Chairman of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

33. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

a. A member who has proposed a resolution which has been referred to any committee of which he/she is not a member, may explain his resolution to the committee but shall not vote.

b. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he/she is not a member, except if a resolution has been passed to exclude the press and public. The Council member may speak on an item on the Agenda with the permission of the Chairman, but may not join in the debate or vote.

34. RESPONSIBLE FINANCIAL OFFICER

a. The Responsible Financial Officer (R.F.O.) of the Council shall a permanent or temporary officer of the Council. It may be combined with the role Town Council Manager/Proper Officer upon a resolution of Council, but is currently a separate officer. The Town Council Manager (Proper Officer), RFO and other officers of the Council shall have the authority and duties given to them under the Council's Scheme of Delegation.

c.The duties of the R.F.O. shall be as set out in the Financial Regulations 1.9.

35 CODE OF CONDUCT AND INTERESTS

a. All councillors shall observe the Code of Conduct adopted by the Council.

b. If a member has a Disclosable Pecuniary interest, or Ordinary Interest (Local Non-Pecuniary Interest) as defined by the Code of Conduct currently adopted by the Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required. All interests declared at a meeting must be recorded in the Minutes.

c. If a member has declared a Disclosable Pecuniary interest, he/she must withdraw from the meeting during consideration of the item to which the interest relates. If the member has been granted a dispensation by the Council, he/she must still declare the interest but may take part in the discussion and vote.

d. **Councillors must, in accordance with the Code of Conduct currently adopted by the Council, register in Forest Heath District Council's Register of Councillors' Interests details of their Disclosable Pecuniary Interests by completing the appropriate form and delivering this to the Town Council Manager, who will forward it to the Monitoring Officer.**

e. **Councillors must keep their registered interests up to date by completing the appropriate form and delivering this to the Town Council Manager, who will forward it to the Monitoring Officer.** The Town Council Manager will send out forms prior to the Annual Town Council meeting each year, to give members the opportunity to update their interests in the Register.

f. **The Town Council Manager shall hold a copy of the Register of Member's Disclosable Pecuniary Interests in accordance with the Councillors' Code of Conduct and ensure it is displayed on the Town Council's Website (or have a direct link to ~~Forest Heath~~West Suffolk District Council's Website).**

g. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

~~h.~~i. **A decision as to whether to grant a dispensation shall be made by a meeting of the Council,** or by the Proper Officer in accordance with the Council's Scheme of Delegation **and that decision is final.**

~~i.~~j. **A dispensation request shall confirm:**

i. **the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;**

ii. **whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;**

iii. **the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and**

iv. **an explanation as to why the dispensation is sought.**

~~j.~~k. **A dispensation may be granted in accordance with standing order 35i above, if having regard to all relevant circumstances the following applies:**

i. **without the dispensation, the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business, or**

ii. **granting the dispensation is in the interests of persons living in the council's area, or**

iii. **it is otherwise appropriate to grant a dispensation.**

~~k.~~l. **The Town Council Manager shall also keep a copy of all dispensations granted by the Council.**

~~l.~~m. Upon notification by the Forest Heath District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Town Council's code of conduct, the Proper Officer shall report this to the Council.

~~m.~~n. Where the notification in standing order 35l. above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 35.o below.

~~n.~~o. The Council may:

i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

~~o.~~p. **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him, based on the recommendations of the Monitoring Officer or Council's Standards Committee. Such action excludes disqualification or suspension from any office held.**

36. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

a. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment as an employee of the Council shall disqualify the candidate for such appointment. The Town Council Manager shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.

b. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment, providing they are not part of the selection process.

c. Standing Order Nos. 36a & 36b shall apply to tenders as if the person making the tender were a candidate for an appointment.

37. If a candidate for any appointment under the Council is to his knowledge related to any member or the holder of any office of the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Town Council Manager. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Town Council Manager shall report to the Council or to the appropriate committee any such disclosure.

38. INSPECTION OF DOCUMENTS

a. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

b. All minutes kept by the Council and by any committee or sub-committee shall be open for the inspection of any member of the Council.

c. All requests for information held by the Council shall be processed in accordance with the Council's Publication Scheme and Information Guide and the Freedom of Information Act 2000, but also in compliance with Data Protection legislation.

39. UNAUTHORISED ACTIVITIES

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

a. Inspect any lands or premises which the Council has a right or duty to inspect; or

b. Issue orders, instructions or directions; or

c. Issue or make a statement to the press or media; unless authorised to do so by the Council or the relevant committee or sub-committee.

40. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

a. The public shall be admitted to all meetings of the Council and its committees and sub-committees (but not working parties), **which may, however, temporarily exclude the public by means of the following resolution:-**

"That the Council/Committee resolve to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, from the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters".

b. The Council shall state the special reason for exclusion.

c. The Town Council Manager shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

41. PUBLIC PARTICIPATION

At all meetings, members of the public are permitted to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Council has a responsibility or which affects the Town. The Chairman will at the appropriate point of the Agenda, adjourn the meeting so as to allow any members of the public to address the meeting.
All encouragement will be given to members of the public to participate in this session.

a. Each member of the public who wishes to speak should signify to the Chairman at the beginning of the session.

b When invited to speak in turn by the Mayor/Chairman, each speaker will give his/her name and state the subject matter on which he/she requests to speak.

c. No person may speak on more than two items and in total for no longer than 3 minutes.

d. If a person is making substantially the same points or asking questions that have previously been asked, the Mayor/chairman may ask the person wind up.

e. The Mayor/Chairman may decline to accept a question for the reason that the reply would include the disclosure of confidential information.

f. If having heard the response to a question, the person who asked it may ask one related,

supplementary question.

The response to any question asked, may take the form of:

a. a direct oral answer;

b. where the desired information is in a publication of the Council or other published work, a reference to that publication; or

c. where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member to whom it was to be put, will be dealt with by a written answer. Written answers will be published on the Council's Website and copied to each Council Member.

42. In addition to the public participation session in Order 41 above, The Mayor/Chairman has discretion to suspend Standing Orders on any agenda item to allow a member of the public to ask a question or make a statement. Members of the public are not allowed to join in the debate however.

Where members of the public participate at Planning Committee Meetings, the Chairman will ensure that equal opportunity is given to a person(s) promoting an application, opposing an application and to civic/local representations. The Chairman will explain that only material planning arguments can be taken into account by the Committee.

43. 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 or committee, 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.

44. PUBLIC ORDER

If a member of the public interrupts the proceedings, or is offensive at any meeting, the Chairman may, after warning, order that he/she be removed from the meeting

45. PETITIONS

At any meeting, any Member may present a petition, signed by persons other than Members of the Council, which is relevant to some matter for which the Council has a responsibility or which affects the Town.

a. A Member wishing to present a petition shall give notice of his/her intention to do so to the Town Council Manager at least twenty-four hours before the beginning of the meeting at which it is to be presented.

b. The presentation of a petition will last for no more than three minutes.

c. No discussion will take place on any petition, but any Member may move that a matter raised by a petition be referred to the appropriate committee or sub-Committee. Once seconded, such a motion will be voted on without discussion.

46. CONFIDENTIAL BUSINESS

a. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council, any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.

b. Any member in breach of the provisions of paragraph (a) of this Standing Order shall be excluded from the confidential part of any meeting of the Council and may also be in breach of the Members Code of Conduct.

47. LIAISON WITH COUNCILLORS OF THE DISTRICT AND COUNTY AUTHORITY

. A notice of meeting of the Council shall be sent together with an invitation to attend, to all Councillors who represent the Town on the district or county councils. Council may suspend Standing Orders to allow such councillors to address it.

48. PLANNING APPLICATIONS

a. The Town Council Manager shall, as soon as it is received, keep a file copy of every planning application notified to the Council.

b. The Town Council Manager shall refer every planning application received to the members of the Development and Planning Committee for consideration, and arrange a meeting of the Committee where appropriate and in accordance with the Planning Guidance.

c. During public participation at Development and Planning Committee, equal opportunity shall be given to persons supporting ann application and to persons opposing.

49. COMPLAINTS PROCEDURE

The Council shall deal with complaints made against it or against any officer or member in accordance with the Complaints Procedure adopted by the Council, except for those complaints which should be properly directed to the Monitoring Officer or to any other regulatory body listed in the Complaints Procedure for consideration.

50. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

a. Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

b. A resolution at a meeting to permanently add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

c. Standing Order 50b will not apply where the proposed amendment is a response to a written report on a review of Standing Orders, circulated in advance with the Agenda of the Meeting.

51. STANDING ORDERS TO BE GIVEN TO MEMBERS

a. A copy of these Standing Orders shall be given to each member by the Town Council Manager as part of the Constitution upon delivery by him of the member's declaration of acceptance of office and written undertaking to comply with the Code of Conduct adopted by the Council.

b. The chairman's decision as to the application of Standing Orders at meetings shall be final.

52. CONSTITUTION

a. The Council shall maintain and periodically update a Constitution to advise Members and the public how the Council conducts its business and how decisions are made.

b. The contents of the Constitution will be determined by Council but will always contain Standing Orders, Standing Orders for Contracts, Financial Regulations, Members' Code of Conduct and the Publication Scheme.

53. TOWN MEETING

a. The Council will facilitate the annual Town Meeting, to be held between the 1st March and 1st June (both inclusive) each year.

b. The Town Council will fix the day and time of the Town Meeting but it must not commence earlier than 6pm.

c. At least 7 days public notice must be given of the meeting, specifying the time and place thereof and the business to be transacted.

d. The press and public have the same rights of admission as they have to a meeting of the Town Council.

e. The Town Mayor, if present presides at the Town meeting or in his/her absence the Deputy Mayor. If neither are present, the meeting elects a chairman from the local government electors for the Town who are present.

54. HONORARY TITLES

The Council may introduce the award of honorary titles by resolution, in accordance with legislation.

55. TRAINING AND DEVELOPMENT

The Council will determine and execute an annual training plan for its Members.

56. CERTIFICATES IN RECOGNITION OF OUTSTANDING SERVICE

The Council may award a Certificate in recognition of outstanding service to an individual or organisation, on the recommendation of the Mayor, for service to the Town during the Mayor's term of office.

57. YOUTH COMMITTEE

The Council may make provision for an informal committee of young persons which will operate in accordance with a Constitution approved by Council, or support a separate Youth Council. Members of the Youth Committee may attend Council meetings and will at the discretion of the Mayor be allowed to make reports, ask questions or raise issues on a specific item on the Council Agenda.

58. GENERAL POWER OF COMPETENCE

a. The General Power of Competence permits principal councils and eligible local councils to do anything that individuals generally may do. It is in the Localism Act 2011, s1(1) and becomes the power of first resort.

b. Before exercising the General Power of Competence, the full Council must have passed a resolution at an ordinary meeting, that they meet the relevant eligibility criteria: a Town Council Manager who holds a recognised qualification and the number of councillors elected at the last ordinary election or subsequent by-elections is equal to or exceeds two thirds of the total number of councillors.

c. Local councils are also required by regulation to pass a resolution at each subsequent relevant annual meeting that it meets the conditions of eligibility. Relevant annual meeting is one following an ordinary election.

59. PRAYERS AT COUNCIL MEETINGS

a. If the Council has adopted the General Power of Competence, it may if it wishes include prayers as part of the meeting.

b. If the Council is not eligible to adopt the General Power of competence and it wishes to hold prayers, prayers may take place before commencement of the meeting, but Members cannot be summoned to attend.

Planned Revision Date: May 2020

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Representatives on Outside Bodies

Organisation	2019/20 Representative	2020/21 Representative (to be appointed)
Twinning Association (Maisons Laffitte and Lexington Link)	Town Mayor & Deputy Town Mayor	
MARPA	Cllr Hulbert	
Newmarket Rail Group	Cllr Hulbert	
Newmarket Vision Steering Group*	Town Mayor	
Newmarket Vision Town Centre Retail Economy & Tourism Group	Cllrs Kerby & Lindsay	
Newmarket Vision Transport Delivery Group	Cllrs Hood & Hulbert	
Newmarket Vision Education Group	Deputy Town Mayor & Cllr Lindsay	
Great Local Run	Cllr Jefferys	
Chamber of Commerce Newmarket & Suffolk	All Cllrs	
Newmarket BID	Deputy Town Mayor	
PCSO & Police Crime Commissioner	Town Mayor, Deputy Town Mayor & Cllr Drummond	
Web & IT Development	Deputy Town Mayor	
Newmarket Festival Grant Sub-committee	Town Mayor (appointed by WSC)	

*A decision from the Vision Steering Group regarding additional representation has been delayed by the pandemic.

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Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting
Tuesday 5th May 2020 at 6.00pm via Zoom video conferencing

In attendance: Deborah Sarson (Acting TCM), Margo Walsh & Michelle Kerr (Jockey Club), John Gilbert (Racing Centre), Douglas Hall, Cllrs Sarah Caesar, Andrew Appleby, Mick Jefferys (Chairman), Rachel Hood, Chris O'Neill, Tom Kerby, John Borda, Aimee Hockley-Righton (Racing Welfare), Emily Krich (Orbit Housing), Penny Taylor (Godolphin) Davina Howes (WSC), and Julie Ashton (Minute Assistant).

1: Welcome & Introductions. *Apologies were received from Julie Coffield, Lucy Bennett and Alison Hayes.*
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: Hardship relief fund
JG proposed that the Racing Centre could apply to Newmarket Festival for funds to assist individuals with cases of hardship on behalf of the Steering Group and asked whether that was supported. It was noted that hardship requests for assistance were increasing.
There was a discussion on setting the criteria and boundaries to support cases not covered by other agencies e.g. the 5 week wait to receive Universal Credit and the food bank only being open for 3 days per week.

AHR explained that Racing Welfare had set up a nationwide charity to cover people who had been furloughed and not been paid or laid off and unable to find work and with Universal Credit taking 5 weeks. There is stringent criteria including providing evidence of Universal Credit claims and bank account details. Payments are £75 for singles and £105 for families and they can only apply twice. It was suggested that the same criteria could be used for any hardship monies the SG managed.
Davina agreed that there needs to be clear criteria and boundaries as SCC felt that there was no need for a hardship fund. The "home but not alone" scheme looks at how to provide long term support and how they can get themselves out of the situation. There was housing support for people living in hotels.
DH advised that all requests for food should go to the foodbank but as they are only open 3 days a week, they are not able to cover weekends due to a lack of volunteers and drivers to collect provisions from supermarkets. Further enquires would be made to see what support the foodbank needs to extend opening times. A Deputy Head of a school had suggested that there could be a large number of families in crisis and this would be followed up.
Acting TCM suggested that the hardship fund could cover cases for families not just needing food but for access to the internet, printing, top ups for mobile phones etc. It was noted that internet access is required to claim Universal Credit
JG reported that the majority of requests were for food.

MJ – A Working Group would be set up administered by JG and comprising of Acting TCM (in a voluntary capacity), MJ, MK, TK, AHR and Newmarket Festival. JG to request a grant of £2000 from Newmarket Festival to set up a fund to cover urgent cases for residents that have no other means of support. The Working Group would oversee all requests for hardship cases applying appropriate criteria to avoid any duplication with other organisations.

4: Helpline

a) **Update on the flowchart for call handlers –** DH introduced a flow chart for call handlers to capture the details of requests and it was agreed to be piloted in the coming week. Clear instructions would be provided to call handlers and all safeguarding issues would continue to go straight to JG. The system would capture all data including calls requested and provide details of busy times to ensure resources are allocated where most needed.

b) **To note the call volumes over the past two weeks –** the spreadsheet indicated that there were very few calls during 'out of hours' times especially at the weekend which suggested that cover could be reduced. However, the leaflets stated that the helpline would be available 08:00 – 20:00, 7 days a week so it was agreed that cover would continue to be provided for all those times. It was noted that 85 calls were received in the week

up to 29th April but DH noted this doesn't reflect the actual activity in the community as many initial contacts between volunteers and residents had resulted in multiple incidences of assistance being provided.
JB to look at voicemail to email facilities for 'out of hours' calls.

c) **To discuss any issues this week –** none noted.

5: Update on Newmarket Festival Grant Funding and allocations – a spreadsheet showing monies received and spent was noted. PT reported that DS Smith had contributed cardboard boxes and rainbow jigsaw puzzles for Churches Together to give to children. The Day Centre were grateful for grants received.
MK and MW would review the Chestnut group providing free meals to hospital staff.

6: Tesco Box Scheme
MK and MW reported that there were more cases that were unable to pay which were referred to the foodbank but it was noted they're only open three days a week. So a family in need calling after 2pm on a Friday can't be referred to the foodbank.

7: Safeguarding
JG reported a quiet week with no major concerns referred.
TK had made 2 referral and CO 1 referral today. JG to report back
DH reported that referrals had gone to GPs who had been very helpful. JG asked to be copied in to these referrals.

8: Handling Money
JG reported that following a meeting with Omego, a contactless dashboard and pre load purchase order cards with a set amount could be set up. There would be no set up costs but there would be a small charge for the cards. It was noted that individual circumstances could change so that some creditors may not be able to pay back and these circumstances the assistance would convert from a loan to a grant. It was not known what the demand is likely to be and this would be investigated to ensure it's worth pursuing. Acting TCM added that this would be a way to manage the risk for volunteers and residents and to eliminate cash transactions.

9: Data – no update

10: Communications – to receive an update on the photo competition
The competition had been launched at the weekend but there had not been much engagement so far and it would continue to be pushed. The Bedford Lodge Spa Day could be an attractive prize for the next round.
The NTC website graphic had been shared with the Local Government Association as an example of good practice.

11: Future sustainability – to consider ideas for future collaboration
Ideas were discussed for taking the good work forward and it was suggested that it could be named in Cllr Ian Kirk's memory who was committed to maintaining the momentum of what had been achieved here.
JG would pick up from the work done last year with the volunteer group as a starting point and follow it up
EK was looking at plans for how Orbit Housing could help in Newmarket and would be open to anything that their funding could help with. JB suggested that there were some IT projects requiring funding which would be looked at.

12: To consider proposals for any other organisations that could be invited to join the Steering Group
CO suggested inviting a school representative as they have facilities to do printing that volunteers could pick up and distribute. MJ would contact Nick Froy. CAB was also suggested.

13: Any other areas for discussion
The Foodbank opening times were discussed and additional resources for volunteers and delivery drivers would be investigated. Godolphin were already picking up deliveries from supermarkets and additional slots would be looked at.

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

14. Date for a future meeting
Tuesday 12th May at 6pm on Zoom

End 7.31

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NEWMARKET TOWN COUNCIL
CORONAVIRUS RESPONSE COSTS BREAKDOWN **as at 11/5/2020**

Date	*Details*	*Cost*	
16/03/2020	TCM extra hours w/beg. 16/3 42hrs	£ 1,260.00	
	RFO extra hours w/beg. 16/3 23hrs	£ 338.36	via payroll
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	
	RFO extra hours w/beg. 23/3 36 hrs	£ 607.72	via payroll
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	
20/04/2020	Grant to Newmarket Festival for Hardship Fund	£ 5,000.00	NB: allocated temporarily from Grants 2020/21
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	
	TOTAL COSTS TO DATE	**£ 14,521.40**	

Funded from:

£10,000 from general reserves for CV Response Costs (general)
£5,000 from 2020/21 Grants for Hardship Fund (via Newmarket Festival)

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Newmarket TOWN COUNCIL

Minutes of the
FINANCE & POLICY WORKING GROUP
Meeting held on Zoom on
Monday 11th May 2020 at 7pm

In attendance: Councillor Appleby, Councillor Borda, Councillor Drummond, Councillor Hood, Councillor Jefferys, Councillor Lay, Councillor O'Neill; Deborah Sarson, Acting TCM and Cathy Whitaker, Finance Officer.

Councillor Hood expressed the view that this meeting was not properly constituted, there were no terms of reference for this meeting and that it was unclear why this was not a formal committee meeting which the public could attend. It was explained this is a working group which does not need to be formally constituted in the way a committee meeting is, that Full Council resolved that the working group meeting would be held including the date and time and agreed the terms of reference at its meeting held on Monday 4th May, which Councillor Hood chaired.

1. To elect a Chairman for this meeting
   Councillor Drummond and Councillor O'Neill were proposed and seconded and with three votes for Councillor Drummond and four votes for Councillor O'Neill, Councillor O'Neill was elected as the chair for this meeting.

2. To consider the impact of coronavirus on the overall 2020/2021 budget and make recommendations to Full Council.

   Councillors considered the impact of coronavirus on the overall 2020/2021 budget and noted that in most cases, lost income was offset by reduced expenditure. In total, it was projected that the Council would face a deficit of £4,089.

   It was agreed to **RECOMMEND** to Full Council 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.

   > Councillor Hood requested a recorded vote although it was noted this was not relevant at a working group meeting, nonetheless it was agreed to record the vote as follows. In favour: Councillors Appleby, Borda, Jefferys and O'Neill. Against: none. Abstentions: Councillors Drummond, Hood and Lay. Councillor Hood confirmed she was also voting for Councillors Drummond and Lay who did not respond in any way to the vote.

3. To consider proposed virements utilising the unallocated "other project" reserve and make recommendations to Full Council.

   The Finance Officer proposed a number of virements from the 'other project' reserve of £34,561 in the 2020/21 budget for items not budgeted for which have since been notified as follows:

- £5,000 to Studlands Lighting code 4045/220 (to cover increase following a SCC inventory)
- £1,472 to Public Convenience National Non-Domestic Rates code 4011/208 (to cover rates fees – due to the removal of 'Toilet Tax' legislation not being completed by government because of lack of time during the Brexit discussions)
- £9,290 to Election Costs 4097/101 (to cover estimated costs of two by-elections in 2020/21)
- £4,089 being the overspend on the proposed re-stated budget for 2020/21

It was agreed to **RECOMMEND** to Full Council that the stated amounts be vired from the 'other projects' budget allocation in the 2020/21 financial year.

Councillor Hood requested a recorded vote although it was noted this was not relevant at a working group meeting, nonetheless it was agreed to record the vote as follows. In favour: Councillors Appleby, Borda, Jefferys and O'Neill. Against: none. Abstentions: Councillor Hood. Councillors Drummond and Lay did not vote. Councillor Hood again stated she was not voting because she did not believe it was a properly constituted meeting and had no terms of reference.

It was also noted that the further coronavirus response costs of £5,000 plus the hardship fund of £5,000 had been intended to be recommended from the 2019/20 year end underspend and was included in the report to the Full Council meeting due to be held on 23rd March, which was subsequently cancelled. Now that the year end figures are clearer, it is recommended that this amount could be funded either in part or in full from the 'other project reserve' with the hardship fund grant funded from the £5,000 general grant allocation in the current financial year.

4. To review underspends/overspends for the 2019/20 financial year and make recommendations to Full Council

The finance officer clarified the recommendations for allocating the year end underspends to earmarked reserves, following a query raised at the 4th May 2020 Full Council meeting. It was noted that if these recommendations were approved, this would leave a underspend balance of £11, 725 which officers recommend should be transferred to the general reserve.

It was agreed to **RECOMMEND** to Full Council that the recommendations for allocating underspends to earmarked reserves be approved and that the remaining funds of £11,725 be transferred to general reserves.

Councillor Hood requested a recorded vote although it was noted this was not relevant at a working group meeting, nonetheless it was agreed to record the vote as follows. In favour: Councillors Appleby, Borda, Jefferys and O'Neill. Against: none. Abstentions: none. Councillors Drummond, Hood and Lay did not vote. Councillor Hood again stated

she was not voting because she did not believe it was a properly constituted meeting and had no terms of reference.

It was noted that the coronavirus response amount of £10,000 (as noted above) was originally intended to be allocated to the underspend but that consideration has also been given to allocating it as per the recommendation at item 3 above.

It was agreed that the different points of discussion at this meeting would be combined into one report for presenting to Council along with the recommendations from this meeting.

The meeting ended at 7.55pm

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Summary of Recommendations to Full Town Council – please see supporting documents attached for further details

1: 2019/2020 budget (See Attached – Report 1) Recommendations for year-end underspends

a: Fund transfer of £8,000 from 4108/207 CS Town Centre Regeneration to EMR 313 Town Regeneration.

b: Fund transfer of £7,700 from 4069/306 LS Memorial Gardens Masterplan to EMR 345 Memorial Garden Canopy.

c: Creation of a new EMR – Human Resources EMR.

d: Fund transfer of £13,464 being the surplus/underspend of the HR Committee into the newly created Human Resources EMR.

Total 2019/2020 Budget Surplus/Underspend:	***£40,889***	
Less recommended Transfers	***£29,164***	
Balance 2019/2020 Budget Surplus/Underspend	***£11,725***	**It is recommended that this figure is transferred to the General Reserve**

2: 2020/2021 budget (See Attached – Report 2) Recommendations for current year virements

The projected overall impact of the coronavirus pandemic on the budget, taking into account reductions in costs set against reductions in income, is a net deficit of **£4,089**.

a: £4,089, being the projected deficit (as above) on the 2020/2021 budget to be retained in 4114/101 Other Project Reserve at the end of the 2020/2021 financial year.

b: Virement of £5,000 from 4114/101 F&P Other Project Reserve to 4045/220 Studlands Lighting (to cover SCC increase in charges following its inventory of lights).

c: Virement of £1,472 from 4114/101 F&P Other Project Reserve to 4011/208 Public Convenience Rates (to cover rates fees – due to the delay of Govt 'Toilet Tax' legislation which was planned to remove NNDR on public conveniences; the delay being due to BREXIT discussions) NB: it is possible that these fees may be reversed in this current financial year.

d: Virement of £10,000 from 4114/101 F&P Other Project Reserve to cover the agreed £5,000 grant to Newmarket Festival for a Hardship Fund and the agreed £5,000 for further Coronavirus Response costs incurred by NTC. NB: Due to the cancellation of FTC Meeting on 23/3/2020, the resolution to use £10,000 from the projected 2019/2020 overall budget underspend was not made. With this in mind, Council may wish to reconsider now (bearing in mind the final underspend 2019/2020 was £11,725; lower than initially projected and now recommended to be transferred to the General Reserve) and resolve for this amount to be taken from the 2020/2021 budget.

e: £9,290, being the estimated unbudgeted cost for possible by-elections in 2020/2021 – to be retained in 4114/101 Other Project Reserve throughout the current year. NB: Should this amount, or some of this amount, not be necessary within this financial year it is recommended that this be transferred into an EMR for future By-Elections.

Budget Code 4114/101 (Other Project Reserve) Opening Balance	***£34,561***	
Less recommended Virements/Retentions	***£29,851***	
Budget Code 4114/101 (Other Project Reserve) Balance (May2020)	***£ 4,710***	**This figure to be retained for further use, as necessary, within current year**

REPORT 1

NTC ANALYSIS OF 2019/2020 BUDGET & INCOME/EXPENDITURE

	Total Budgeted	Total Actual (31/3/20)	Underspend/Overspend against Budget	
Finance & Policy	£114,112	£120,533	-£6,421	OVERSPEND
Community Services	£128,046	£102,580	£25,466	UNDERSPEND
Leisure Services	£150,464	£141,553	£8,911	UNDERSPEND
Human Resources	£168,850	£155,386	£13,464	UNDERSPEND
Development & Planning	£2,000	£2,531	-£531	OVERSPEND
TOTAL BUDGET	**£563,472**	**£522,583**	**£40,889**	UNDERSPEND

Total underspend from 2019/2020 Budget	£40,889
Town Centre Regeneration EMR (Clock Tower Project)	-£8,000
Memorial Garden Canopy EMR	-£7,700
Human Resources EMR	-£13,464
TOTAL BUDGET UNDERSPEND ONCE ADJUSTMENTS MADE	**£11,725**

Note: as at 31 March 2020 FINAL YEAR END Finance & Policy

		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Finance & Policy												
101	**Administration**											
1003	Banner Income	0	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
1005	Misc Income	0	1,201	0	0	0	0	0	0	0	0	0
1103	Rent Receivable	0	75	0	0	0	0	0	75	75	0	0
1174	Grants Received SCC	0	2,875	0	0	0	0	0	0	0	0	0
~~1176~~	~~Precept Received~~	~~550,174~~	~~550,174~~	0	0	~~565,779~~	0	~~565,779~~	~~565,779~~	~~665,114~~	0	0
1190	Interest Received	250	221	0	0	254	0	254	35	50	0	0
	Total Income	550,424	555,546	0	0	567,033	0	~~567,033~~ 1,254	~~566,889~~ 1,110	666,239	0	0
4008	Staff Training	2,500	4,488	0	-1,000	2,500	0	1,500	1,631	2,500	0	0
4009	Staff Travel	350	130	0	0	200	0	200	315	250	0	0
4018	Software/Computer Consumables	1,007	1,147	0	0	1,500	0	1,500	1,375	1,500	0	0
4019	New IT System/Hardware	2,993	3,686	0	0	2,030	0	2,030	3,926	2,030	0	0
4021	Telephone and Fax	7,100	11,761	0	0	2,500	0	2,500	1,979	2,000	0	0
4022	Postage	3,000	1,726	0	0	2,000	0	2,000	1,783	2,100	0	0
4023	Stationery	2,200	2,416	0	0	2,233	0	2,233	2,186	2,000	0	0
4025	Subscriptions&Licences	1,800	3,088	0	0	2,800	0	2,800	5,178	4,000	0	0
4026	Insurance	12,000	7,593	0	-3,500	12,180	0	8,680	8,590	12,400	0	0
4028	Office Maintenance	5,000	6,335	0	-250	6,000	0	5,750	10,781	7,500	0	0
4030	Recruitment Advertising	400	0	0	1,200	406	0	1,606	1,671	406	0	0
4051	Bank Charges/Interest	500	1,123	0	0	900	0	900	672	600	0	0
4056	Legal Expenses	8,000	3,591	0	0	8,000	0	8,000	3,793	13,750	0	0
4057	Audit & Accountancy Fees	2,500	2,746	0	0	2,538	0	2,538	3,526	3,500	0	0

Continued on next page

Newmarket Town Council

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Finance & Policy

		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4058	Professional Fees	0	1,183	0	0	0	0	0	0	0	0	0
4059	web site	500	2,628	0	0	508	0	508	253	550	0	0
4060	Councillors Training	500	0	0	0	508	0	508	404	508	0	0
4061	Councillors Expenses	250	54	0	0	254	0	254	0	254	0	0
4062	Civic Regalia	300	237	0	0	305	0	305	0	305	0	0
4064	Town Mayor's Allowance	1,000	144	0	0	1,000	0	1,000	457	1,000	0	0
4075	Grant to CAB	3,000	3,000	0	0	3,000	0	3,000	3,000	3,000	0	0
4076	Grants	8,000	7,200	0	0	3,000	0	3,000	2,250	5,000	0	0
4077	Marketing	5,000	1,718	0	-1,100	4,000	0	2,900	1,696	5,000	0	0
4079	Grant to Royal British Legion	25	25	0	0	25	0	25	25	25	0	0
4083	PCSO	22,000	0	0	0	34,000	0	34,000	33,346	34,000	0	0
4090	Biodegradable Dog Poo Bags	950	806	0	0	964	0	964	614	964	0	0
4091	Elections Expenses	-1,500	0	0	0	0	0	0	0	0	0	0
4095	Assets Purchased	0	2,875	0	0	0	0	0	0	0	0	0
4097	Election Costs	0	2,815	0	5,400	12,500	0	17,900	17,871	3,500	0	0
4113	Rolling Capitol Reserve	0	0	0	0	0	0	0	0	20,000	0	0
4114	Other Projects / Reserves	0	0	0	0	0	0	0	0	34,561	0	0
4115	Coronavirus Response Costs	0	0	0	0	0	0	0	3,737	0	0	0
4180	Civic Functions	4,000	2,101	0	-1,000	1,015	0	15	0	2,000	0	0
4220	Discover Nmkt Stakeholder Fee	0	0	0	0	5,000	0	5,000	5,000	5,000	0	0
4221	Yellow Brick Road	0	0	0	0	2,000	0	2,000	1,800	2,000	0	0
4222	Tourism Stakeholder Fee	0	0	0	0	1,000	0	1,000	1,000	1,000	0	0
	Overhead Expenditure	93,375	74,615	0	-250	114,866	0	114,616	118,859	173,203	0	0
	Movement to/(from) Gen Reserve	457,049	480,931			452,167		452,417	448,030	493,036		

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		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
103	**Health & Safety**											
4020	Misc. Staff Costs	0	120	0	0	0	0	0	189	250	0	0
4028	Office Maintenance	0	70	0	250	0	0	250	95	250	0	0
4058	Professional Fees	2,500	2,500	0	0	500	0	500	2,500	2,500	0	0
	Overhead Expenditure	2,500	2,690	0	250	500	0	750	2,784	3,000	0	0
	Movement to/(from) Gen Reserve	(2,500)	(2,690)			(500)		(750)	(2,784)	(3,000)		
	Finance & Policy - Income	550,424	555,546	0	0	567,033	0	~~567,033~~ 1,254	~~566,889~~ 1,110	666,239	0	0
	Expenditure	95,875	77,305	0	0	115,366	0	115,366	121,643	176,203	0	0
	Movement to/(from) Gen Reserve	454,549	478,241			451,667		~~451,667~~ 114,112	~~445,246~~ 120,533	490,036		
	Total Budget Income	550,424	555,546	0	0	567,033	0	~~567,033~~	~~566,889~~	666,239	0	0
	Expenditure	95,875	77,305	0	0	115,366	0	~~115,366~~	~~121,643~~	176,203	0	0
	Movement to/(from) Gen Reserve	454,549	478,241			451,667		~~451,667~~	~~445,246~~	490,036		

Note: as at 31 March 2020 FINAL YEAR END Community Services

		2018-2019		2019-2020					2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Community Services												
200	**Outside Services**											
4029	General Equipment	500	255	0	0	500	0	500	482	500	0	0
4039	Vehicle Costs	4,200	706	0	0	4,200	0	4,200	951	4,200	0	0
4326	Outside Services SLA	67,515	69,811	0	0	79,891	0	79,891	70,915	72,716	0	0
	Overhead Expenditure	72,215	70,772	0	0	84,591	0	84,591	72,348	77,416	0	0
	Movement to/(from) Gen Reserve	(72,215)	(70,772)			(84,591)		(84,591)	(72,348)	(77,416)		
201	**General Town Planting**											
1007	Sponsorship Income	5,100	5,770	0	0	4,750	0	4,750	4,830	4,750	0	0
1009	Roundabout Sponsorship	5,000	5,293	0	0	5,200	0	5,200	5,368	5,200	0	0
1100	Grants Received	2,395	0	0	0	0	0	0	0	0	0	0
	Total Income	12,495	11,063	0	0	9,950	0	9,950	10,198	9,950	0	0
4100	Seasonal Planting	3,000	1,628	0	0	3,000	0	3,000	3,509	3,000	0	0
4101	Hanging Baskets	7,000	8,714	0	0	3,000	0	3,000	3,783	4,000	0	0
4102	Other Planting Expenses	50	0	0	0	50	0	50	42	50	0	0
	Overhead Expenditure	10,050	10,343	0	0	6,050	0	6,050	7,334	7,050	0	0
	Movement to/(from) Gen Reserve	2,445	720			3,900		3,900	2,864	2,900		
202	**Cemetery**											
1000	Burial Fees	24,000	28,050	0	0	30,000	0	30,000	33,350	29,000	0	0
1020	Interment Income	10,000	3,830	0	0	7,500	0	7,500	3,000	6,000	0	0

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Note: as at 31 March 2020 FINAL YEAR END Community Services

		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1021	Monumental Income	11,000	5,705	0	0	4,500	0	4,500	6,648	5,000	0	0
1022	Grave Space Purchase Income	12,200	13,500	0	0	16,000	0	16,000	20,261	16,000	0	0
1029	Income Commemorative Bench	1,050	1,050	0	0	1,066	0	1,066	1,091	1,500	0	0
	Total Income	58,250	52,135	0	0	59,066	0	59,066	64,350	57,500	0	0
4011	Rates	1,948	2,698	0	536	2,500	0	3,036	3,036	3,100	0	0
4012	Water Rates	350	230	0	0	355	0	355	281	250	0	0
4014	Electricity	2,200	-551	0	0	2,233	0	2,233	385	1,600	0	0
4016	Cleaning	0	0	0	0	0	0	0	133	100	0	0
4017	Fire Precautions	150	35	0	0	152	0	152	30	152	0	0
4019	New IT System/Hardware	0	53	0	0	0	0	0	0	0	0	0
4035	Equipment	200	0	0	0	200	0	200	0	200	0	0
4036	R&M - Buildings	8,000	733	0	0	2,000	0	2,000	248	2,000	0	0
4037	R&M - Grounds	1,000	13,094	0	3,000	13,500	0	16,500	21,784	16,500	0	0
4040	Trade Refuse Collections	1,500	0	0	0	1,500	0	1,500	0	0	0	0
4047	Grave Digging	13,000	11,216	0	0	13,500	0	13,500	10,655	12,000	0	0
4084	Commemorative Bench Cemetery	1,000	0	0	0	0	0	0	0	0	0	0
4325	Cemetery SLA	8,880	9,182	0	0	9,240	0	9,240	10,071	10,071	0	0
4995	Budgeted Reserve Amount	5,000	0	0	-3,000	3,000	0	0	0	3,000	0	0
	Overhead Expenditure	43,228	36,690	0	536	48,181	0	48,717	46,622	48,973	0	0
	Movement to/(from) Gen Reserve	15,022	15,445			10,885		10,349	17,728	8,527		
203	**Disused Churchyards**											
4037	R&M - Grounds	1,500	261	0	3,000	1,000	0	4,000	4,412	4,000	0	0

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Note: as at 31 March 2020 FINAL YEAR END Community Services

		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4995	Budgeted Reserve Amount	0	0	0	0	0	0	0	0	1,000	0	0
4996	Budgeted spend from EMR	3,000	0	0	-3,000	3,000	0	0	0	0	0	0
	Overhead Expenditure	4,500	261	0	0	4,000	0	4,000	4,412	5,000	0	0
	Movement to/(from) Gen Reserve	(4,500)	(261)			(4,000)		(4,000)	(4,412)	(5,000)		
204	**Memorial - War,Cooper,Tutte**											
1005	Misc Income	0	950	0	0	0	0	0	0	0	0	0
	Total Income	0	950	0	0	0	0	0	0	0	0	0
4014	Electricity	0	78	0	0	100	0	100	64	100	0	0
4036	R&M - Buildings	500	950	0	0	500	0	500	14	500	0	0
4037	R&M - Grounds	7,000	3,794	0	0	0	0	0	7,193	500	0	0
	Overhead Expenditure	7,500	4,822	0	0	600	0	600	7,271	1,100	0	0
	Movement to/(from) Gen Reserve	(7,500)	(3,872)			(600)		(600)	(7,271)	(1,100)		
205	**Clocks**											
4014	Electricity	300	158	0	0	300	0	300	186	200	0	0
4036	R&M - Buildings	0	404	0	0	500	0	500	0	500	0	0
4177	Clock Tower Expenses	1,200	1,302	0	0	700	0	700	1,210	1,400	0	0
4995	Budgeted Reserve Amount	0	0	0	-1,000	1,000	0	0	0	1,000	0	0
	Overhead Expenditure	1,500	1,864	0	-1,000	2,500	0	1,500	1,396	3,100	0	0
	Movement to/(from) Gen Reserve	(1,500)	(1,864)			(2,500)		(1,500)	(1,396)	(3,100)		
206	**Bus Shelters**											

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		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	R&M - Buildings	1,500	630	0	0	1,500	0	1,500	3,989	1,500	0	0
	Overhead Expenditure	1,500	630	0	0	1,500	0	1,500	3,989	1,500	0	0
	Movement to/(from) Gen Reserve	(1,500)	(630)			(1,500)		(1,500)	(3,989)	(1,500)		
207	**General Town Maintenance**											
1100	Grants Received	0	0	0	0	0	0	0	2,455	0	0	0
	Total Income	0	0	0	0	0	0	0	2,455	0	0	0
4037	R&M - Grounds	0	0	0	0	0	0	0	529	500	0	0
4092	Infrastructure	2,500	87	0	0	2,500	0	2,500	0	2,500	0	0
4108	Town Centre Regeneration	15,000	4,544	0	0	8,000	0	8,000	0	8,000	0	0
4140	Dog Waste Collection/Disposal	800	0	0	0	812	0	812	616	812	0	0
4995	Budgeted Reserve Amount	1,000	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	19,300	4,632	0	0	11,312	0	11,312	1,144	12,812	0	0
	Movement to/(from) Gen Reserve	(19,300)	(4,632)			(11,312)		(11,312)	1,311	(12,812)		
208	**Public Conveniences**											
1005	Misc Income	0	200	0	0	0	0	0	0	0	0	0
1100	Grants Received	3,000	3,300	0	0	3,300	0	3,300	3,300	3,300	0	0
	Total Income	3,000	3,500	0	0	3,300	0	3,300	3,300	3,300	0	0
4011	Rates	1,700	1,416	0	1,121	0	0	1,121	1,448	0	0	0
4012	Water Rates	150	-218	0	0	152	0	152	51	152	0	0
4014	Electricity	600	61	0	0	609	0	609	349	260	0	0

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Note: as at 31 March 2020 FINAL YEAR END Community Services

		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4016	Cleaning	0	120	0	0	0	0	0	265	300	0	0
4036	R&M - Buildings	500	142	0	0	508	0	508	872	900	0	0
4044	Public Toilet Cleansing	0	0	0	0	600	0	600	0	0	0	0
4046	Opening/Closing Costs	0	760	0	0	0	0	0	1,490	2,000	0	0
	Overhead Expenditure	2,950	2,281	0	1,121	1,869	0	2,990	4,476	3,612	0	0
	Movement to/(from) Gen Reserve	50	1,219			1,431		310	(1,176)	(312)		
211	**The Queens Statue**											
4012	Water Rates	200	0	0	0	203	0	203	0	203	0	0
4014	Electricity	1,000	0	0	0	300	0	300	0	300	0	0
4037	R&M - Grounds	3,000	400	0	0	1,000	0	1,000	350	1,000	0	0
	Overhead Expenditure	4,200	400	0	0	1,503	0	1,503	350	1,503	0	0
	Movement to/(from) Gen Reserve	(4,200)	(400)			(1,503)		(1,503)	(350)	(1,503)		
215	**Allotments**											
1010	Allotment Fees	900	900	0	0	900	0	900	900	900	0	0
	Total Income	900	900	0	0	900	0	900	900	900	0	0
4037	R&M - Grounds	1,500	665	0	-1,500	1,500	0	0	0	1,500	0	0
	Overhead Expenditure	1,500	665	0	-1,500	1,500	0	0	0	1,500	0	0
	Movement to/(from) Gen Reserve	(600)	235			(600)		900	900	(600)		
220	**Studlands**											
4045	Street Lighting - Maint Cont	10,000	10,048	0	3,500	10,000	0	13,500	12,864	10,500	0	0

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		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4052	Street Lighting - Repair	1,500	0	0	0	1,000	0	1,000	0	1,000	0	0
	Overhead Expenditure	11,500	10,048	0	3,500	11,000	0	14,500	12,864	11,500	0	0
	Movement to/(from) Gen Reserve	(11,500)	(10,048)			(11,000)		(14,500)	(12,864)	(11,500)		
308	**Christmas**											
4310	Christmas Lights	15,000	16,504	0	-9,793	21,000	0	11,207	11,207	12,000	0	0
4811	CP - Christmas Lights Infrast	3,000	3,640	0	9,793	3,000	0	12,793	10,370	10,000	0	0
4995	Budgeted Reserve Amount	0	0	0	-1,000	1,000	0	0	0	1,000	0	0
	Overhead Expenditure	18,000	20,144	0	-1,000	25,000	0	24,000	21,577	23,000	0	0
	Movement to/(from) Gen Reserve	(18,000)	(20,144)			(25,000)		(24,000)	(21,577)	(23,000)		
309	**Newmarket Bombing Memorial**											
4099	NBM contribution to overall co	0	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	1,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(1,000)		
	Community Services - Income	74,645	68,548	0	0	73,216	0	73,216	81,202	71,650	0	0
	Expenditure	197,943	163,551	0	1,657	199,605	0	201,262	183,783	199,066	0	0
	Movement to/(from) Gen Reserve	(123,298)	(95,003)			(126,389)		(128,046)	(102,580)	(127,416)		

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Newmarket Town Council

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Note: as at 31 March 2020 FINAL YEAR END Community Services

	2018-2019		2019-2020						2020-2021		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	74,645	68,548	0	0	73,216	0	73,216	81,202	71,650	0	0
Expenditure	197,943	163,551	0	1,657	199,605	0	201,262	183,783	199,066	0	0
Movement to/(from) Gen Reserve	(123,298)	(95,003)			(126,389)		(128,046)	(102,580)	(127,416)		

		2018-2019		2019-2020					2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Leisure Services												
120	**Memorial Hall**											
1001	Hall Hire Standard Rate	35,000	15,534	0	0	35,000	0	35,000	19,334	20,000	0	0
1003	Banner Income	0	100	0	0	0	0	0	0	0	0	0
1016	Refreshments Income	6,000	2,946	0	0	6,120	0	6,120	1,319	1,000	0	0
	Total Income	41,000	18,579	0	0	41,120	0	41,120	20,653	21,000	0	0
4011	Rates	7,000	5,760	0	-1,248	7,140	0	5,892	5,892	6,000	0	0
4012	Water Rates	3,000	2,045	0	2,000	2,700	0	4,700	6,039	5,000	0	0
4014	Electricity	5,000	-1,495	0	0	4,000	0	4,000	4,694	5,000	0	0
4015	Gas	6,000	7,295	0	0	4,500	0	4,500	6,435	6,000	0	0
4016	Cleaning	0	913	0	0	0	0	0	3,220	7,000	0	0
4017	Fire Precautions	500	449	0	0	510	0	510	240	510	0	0
4036	R&M - Buildings	11,000	16,531	0	0	11,000	0	11,000	11,054	15,480	0	0
4038	Furniture/Fixtures/Fittings	3,150	3,184	0	0	2,500	0	2,500	666	2,500	0	0
4040	Trade Refuse Collections	1,600	1,594	0	0	1,632	0	1,632	1,660	1,700	0	0
4044	Public Toilet Cleansing	650	218	0	0	0	0	0	0	200	0	0
4078	Refreshment Costs Hall Hire	1,200	2,716	0	0	1,224	0	1,224	829	800	0	0
4080	PWLB Loan Charges (CAP + INT)	68,000	67,990	0	0	88,919	0	88,919	89,878	88,919	0	0
4995	Budgeted Reserve Amount	0	0	0	-2,000	2,000	0	0	0	2,000	0	0
	Overhead Expenditure	107,100	107,198	0	-1,248	126,125	0	124,877	130,606	141,109	0	0
	Movement to/(from) Gen Reserve	(66,100)	(88,619)			(85,005)		(83,757)	(109,953)	(120,109)		
301	**Arts**											

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		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1043	Income - Tea Dance	1,600	1,704	0	0	1,550	0	1,550	1,816	1,550	0	0
1101	Donations Received	0	0	0	0	0	0	0	150	0	0	0
1174	Grants Received SCC	0	0	0	0	0	0	0	650	0	0	0
	Total Income	1,600	1,704	0	0	1,550	0	1,550	2,616	1,550	0	0
4440	Costs - Childrens' Events	2,000	2,940	0	660	2,030	0	2,690	3,250	3,350	0	0
4442	Costs - Pocket Money Cinema	0	0	0	-660	660	0	0	0	0	0	0
4443	Costs - Tea Dance	1,600	2,272	0	0	1,624	0	1,624	1,774	1,624	0	0
	Overhead Expenditure	3,600	5,212	0	0	4,314	0	4,314	5,024	4,974	0	0
	Movement to/(from) Gen Reserve	(2,000)	(3,508)			(2,764)		(2,764)	(2,408)	(3,424)		
302	**Winter Wonderland**											
1059	Income - Winter Wonderland	6,000	361	0	0	5,000	0	5,000	158	3,000	0	0
1101	Donations Received	0	0	0	0	0	0	0	1,250	0	0	0
	Total Income	6,000	361	0	0	5,000	0	5,000	1,408	3,000	0	0
4453	Cost - Winter Wonderland	10,000	4,728	0	2,000	9,000	0	11,000	7,163	9,000	0	0
	Overhead Expenditure	10,000	4,728	0	2,000	9,000	0	11,000	7,163	9,000	0	0
	Movement to/(from) Gen Reserve	(4,000)	(4,367)			(4,000)		(6,000)	(5,755)	(6,000)		
303	**Entertainments**											
1172	SoapBox Derby - income	0	0	0	0	0	0	0	22,619	0	0	0
1174	Grants Received SCC	0	500	0	0	0	0	0	0	0	0	0
	Total Income	0	500	0	0	0	0	0	22,619	0	0	0

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		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4094	Market Event	10,000	8,135	0	0	0	0	0	0	0	0	0
4096	Purple Tuesday Initiative cost	0	310	0	0	0	0	0	876	500	0	0
4098	SoapBox Derby - costs	0	0	0	0	0	0	0	23,431	0	0	0
4179	Entertainment	0	0	0	-2,000	6,000	0	4,000	121	6,000	0	0
	Overhead Expenditure	10,000	8,445	0	-2,000	6,000	0	4,000	24,427	6,500	0	0
	Movement to/(from) Gen Reserve	(10,000)	(7,945)			(6,000)		(4,000)	(1,808)	(6,500)		
304	**Tourism**											
1178	Transfer from Reserves	1,000	0	0	0	0	0	0	0	0	0	0
	Total Income	1,000	0	0	0	0	0	0	0	0	0	0
4311	Christmas Tree	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4320	Legends of the Turf	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
	Overhead Expenditure	2,000	0	0	0	2,000	0	2,000	0	2,000	0	0
	Movement to/(from) Gen Reserve	(1,000)	0			(2,000)		(2,000)	0	(2,000)		
305	**Carnival**											
1026	Carnival income	350	0	0	0	0	0	0	0	0	0	0
1039	Carnival Contribution Income	1,500	0	0	0	0	0	0	0	0	0	0
1040	Income - Carnival Fundraisers	405	500	0	0	0	0	0	0	0	0	0
	Total Income	2,255	500	0	0	0	0	0	0	0	0	0
4312	Newmarket Carnival	5,000	5,500	0	0	5,000	0	5,000	5,000	10,000	0	0
	Overhead Expenditure	5,000	5,500	0	0	5,000	0	5,000	5,000	10,000	0	0

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		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(2,745)	(5,000)			(5,000)		(5,000)	(5,000)	(10,000)		
306	**Memorial Gardens**											
1004	Kiosk Income	1,200	600	0	0	1,200	0	1,200	1,200	1,200	0	0
1005	Misc Income	0	7,328	0	0	0	0	0	0	0	0	0
1100	Grants Received	0	35,000	0	0	0	0	0	0	0	0	0
1101	Donations Received	0	21,395	0	0	0	0	0	1,010	0	0	0
1175	Loan Proceeds	0	179,937	0	0	0	0	0	0	0	0	0
1181	Grant Received WSC	0	35,000	0	0	0	0	0	1,850	0	0	0
	Total Income	1,200	279,260	0	0	1,200	0	1,200	4,060	1,200	0	0
4012	Water Rates	600	-194	0	0	608	0	608	-808	200	0	0
4014	Electricity	100	168	0	0	105	0	105	0	105	0	0
4037	R&M - Grounds	10,000	14,904	0	0	2,000	0	2,000	2,940	12,000	0	0
4041	R&M - play-equipment	202	202	0	0	2,000	0	2,000	102	2,000	0	0
4042	Annual Event Fund	2,500	0	0	0	0	0	0	0	0	0	0
4046	Opening/Closing Costs	4,000	2,430	0	0	5,300	0	5,300	3,670	4,500	0	0
4069	Memorial Gdns Reg. MASTERPLAN	44,623	495,994	0	0	30,000	0	30,000	18,230	0	0	0
4080	PWLB Loan Charges (CAP + INT)	0	9,445	0	0	0	0	0	0	0	0	0
4112	Water Feature	2,675	2,675	0	0	2,000	0	2,000	1,797	2,000	0	0
4142	Memorial Garden Kiosk	1,000	259	0	0	1,000	0	1,000	171	1,000	0	0
4995	Budgeted Reserve Amount	0	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	65,700	525,884	0	0	43,013	0	43,013	26,102	22,805	0	0
	Movement to/(from) Gen Reserve	(64,500)	(246,624)			(41,813)		(41,813)	(22,042)	(21,605)		

Continued on next page

		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
307	**Twinning**											
4181	Twinning Expenses	2,500	2,500	0	-2,500	2,500	0	0	0	3,500	0	0
4184	Lexington Link	1,000	978	0	2,500	1,000	0	3,500	2,693	0	0	0
	Overhead Expenditure	3,500	3,478	0	0	3,500	0	3,500	2,693	3,500	0	0
	Movement to/(from) Gen Reserve	(3,500)	(3,478)			(3,500)		(3,500)	(2,693)	(3,500)		
310	**The Severals Sports Facilities**											
1002	Sports Hire Income	8,000	5,759	0	0	8,120	0	8,120	14,378	8,000	0	0
1016	Refreshments Income	0	622	0	0	0	0	0	602	150	0	0
	Total Income	8,000	6,381	0	0	8,120	0	8,120	14,980	8,150	0	0
4011	Rates	2,700	2,280	0	-409	2,741	0	2,332	2,332	2,380	0	0
4012	Water Rates	2,000	-191	0	0	2,030	0	2,030	485	1,000	0	0
4014	Electricity	1,400	1,129	0	0	1,421	0	1,421	726	1,000	0	0
4015	Gas	1,000	1,903	0	500	1,015	0	1,515	1,419	1,200	0	0
4016	Cleaning	0	0	0	0	0	0	0	303	1,500	0	0
4017	Fire Precautions	150	68	0	0	152	0	152	71	152	0	0
4036	R&M - Buildings	1,000	1,918	0	0	550	0	550	1,538	1,000	0	0
4037	R&M - Grounds	0	0	0	0	550	0	550	0	600	0	0
4038	Furniture/Fixtures/Fittings	1,000	503	0	0	1,000	0	1,000	0	1,000	0	0
4040	Trade Refuse Collections	200	0	0	0	200	0	200	0	200	0	0
4044	Public Toilet Cleansing	0	443	0	0	0	0	0	0	100	0	0
4200	Capital Expenditure	2,500	0	0	0	0	0	0	0	0	0	0
4995	Budgeted Reserve Amount	0	0	0	-500	500	0	0	0	500	0	0

Continued on next page

Newmarket Town Council

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Leisure Services

	2018-2019		2019-2020						2020-2021		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	11,950	8,052	0	-409	10,159	0	9,750	6,873	10,632	0	0
Movement to/(from) Gen Reserve	(3,950)	(1,671)			(2,039)		(1,630)	8,106	(2,482)		
Leisure Services - Income	61,055	307,285	0	0	56,990	0	56,990	66,336	34,900	0	0
Expenditure	218,850	668,497	0	-1,657	209,111	0	207,454	207,889	210,520	0	0
Movement to/(from) Gen Reserve	(157,795)	(361,212)			(152,121)		(150,464)	(141,553)	(175,620)		
Total Budget Income	61,055	307,285	0	0	56,990	0	56,990	66,336	34,900	0	0
Expenditure	218,850	668,497	0	-1,657	209,111	0	207,454	207,889	210,520	0	0
Movement to/(from) Gen Reserve	(157,795)	(361,212)			(152,121)		(150,464)	(141,553)	(175,620)		

Newmarket Town Council

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Human Resources

		2018-2019		2019-2020					2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Human Resources												
102	**Staff Costs**											
4010	Staff Uniform/Workwear	300	441	0	0	300	0	300	637	400	0	0
4020	Misc. Staff Costs	0	1,210	0	0	1,400	0	1,400	1,033	1,400	0	0
4500	PAYE/NIC 2016/17	0	3,628	0	0	0	0	0	0	0	0	0
4501	Staff Salaries	146,415	135,645	0	0	149,000	0	149,000	141,381	163,500	0	0
4503	Employers National Insurance	11,500	10,379	0	0	10,900	0	10,900	8,806	11,200	0	0
4504	Employers Pension	7,250	5,346	0	0	7,250	0	7,250	3,531	7,500	0	0
	Overhead Expenditure	165,465	156,649	0	0	168,850	0	168,850	155,386	184,000	0	0
	Movement to/(from) Gen Reserve	(165,465)	(156,649)			(168,850)		(168,850)	(155,386)	(184,000)		
	Human Resources - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	165,465	156,649	0	0	168,850	0	168,850	155,386	184,000	0	0
	Movement to/(from) Gen Reserve	(165,465)	(156,649)			(168,850)		(168,850)	(155,386)	(184,000)		
	Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	165,465	156,649	0	0	168,850	0	168,850	155,386	184,000	0	0
	Movement to/(from) Gen Reserve	(165,465)	(156,649)			(168,850)		(168,850)	(155,386)	(184,000)		

Newmarket Town Council

Annual Budget - By Committee

Note: as at 31 March 2020 FINAL YEAR END Development & Planning

		2018-2019		2019-2020						2020-2021		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Development & Planning												
209	**Neighbourhood Plan**											
1100	Grants Received	0	7,200	0	0	2,000	0	2,000	0	0	0	0
1174	Grants Received SCC	0	4,000	0	0	0	0	0	0	0	0	0
	Total Income	0	11,200	0	0	2,000	0	2,000	0	0	0	0
4089	Costs - Neighbourhood Plan	8,000	13,783	0	0	4,000	0	4,000	2,531	3,000	0	0
	Overhead Expenditure	8,000	13,783	0	0	4,000	0	4,000	2,531	3,000	0	0
	Movement to/(from) Gen Reserve	(8,000)	(2,583)			(2,000)		(2,000)	(2,531)	(3,000)		
	Development & Planning - Income	0	11,200	0	0	2,000	0	2,000	0	0	0	0
	Expenditure	8,000	13,783	0	0	4,000	0	4,000	2,531	3,000	0	0
	Movement to/(from) Gen Reserve	(8,000)	(2,583)			(2,000)		(2,000)	(2,531)	(3,000)		
	Total Budget Income	0	11,200	0	0	2,000	0	2,000	0	0	0	0
	Expenditure	8,000	13,783	0	0	4,000	0	4,000	2,531	3,000	0	0
	Movement to/(from) Gen Reserve	(8,000)	(2,583)			(2,000)		(2,000)	(2,531)	(3,000)		

Report on the impact of the CV pandemic on NTC overall budget for 2020/2021

REPORT 2

Approved Budget Income

Committee	Budgeted Income	
Finance & Policy	£	1,125
Community Services	£	71,650
Leisure Services	£	34,900
Human Resources	£	-
Development & Planning	£	-
TOTAL BUDGET	**£**	**107,675**

Projected Impacted Budget Income

Committee	Budgeted Income	
Finance & Policy	£	1,125
Community Services	£	61,700
Leisure Services	£	2,737
Human Resources	£	-
Development & Planning	£	-
TOTAL BUDGET	**£**	**65,562**

Approved Budget Expenditure

Committee	Budgeted Expenditure	
Finance & Policy	£	176,203
Community Services	£	199,066
Leisure Services	£	210,520
Human Resources	£	184,000
Development & Planning	£	3,000
TOTAL BUDGET	**£**	**772,789**

Projected Impacted Budget Expenditure

Committee	Budgeted Expenditure	
Finance & Policy	£	176,203
Community Services	£	194,066
Leisure Services	£	177,496
Human Resources	£	184,000
Development & Planning	£	3,000
TOTAL BUDGET	**£**	**734,765**

ANNUAL BUDGET TOTALS

£ 665,114	2020/21 Approved Budget
£ 669,203	2020/21 Projected Impacted Budget
-£ 4,089	estimated net deficit on approved budget

NB: The net deficit being made up of a net deficit in CS budget of £4,950 & a net surplus in LS budget of £861

It is recommended that the estimated deficit would be retained in the 4114/101 'Other Project Reserves' code in the current year budget

Report on the impact of the CV pandemic on NTC overall budget for 2020/2021

Adjustment Details to Proposed Re-Stated Budget

Committee	Account Code	Description	Income or Expenditure / Decrease or Increase	Current Budget	Amount of decrease / increase (above current budgeted amount)	Net Deficit / Surplus	Notes
Finance & Policy	N/A	N/A	No Change	£ 175,078	£ -	£ -	
TOTAL ADJUSTMENT TO F&P BUDGET				**£ 175,078**	**£ -**	**£ -**	**No Adjustment to total F&P budget**
Community Services	1007/201	Sponsorship Income	Decrease in budgeted income	£ 4,750	£ 4,750	£ 4,750	Hanging Baskets cancelled for current year.
	1009/201	Roundabout Sponsorship	Decrease in budgeted income	£ 5,200	£ 5,200	£ 5,200	Uncertain Sponsorship Income for roundabouts due to CV pandemic.
TOTAL ADJUSTMENT TO CS BUDGET INCOME				**£ 9,950**	**£ 9,950**	**£ 9,950**	**Decrease in CS budgeted income**
	4101/201	Hanging Baskets	Decrease in budgeted costs	£ 4,000	£ 4,000	£ 4,000	Hanging Baskets cancelled for current year.
	4046/208	Opening / Closing Costs	Decrease in budgeted costs	£ 2,000	£ 1,000	£ 1,000	Based on estimated 1/2 year closure of public toilets; with cleaning costs reduced.
TOTAL ADJUSTMENT TO CS BUDGET EXPENDITURE				**£ 6,000**	**£ 5,000**	**£ 5,000**	**Decrease in CS budgeted expenditure**
Leisure Services	1001/120 1016/120 1002/310 1016/310	Hall Hire Pavilion Hire Refreshment Income	Decrease in budgeted income	£ 29,150	£ 26,413	£ 2,737	Reassessment of budgeted bookings income due to CV pandemic / closure of facilities / reduced estimated bookings until March 2021.
	1043/301	Tea Dance Income	Decrease in budgeted income	£ 1,550	£ 1,550	£ 1,550	Based on cancellation of tea dances for 1 year; due to average age of attendees.
	1059/302	Winter Event Income	Decrease in budgeted income	£ 3,000	£ 3,000	£ 3,000	Uncertain Sponsorship Income for winter event due to CV pandemic / decision to cancel event by NTC.
	1004/306	Kiosk Income	Decrease in budgeted income	£ 1,200	£ 1,200	£ 1,200	Based on closure of Memorial Gardens Kiosk for 1 year.
TOTAL ADJUSTMENT TO LS BUDGETED INCOME				**£ 34,900**	**£ 32,163**	**£ 8,487**	**Decrease in LS budgeted income**

Report on the impact of the CV pandemic on NTC overall budget for 2020/2021

Committee	Account Code	Description	Income or Expenditure / Decrease or Increase	Current Budget	Amount of decrease / increase (above current budgeted amount)	Net Deficit / Surplus	Notes
	4078/120	Bookings Refreshment Costs	Decrease in budgeted expenditure	£ 800	£ 400	£ 400	Based on estimated booking closure for 1/2 year; booking refreshment costs reduced.
	4440/301	Children's Event Costs	Decrease in budgeted expenditure	£ 3,350	£ 3,350	£ 3,350	Closure of Memorial Gardens during summer / cancellation of children's summer events.
	4443/301	Tea Dance Costs	Decrease in budgeted expenditure	£ 1,774	£ 1,774	£ 1,774	Based on cancellation of tea dances for 1 year; due to average age of attendees.
	4453/302	Winter Event Costs	Decrease in budgeted expenditure	£ 9,000	£ 9,000	£ 9,000	Based on NTC decision to cancel winter event.
	4312/305	Carnival Costs	Decrease in budgeted expenditure	£ 10,000	£ 10,000	£ 10,000	Based on NTC decision to cancel Carnival event.
	4179/303	Entertainment	Decrease in budgeted expenditure	£ 6,000	£ 3,000	£ 3,000	Based on estimated cancellation of 1/2 year events.
	4046/306	Opening / Closing Costs	Decrease in budgeted expenditure	£ 4,500	£ 2,000	£ 2,000	Based on estimated 1/2 year closure of Memorial Gardens to the public.
	4181/307	Twinning Expenses	Decrease in budgeted expenditure	£ 3,500	£ 3,500	£ 3,500	Based on cancellation of all twinning events due to CV pandemic.
TOTAL ADJUSTMENT TO LS BUDGETED EXPENDITURE				**£ 38,924**	**£ 33,024**	**£ 33,024**	**Decrease in LS budgeted expenditure**
Human Resources	N/A	N/A	No Change	£ 184,000	£ -	£ -	
TOTAL ADJUSTMENT TO HR BUDGETING EXPENDITURE				**£ 184,000.00**	**£ -**	**£ -**	**No Adjustment to total HR budget**
Development & Planning	N/A	N/A	No Change	£ 3,000	£ -	£ -	
TOTAL ADJUSTMENT TO D&P BUDGETING EXPENDITURE				**£ 3,000.00**	**£ -**	**£ -**	**No Adjustment to total D&P budget**

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Receipts for Month 1 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**298,050.63**					**298,050.63**	
bacs	Banked: **09/04/2020**	**2,625.00**						
bacs	Suffolk County Council	2,625.00			1174	101	2,625.00	AD Locality Budget for SID
bacs	Banked: **09/04/2020**	**166.85**						
	Sales Recpts Page 2205	166.85	166.85		101			Sales Recpts Page 2205
bacs	Banked: **15/04/2020**	**456.00**						
	Sales Recpts Page 2206	456.00	456.00		101			Sales Recpts Page 2206
bacs	Banked: **27/04/2020**	**665,114.00**						
bacs	West Suffolk Council	665,114.00			1176	100	665,114.00	100% precept
Total Receipts for Month		668,361.85	622.85	0.00			667,739.00	
Cashbook Totals		966,412.48	622.85	0.00			965,789.63	

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Payments for Month 1 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
31/03/2020	Deborah Sarson	BACS2700	1,800.64			570		1,800.64	Deborah Sarson Contract
31/03/2020	Complete Business Solutions	BACS2701	351.89			570		351.89	Complete Business Solutions
31/03/2020	Moss King Associates Ltd	BACS2702	375.00			570		375.00	Moss King Associates Ltd
31/03/2020	West Suffolk Council	BACS2703	15,161.46			570		15,161.46	West Suffolk Council
06/04/2020	Discover Newmarket	THO121-044	6,000.00	6,000.00		501			THO120-INV044/2702/20/21GRANT/
06/04/2020	Newmarket BID Ltd	72506961	365.00	365.00		501			72506961/2703/CONTRACT
06/04/2020	NFU Mutual	001160683	348.49	348.49		501			1117333236/1/2704/CONTR
06/04/2020	Suffolk Association of Local C	23344	1,713.38	1,713.38		501			23344/2706/CONTRACT/SuAs
06/04/2020	Deborah Sarson	C026	1,275.00	1,275.00		501			C026/2707/CONTRACT/DebSar
06/04/2020	West Suffolk Council	1129515	628.16	628.16		501			1129186/2711/CONTRACT/Suf
06/04/2020	Phillip Green	3APRIL2020	110.00	110.00		501			3APRIL2020/2709/CONTRA
06/04/2020	Dale Jeffery Electrical Servic	18657	338.35	338.35		501			18657/2710/MH20/048/DaleJeffe
06/04/2020	West Suffolk Council	1129186	1,771.38	1,771.38		501			1129186/2711/CONTRACT/Suf
06/04/2020	N-CIS	DD	617.10	617.10		501			7510/2705/CONTRACT/N-CIS
09/04/2020	Collaboration 23 Construction	599/2713	3,402.00	3,402.00		501			599/2713/CONTRACT/Colla
09/04/2020	Cubiqdesign Ltd	30082/2712	48.00	48.00		501			BC30082/2712/Cubiqdesign Ltd
15/04/2020	West Suffolk Council	DD	351.81			4011	202	351.81	WSC NNDR installment
15/04/2020	West Suffolk Council	DD	597.00			4011	120	597.00	WSC NNDR installment
20/04/2020	Cubiqdesign Ltd	30104/2714	909.60	909.60		501			BC30104/2714/DELEGATED
20/04/2020	Neopost Ltd	83039271	100.00	100.00		501			83039271/2715/CONTRACT
20/04/2020	Cozens (UK) Ltd	5050/2716	168.00	168.00		501			INV-5060/2716/EMAIL/Cozens (UK
20/04/2020	Complete Business Solutions Gr	19.08	19.08	19.08		501			SINV02267482/2718/DELEG
20/04/2020	Activ Security (UK) Ltd	5003529	192.00	192.00		501			5003529/2717/MH19/288/ASe
20/04/2020	Collaboration 23 Construction	600/219	2,430.00	2,430.00		501			600/2719/CONTRACT/Colla
20/04/2020	Newmarket Festival	20APRIL20	5,000.00			4115	101	5,000.00	grant for CV Hardship Fund
20/04/2020	Peoples Pension M1	DD	396.93			514		396.93	Peoples Pension M1
27/04/2020	All Saints Convenience Store L	1011/2720	5.20	5.20		501			1011/2720/MISC/All Saints Conv
27/04/2020	Office Wizard	000247	499.00	499.00		501			000247/2721/DELEGATED/W
27/04/2020	Institute Of Cemetery & Cremat	4624/20202	95.00	95.00		501			4624/2020/21/2722/CONTR

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Payments for Month 1 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/04/2020	Anglian Water Business Nationa	229789301	185.09	185.09		501			7032605/2723/CONTRACT/
27/04/2020	Dorans Plumbing	1981/2724	128.55	128.55		501			1981/2724/MH20/051/Doran Plum
27/04/2020	Deborah Sarson	C027/2725	1,665.00	1,665.00		501			C027/2725/CONTRACT/Deb Sar
27/04/2020	Cubiqdesign Ltd	30116/2729	48.00	48.00		501			BC30116/2729/DELEGATED
27/04/2020	Collaboration 23 Construction	601/2730	2,430.00	2,430.00		501			601/2730/CONTRACT/Colla
27/04/2020	Complete Business Solutions Gr	02274273	36.60	36.60		501			Purchase Ledger Payment
27/04/2020	East Anglian Chess Union	H.DEP.REF	150.00		24.99	565		125.01	h.dep refund due to CV
27/04/2020	Mrs LM Raynor	H.DEP.REF	80.00		13.33	565		66.67	h.deposit refund canx re CV
28/04/2020	Total Gas and Power Ltd	DD	42.47	42.47		501			201986671/20/2728/CONTR
28/04/2020	Total Gas and Power Ltd	DDR	22.93	22.93		501			2018986650/20/2727/CONT
28/04/2020	Total Gas and Power Ltd	dd	423.21	423.21		501			210986660/20/2726/CONTR
29/04/2020	Barclaycard Account	March stat	1,088.71			208		1,088.71	
	Total Payments for Month		51,370.03	26,016.59	38.32			25,315.12	
	Balance Carried Fwd		915,042.45						
	Cashbook Totals		966,412.48	26,016.59	38.32			940,357.57	

Receipts for Month 1

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	150.00					150.00	
	Banked:	0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		150.00	0.00	0.00			150.00	

Continued on Page 2

Payments for Month 1

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		150.00						
	Cashbook Totals		150.00	0.00	0.00			150.00	

Receipts for Month 1

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	44,656.17					44,656.17	
BACS	Banked: 06/04/2020	1.16						
BACS	Barclays Bank		1.16		1190	101	1.16	Barclays Bank/loyalty reward
	Total Receipts for Month	1.16	0.00	0.00			1.16	
	Cashbook Totals	44,657.33	0.00	0.00			44,657.33	

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Payments for Month 1 Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/04/2020	Barclays Bank	BANKCHARG	11.80			4051	101	11.80	Barclays Bank/commission fees
20/04/2020	HMRC Cumbernauld	BACS	2,622.47			515		2,622.47	PAYE/NICs M1
20/04/2020	Net Salaries M1	BACS	7,765.23			516		7,765.23	Net Salaries M1
	Total Payments for Month		10,399.50	0.00	0.00			10,399.50	
	Balance Carried Fwd		34,257.83						
	Cashbook Totals		44,657.33	0.00	0.00			44,657.33	

Receipts for Month 1

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
	Banked: 29/04/2020	1,088.71						
March stat	Current Account		1,088.71		201		1,088.71	
	Total Receipts for Month	1,088.71	0.00	0.00			1,088.71	
	Balance Carried Fwd	226.28						
	Cashbook Totals	1,314.99	0.00	0.00			1,314.99	

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Payments for Month 1

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
31/03/2020	Barclaycard YE Balance	YE BALANCE	1,073.54			550		1,073.54	Barclaycard YE Balance
02/04/2020	card/Adobe	CCSUBS	15.17		2.53	4025	101	12.64	card/Adobe acropro subs
17/04/2020	card/Tolly's Flowers	CC1	41.00			4064	101	41.00	card/condolence flowers RFO
17/04/2020	card/Amazon	CC2	75.00		12.50	4018	101	62.50	card/printer ink
20/04/2020	card/Adobe	CCSUBS	25.28		4.21	4025	101	21.07	card/Adobe acropro subs
22/04/2020	card/Hyperion Connect	CC3	30.00		5.00	4039	200	25.00	card/fuel for van
27/04/2020	card/Tolly's Flowers	CC4	55.00			4064	101	55.00	card/condolence flowers re IK
	Total Payments for Month		1,314.99	0.00	24.24			1,290.75	
	Cashbook Totals		1,314.99	0.00	24.24			1,290.75	

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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
Finance & Policy									
100	Precept								
1176	Precept Received	665,114	665,114	665,114	0			100.0%	
	Precept :- Income	665,114	665,114	665,114	0			100.0%	0
	Net Income	665,114	665,114	665,114	0				
101	Administration								
1003	Banner Income	0	0	1,000	1,000			0.0%	
1103	Rent Receivable	0	0	75	75			0.0%	
1174	Grants Received SCC	2,625	2,625	0	(2,625)			0.0%	
1190	Interest Received	1	1	50	49			2.3%	
	Administration :- Income	2,626	2,626	1,125	(1,501)			233.4%	0
4008	Staff Training	0	0	2,500	2,500		2,500	0.0%	
4009	Staff Travel	0	0	250	250		250	0.0%	
4018	Software/Computer Consumables	63	63	1,500	1,438		1,438	4.2%	
4019	New IT System/Hardware	0	0	2,030	2,030		2,030	0.0%	
4021	Telephone and Fax	210	210	2,000	1,790		1,790	10.5%	
4022	Postage	(60)	(60)	2,100	2,160		2,160	(2.9%)	
4023	Stationery	46	46	2,000	1,954		1,954	2.3%	
4025	Subscriptions&Licences	2,432	2,432	4,000	1,568		1,568	60.8%	
4026	Insurance	0	0	12,400	12,400		12,400	0.0%	
4028	Office Maintenance	518	518	7,500	6,982		6,982	6.9%	
4030	Recruitment Advertising	0	0	406	406		406	0.0%	
4051	Bank Charges/Interest	12	12	600	588		588	2.0%	
4056	Legal Expenses	0	0	13,750	13,750		13,750	0.0%	
4057	Audit & Accountancy Fees	560	560	3,500	2,940		2,940	16.0%	
4059	web site	0	0	550	550		550	0.0%	
4060	Councillors Training	0	0	508	508		508	0.0%	
4061	Councillors Expenses	0	0	254	254		254	0.0%	
4062	Civic Regalia	0	0	305	305		305	0.0%	
4064	Town Mayor's Allowance	96	96	1,000	904		904	9.6%	
4075	Grant to CAB	0	0	3,000	3,000		3,000	0.0%	
4076	Grants	0	0	5,000	5,000		5,000	0.0%	
4077	Marketing	0	0	5,000	5,000		5,000	0.0%	
4079	Grant to Royal British Legion	0	0	25	25		25	0.0%	
4083	PCSO	0	0	34,000	34,000		34,000	0.0%	
4090	Biodegradable Dog Poo Bags	0	0	964	964		964	0.0%	
4097	Election Costs	0	0	3,500	3,500		3,500	0.0%	

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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
4113	Rolling Capitol Reserve	0	0	20,000	20,000		20,000	0.0%	
4114	Other Projects / Reserves	0	0	34,561	34,561		34,561	0.0%	
4115	Coronavirus Response Costs	8,447	8,447	0	(8,447)		(8,447)	0.0%	
4180	Civic Functions	0	0	2,000	2,000		2,000	0.0%	
4220	Discover Nmkt Stakeholder Fee	5,000	5,000	5,000	0		0	100.0%	
4221	Yellow Brick Road	0	0	2,000	2,000		2,000	0.0%	
4222	Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
	Administration :- Indirect Expenditure	17,324	17,324	173,203	155,879	0	155,879	10.0%	0
	Net Income over Expenditure	(14,698)	(14,698)	(172,078)	(157,380)				
103	Health & Safety								
4020	Misc. Staff Costs	0	0	250	250		250	0.0%	
4028	Office Maintenance	0	0	250	250		250	0.0%	
4058	Professional Fees	0	0	2,500	2,500		2,500	0.0%	
	Health & Safety :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
	Net Expenditure	0	0	(3,000)	(3,000)				
	Finance & Policy :- Income	667,740	667,740	666,239	(1,501)			100.2%	
	Expenditure	17,324	17,324	176,203	158,879	0	158,879	9.8%	
	Movement to/(from) Gen Reserve	650,416	650,416						

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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
Community Services									
200	Outside Services								
4029	General Equipment	0	0	500	500		500	0.0%	
4039	Vehicle Costs	373	373	4,200	3,827		3,827	8.9%	
4326	Outside Services SLA	0	0	72,716	72,716		72,716	0.0%	
	Outside Services :- Indirect Expenditure	373	373	77,416	77,043	0	77,043	0.5%	0
	Net Expenditure	(373)	(373)	(77,416)	(77,043)				
201	General Town Planting								
1007	Sponsorship Income	0	0	4,750	4,750			0.0%	
1009	Roundabout Sponsorship	0	0	5,200	5,200			0.0%	
	General Town Planting :- Income	0	0	9,950	9,950			0.0%	0
4100	Seasonal Planting	0	0	3,000	3,000		3,000	0.0%	
4101	Hanging Baskets	0	0	4,000	4,000		4,000	0.0%	
4102	Other Planting Expenses	0	0	50	50		50	0.0%	
	General Town Planting :- Indirect Expenditure	0	0	7,050	7,050	0	7,050	0.0%	0
	Net Income over Expenditure	0	0	2,900	2,900				
202	Cemetery								
1000	Burial Fees	0	0	29,000	29,000			0.0%	
1020	Interment Income	0	0	6,000	6,000			0.0%	
1021	Monumental Income	0	0	5,000	5,000			0.0%	
1022	Grave Space Purchase Income	0	0	16,000	16,000			0.0%	
1029	Income Commemorative Bench	0	0	1,500	1,500			0.0%	
	Cemetery :- Income	0	0	57,500	57,500			0.0%	0
4011	Rates	352	352	3,100	2,748		2,748	11.3%	
4012	Water Rates	0	0	250	250		250	0.0%	
4014	Electricity	(5)	(5)	1,600	1,605		1,605	(0.3%)	
4016	Cleaning	0	0	100	100		100	0.0%	
4017	Fire Precautions	0	0	152	152		152	0.0%	
4035	Equipment	0	0	200	200		200	0.0%	
4036	R&M - Buildings	0	0	2,000	2,000		2,000	0.0%	
4037	R&M - Grounds	8,910	8,910	16,500	7,590		7,590	54.0%	
4047	Grave Digging	0	0	12,000	12,000		12,000	0.0%	
4325	Cemetery SLA	0	0	10,071	10,071		10,071	0.0%	
4995	Budgeted Reserve Amount	0	0	3,000	3,000		3,000	0.0%	
	Cemetery :- Indirect Expenditure	9,257	9,257	48,973	39,716	0	39,716	18.9%	0
	Net Income over Expenditure	(9,257)	(9,257)	8,527	17,784				

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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
203	Disused Churchyards								
4037	R&M - Grounds	0	0	4,000	4,000		4,000	0.0%	
4995	Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
	Disused Churchyards :- Indirect Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
	Net Expenditure	0	0	(5,000)	(5,000)				
204	Memorial - War,Cooper,Tutte								
4014	Electricity	22	22	100	78		78	21.8%	
4036	R&M - Buildings	0	0	500	500		500	0.0%	
4037	R&M - Grounds	0	0	500	500		500	0.0%	
	Memorial - War,Cooper,Tutte :- Indirect Expenditure	22	22	1,100	1,078	0	1,078	2.0%	0
	Net Expenditure	(22)	(22)	(1,100)	(1,078)				
205	Clocks								
4014	Electricity	(53)	(53)	200	253		253	(26.3%)	
4036	R&M - Buildings	140	140	500	360		360	28.0%	
4177	Clock Tower Expenses	220	220	1,400	1,180		1,180	15.7%	
4995	Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
	Clocks :- Indirect Expenditure	307	307	3,100	2,793	0	2,793	9.9%	0
	Net Expenditure	(307)	(307)	(3,100)	(2,793)				
206	Bus Shelters								
4036	R&M - Buildings	0	0	1,500	1,500		1,500	0.0%	
	Bus Shelters :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
	Net Expenditure	0	0	(1,500)	(1,500)				
207	General Town Maintenance								
4037	R&M - Grounds	0	0	500	500		500	0.0%	
4092	Infrastructure	0	0	2,500	2,500		2,500	0.0%	
4108	Town Centre Regeneration	0	0	8,000	8,000		8,000	0.0%	
4140	Dog Waste Collection/Disposal	628	628	812	184		184	77.4%	
4995	Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
	General Town Maintenance :- Indirect Expenditure	628	628	12,812	12,184	0	12,184	4.9%	0
	Net Expenditure	(628)	(628)	(12,812)	(12,184)				

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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
208	Public Conveniences								
1100	Grants Received	0	0	3,300	3,300			0.0%	
	Public Conveniences :- Income	0	0	3,300	3,300			0.0%	0
4011	Rates	1,472	1,472	0	(1,472)		(1,472)	0.0%	
4012	Water Rates	0	0	152	152		152	0.0%	
4014	Electricity	0	0	260	260		260	0.0%	
4016	Cleaning	0	0	300	300		300	0.0%	
4036	R&M - Buildings	0	0	900	900		900	0.0%	
4046	Opening/Closing Costs	0	0	2,000	2,000		2,000	0.0%	
	Public Conveniences :- Indirect Expenditure	1,472	1,472	3,612	2,140	0	2,140	40.8%	0
	Net Income over Expenditure	(1,472)	(1,472)	(312)	1,160				
211	The Queens Statue								
4012	Water Rates	0	0	203	203		203	0.0%	
4014	Electricity	0	0	300	300		300	0.0%	
4037	R&M - Grounds	0	0	1,000	1,000		1,000	0.0%	
	The Queens Statue :- Indirect Expenditure	0	0	1,503	1,503	0	1,503	0.0%	0
	Net Expenditure	0	0	(1,503)	(1,503)				
215	Allotments								
1010	Allotment Fees	0	0	900	900			0.0%	
	Allotments :- Income	0	0	900	900			0.0%	0
4037	R&M - Grounds	0	0	1,500	1,500		1,500	0.0%	
	Allotments :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
	Net Income over Expenditure	0	0	(600)	(600)				
220	Studlands								
4045	Street Lighting - Maint Cont	0	0	10,500	10,500		10,500	0.0%	
4052	Street Lighting - Repair	0	0	1,000	1,000		1,000	0.0%	
	Studlands :- Indirect Expenditure	0	0	11,500	11,500	0	11,500	0.0%	0
	Net Expenditure	0	0	(11,500)	(11,500)				
308	Christmas								
4310	Christmas Lights	0	0	12,000	12,000		12,000	0.0%	
4811	CP - Christmas Lights Infrast	0	0	10,000	10,000		10,000	0.0%	
4995	Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
	Christmas :- Indirect Expenditure	0	0	23,000	23,000	0	23,000	0.0%	0
	Net Expenditure	0	0	(23,000)	(23,000)				

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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
309	Newmarket Bombing Memorial								
4099	NBM contribution to overall co	0	0	1,000	1,000		1,000	0.0%	
Newmarket Bombing Memorial :- Indirect Expenditure		0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure		0	0	(1,000)	(1,000)				
Community Services :- Income		0	0	71,650	71,650			0.0%	
Expenditure		12,060	12,060	199,066	187,006	0	187,006	6.1%	
Movement to/(from) Gen Reserve		(12,060)	(12,060)						

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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
Leisure Services									
120	Memorial Hall								
1001	Hall Hire Standard Rate	760	760	20,000	19,240			3.8%	
1016	Refreshments Income	0	0	1,000	1,000			0.0%	
	Memorial Hall :- Income	760	760	21,000	20,240			3.6%	0
4011	Rates	597	597	6,000	5,403		5,403	9.9%	
4012	Water Rates	0	0	5,000	5,000		5,000	0.0%	
4014	Electricity	33	33	5,000	4,967		4,967	0.7%	
4015	Gas	0	0	6,000	6,000		6,000	0.0%	
4016	Cleaning	0	0	7,000	7,000		7,000	0.0%	
4017	Fire Precautions	0	0	510	510		510	0.0%	
4036	R&M - Buildings	442	442	15,480	15,038		15,038	2.9%	
4038	Furniture/Fixtures/Fittings	0	0	2,500	2,500		2,500	0.0%	
4040	Trade Refuse Collections	1,771	1,771	1,700	(71)		(71)	104.2%	
4044	Public Toilet Cleansing	0	0	200	200		200	0.0%	
4078	Refreshment Costs Hall Hire	0	0	800	800		800	0.0%	
4080	PWLB Loan Charges (CAP + INT)	0	0	88,919	88,919		88,919	0.0%	
4995	Budgeted Reserve Amount	0	0	2,000	2,000		2,000	0.0%	
	Memorial Hall :- Indirect Expenditure	2,843	2,843	141,109	138,266	0	138,266	2.0%	0
	Net Income over Expenditure	(2,083)	(2,083)	(120,109)	(118,026)				
301	Arts								
1043	Income - Tea Dance	0	0	1,550	1,550			0.0%	
	Arts :- Income	0	0	1,550	1,550			0.0%	0
4440	Costs - Childrens' Events	0	0	3,350	3,350		3,350	0.0%	
4443	Costs - Tea Dance	0	0	1,624	1,624		1,624	0.0%	
	Arts :- Indirect Expenditure	0	0	4,974	4,974	0	4,974	0.0%	0
	Net Income over Expenditure	0	0	(3,424)	(3,424)				
302	Winter Wonderland								
1059	Income - Winter Wonderland	0	0	3,000	3,000			0.0%	
	Winter Wonderland :- Income	0	0	3,000	3,000			0.0%	0
4453	Cost - Winter Wonderland	0	0	9,000	9,000		9,000	0.0%	
	Winter Wonderland :- Indirect Expenditure	0	0	9,000	9,000	0	9,000	0.0%	0
	Net Income over Expenditure	0	0	(6,000)	(6,000)				

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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
303	Entertainments								
4096	Purple Tuesday Initiative cost	0	0	500	500		500	0.0%	
4179	Entertainment	0	0	6,000	6,000		6,000	0.0%	
	Entertainments :- Indirect Expenditure	0	0	6,500	6,500	0	6,500	0.0%	0
	Net Expenditure	0	0	(6,500)	(6,500)				
304	Tourism								
4311	Christmas Tree	0	0	1,000	1,000		1,000	0.0%	
4320	Legends of the Turf	0	0	1,000	1,000		1,000	0.0%	
	Tourism :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%	0
	Net Expenditure	0	0	(2,000)	(2,000)				
305	Carnival								
4312	Newmarket Carnival	0	0	10,000	10,000		10,000	0.0%	
	Carnival :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
	Net Expenditure	0	0	(10,000)	(10,000)				
306	Memorial Gardens								
1004	Kiosk Income	0	0	1,200	1,200			0.0%	
	Memorial Gardens :- Income	0	0	1,200	1,200			0.0%	0
4012	Water Rates	0	0	200	200		200	0.0%	
4014	Electricity	0	0	105	105		105	0.0%	
4037	R&M - Grounds	0	0	12,000	12,000		12,000	0.0%	
4041	R&M - play-equipment	0	0	2,000	2,000		2,000	0.0%	
4046	Opening/Closing Costs	0	0	4,500	4,500		4,500	0.0%	
4112	Water Feature	0	0	2,000	2,000		2,000	0.0%	
4142	Memorial Garden Kiosk	0	0	1,000	1,000		1,000	0.0%	
4995	Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
	Memorial Gardens :- Indirect Expenditure	0	0	22,805	22,805	0	22,805	0.0%	0
	Net Income over Expenditure	0	0	(21,605)	(21,605)				
307	Twinning								
4181	Twinning Expenses	0	0	3,500	3,500		3,500	0.0%	
	Twinning :- Indirect Expenditure	0	0	3,500	3,500	0	3,500	0.0%	0
	Net Expenditure	0	0	(3,500)	(3,500)				

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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
310	The Severals Sports Facilities								
1002	Sports Hire Income	0	0	8,000	8,000			0.0%	
1016	Refreshments Income	0	0	150	150			0.0%	
	The Severals Sports Facilities :- Income	0	0	8,150	8,150			0.0%	0
4011	Rates	0	0	2,380	2,380		2,380	0.0%	
4012	Water Rates	185	185	1,000	815		815	18.5%	
4014	Electricity	0	0	1,000	1,000		1,000	0.0%	
4015	Gas	0	0	1,200	1,200		1,200	0.0%	
4016	Cleaning	0	0	1,500	1,500		1,500	0.0%	
4017	Fire Precautions	0	0	152	152		152	0.0%	
4036	R&M - Buildings	129	129	1,000	871		871	12.9%	
4037	R&M - Grounds	0	0	600	600		600	0.0%	
4038	Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040	Trade Refuse Collections	0	0	200	200		200	0.0%	
4044	Public Toilet Cleansing	0	0	100	100		100	0.0%	
4995	Budgeted Reserve Amount	0	0	500	500		500	0.0%	
	The Severals Sports Facilities :- Indirect Expenditure	314	314	10,632	10,318	0	10,318	3.0%	0
	Net Income over Expenditure	(314)	(314)	(2,482)	(2,168)				
	Leisure Services :- Income	760	760	34,900	34,140			2.2%	
	Expenditure	3,157	3,157	210,520	207,363	0	207,363	1.5%	
	Movement to/(from) Gen Reserve	(2,397)	(2,397)						

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Human Resources									
102	Staff Costs								
4010	Staff Uniform/Workwear	0	0	400	400		400	0.0%	
4020	Misc. Staff Costs	0	0	1,400	1,400		1,400	0.0%	
4501	Staff Salaries	11,990	11,990	163,500	151,510		151,510	7.3%	
4503	Employers National Insurance	796	796	11,200	10,404		10,404	7.1%	
4504	Employers Pension	248	248	7,500	7,252		7,252	3.3%	
	Staff Costs :- Indirect Expenditure	13,035	13,035	184,000	170,965	0	170,965	7.1%	0
	Net Expenditure	(13,035)	(13,035)	(184,000)	(170,965)				
	Human Resources :- Income	0	0	0	0			0.0%	
	Expenditure	13,035	13,035	184,000	170,965	0	170,965	7.1%	
	Movement to/(from) Gen Reserve	(13,035)	(13,035)						

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Development & Planning									
209	Neighbourhood Plan								
4089	Costs - Neighbourhood Plan	0	0	3,000	3,000		3,000	0.0%	
	Neighbourhood Plan :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
	Net Expenditure	0	0	(3,000)	(3,000)				
	Development & Planning :- Income	0	0	0	0			0.0%	
	Expenditure	0	0	3,000	3,000	0	3,000	0.0%	
	Movement to/(from) Gen Reserve	0	0						
	Grand Totals:- Income	668,500	668,500	772,789	104,289			86.5%	
	Expenditure	45,575	45,575	772,789	727,214	0	727,214	5.9%	
	Net Income over Expenditure	622,925	622,925	0	(622,925)				
	Movement to/(from) Gen Reserve	622,925	622,925						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & Policy							
Income	667,740	667,740	666,239	(1,501)			100.2%
Expenditure	17,324	17,324	176,203	158,879	0	158,879	9.8%
Movement to/(from) Gen Reserve	650,416	650,416					
Community Services							
Income	0	0	71,650	71,650			0.0%
Expenditure	12,060	12,060	199,066	187,006	0	187,006	6.1%
Movement to/(from) Gen Reserve	(12,060)	(12,060)					
Leisure Services							
Income	760	760	34,900	34,140			2.2%
Expenditure	3,157	3,157	210,520	207,363	0	207,363	1.5%
Movement to/(from) Gen Reserve	(2,397)	(2,397)					
Human Resources							
Income	0	0	0	0			0.0%
Expenditure	13,035	13,035	184,000	170,965	0	170,965	7.1%
Movement to/(from) Gen Reserve	(13,035)	(13,035)					
Development & Planning							
Income	0	0	0	0			0.0%
Expenditure	0	0	3,000	3,000	0	3,000	0.0%
Movement to/(from) Gen Reserve	0	0					
Grand Totals:- Income	668,500	668,500	772,789	104,289			86.5%
Expenditure	45,575	45,575	772,789	727,214	0	727,214	5.9%
Net Income over Expenditure	622,925	622,925	0	(622,925)			
Movement to/(from) Gen Reserve	622,925	622,925					

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date as at 30/04/2020

A/c	Description	Actual		
	Current Assets			
101	Debtors	1,198		
105	Vat Due	7,370		
201	Current Account	915,042		
204	Staff Salary Bank Account	34,258		
208	Barclaycard Account	(226)		
210	Petty Cash	150		
	Total Current Assets		957,792	
	Current Liabilities			
501	Creditors	5,444		
506	Proscape 10% retention	11,034		
565	Bookings Deposit	1,501		
	Total Current Liabilities		17,979	
	Net Current Assets			939,813
	Total Assets less Current Liabilities			939,813
	Represented by :-			
301	Current Year Fund	622,925		
310	General Fund	134,192		
312	EMR Street Light Maintenance	1,500		
313	EMR Town Regeneration	35,557		
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	8,857		
343	EMR Workwear	818		
344	EMR Asset Sales	8,950		
345	EMR - MGdn Canopy	10,000		
346	EMR Coronavirus Support Fund	6,263		
	Total Equity			939,813

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From: Jamie Saunders
Sent: 14 April 2020 17:22
To: Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk>; Damien Parker <Damien.Parker@westsuffolk.gov.uk>
Subject: Memorial Gardens Contract Retention

Afternoon Cathy & Damien

I hope you are both well given the circumstances we all find ourselves in.

The twelve months defects period is up on the Memorial Gardens Master Plan project. The retention held (£11,033.65) against Pro-Scape is due for release.

I am aware that the splash pad surface defect has been raised and the contractors were due to return to site and rectify this, but given the current situation they have not been able to undertake this.

Will the Town Council be happy to release the retention to Pro-Scape given the outstanding defects to be undertaken by one of their sub-contractors?

Happy to discuss further

All the best

Jamie

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Director
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www.northmores.com

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UPDATE ON SPLASHPAD: Contractors visited on 6th May & resurfaced the splash pad.

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NEWMARKET
Partnership Funded PCSO Report – April 2020
By PCSO 3358 Bradley Rackham
Forest Heath Safer Neighbourhood Team

Welcome to my monthly Partnership Funded PCSO report.

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

ACTIVITIES THIS MONTH

- **This month has again been very different for us all, myself and PCSO Darvill have been out and about engaging with and reassuring the community. We have continued to advertise the Newmarket Coronavirus volunteer network and distribute leaflets to Newmarket residents whilst out on patrol.**
- **I have been working with the Bury St Edmunds Safer Neighbourhood Team to collate information with the hopes to identify any suspects regarding purse thefts that have occurred in both Newmarket and Bury.**
- **I have been actively supporting the businesses that have stayed open during the current government lockdown, I have been frequently visiting the businesses whilst out on foot patrol and have given them crime prevention documents to encourage tighter security during these times.**
- **The Kings Hotel Newmarket are housing homeless and vulnerable people to aid the West Suffolk Council Outreach team, I have been making regular visits to ensure the hotel are getting the support they need and that they are not experiencing any issues.**
- **We have been dropping into pubs around Newmarket to see how they are operating their take away services, then if necessary advising how best to operate within accordance to the current licencing laws.**
- **We have been in contact with staff and management of the Verse toilet block outside The Guineas Shopping Centre as the toilets were presenting an issue surrounding social distancing guidelines. The toilets have since been closed however the disabled toilet is accessible to those with a radar key.**
- **There was an incident at the New Cheveley Road convenience store which was dealt with by our Crime Co-ordination Centre (CCC), so I popped in to introduce myself and offer some victim support documentation, I have also targeted more foot patrols in this area.**
- **We also tasked the students of St. Louis Catholic Primary School with colouring in some rainbows for us which PCSO Darvill has displayed in our police vehicles.**

POLICE ADVICE AND GUIDANCE

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

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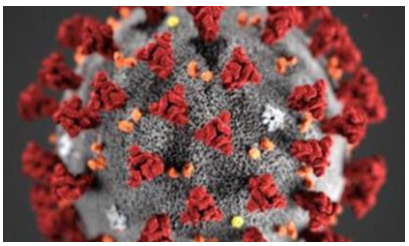
COVID 19
Robbery Advice

FIRST PRINCIPLE

norfolk.police.uk/firstprinciple
suffolk.police.uk/firstprinciple



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Top Tips

- **Be prepared. Check CCTV is working and that staff are aware how to keep themselves and customers safe.**
- **Be alert to any suspicious activity and call police immediately on 999 if you believe a crime is about to occur.**
- **Be especially vigilant during quiet times or when staff numbers may be lower.**
- **Minimise the amount of cash held on site. Ensure you have a policy to keep staff safe when handling cash.**
- **Being prepared for all eventualities is important. If you are subject to a Robbery,**
  - **Try and stay calm and focus on remembering details.**
  - **Raise the alarm as soon as it is safe to do so.**
  - **If you have devices with dye or trackers in them, try to hand them to the robber if it is safe to do so.**

During the Covid-19 pandemic, crime trends and peoples' behaviour may be different. We wanted to remind you of some important information to help keep you and your staff safe, how to react in difficult situations and what things the police will be asking for to help support you through what has happened. Our Counties are safe places and it is rare for Robberies to occur but we want you to be prepared in case it does happen.

If you see suspicious persons and activity in your premises

Only approach if you consider it safe to do so. Alert another member of staff before you do. If you are the only person on the premises, do not approach. STAY SAFE AT ALL TIMES

CALL THE POLICE IMMEDIATLEY ON 999

Being Discrete, write down as many details as possible including:

- Description of persons involved,
- Hair colour,
- Description of clothing
- Any distinguishing features such as tattoos, facial hair, marks and scars.
- Type of footwear
- Any jewellery worn
- Make and model of car
- Registration number
- Direction of travel when they leave

What to do if a Robbery occurs

During

- If there is an alarm, activate it but only if it is safe to do so.
- Obey instructions, take no unnecessary risks.
- Avoid sudden or unexpected movements or anything that could be construed as a signal to others.
- If you have been issued with a smoke/dye pack include it with any money that is handed over.
- Make a mental note of the appearance of the criminal(s) and note where there might be possible evidence such as fingerprints, shoe impressions, fibres or items of clothing.

After

- Take time to calm yourself.
- Lock the door.
- Observe the getaway from a position of safety.
- Telephone the police, the following information will be requested: -
  - The name and address of your location
  - Whether there are any injuries
  - How long it is since the criminals left
  - Vehicle make, colour, model, registration number
  - Direction of escape
  - Number of occupants
  - Weapons used
  - Description of criminals.
- Keep the telephone line free until the Police arrive.
- Customers must be asked to remain on the premises, as they are essential witnesses. If they insist on leaving take their names and addresses.
- Staff should ensure that the location is secured and closed immediately following the incident.
- The scene should be preserved in order that evidence is not inadvertently destroyed i.e. footwear marks. Please try to keep away from the area where the attack took place.
- Anything handled or left behind by the criminals must remain untouched.

Police Investigation Initial response

The recovery of forensic evidence left at the scene by the offender is a key element in the investigation of an offence of this type. A Crime Scene Investigator will attend the incident and undertake a thorough examination of the scene and surrounding area for evidence.

The first Police Officer at the scene will:

- Consider placing a cordon around the scene.
- Preserve areas where vehicles were parked prior to the offence for possible forensic evidence.
- Introduce a common approach path that will hopefully be via a different door to that used by the offenders.
- Ensure that all floor surfaces are preserved for footwear marks, to the best of their ability.
- Ensure that employees are taken to an area away from where the offence occurred to avoid forensic evidence being inadvertently destroyed.
- Ask all witnesses for accounts of what has happened including staff and members of the public
- Request early access to any CCTV system

The information above is intended to give an indication as to the importance that is attached to the preservation of the scene immediately following an incident.

By working together and being aware of the potential for robberies we can reduce the risk of such offences occurring.

If you have a CCTV system, please ensure it is working and that staff on the premises are aware of how to access it or how to contact someone nearby who can do so

Further Advice

Go to the Advice section on our website and look in the 1st Principle A- Z of Crime Prevention or click on the links below.

To reduce the risk of this type of robbery occurring, consider using the Business Security Self-assessment on our Website.

https://www.suffolk.police.uk/sites/suffolk/files/smallbusinesssecurityselfassessment1.pdf

For more information about reporting suspicious behaviour click on the following link.

https://www.suffolk.police.uk/sites/suffolk/files/reporting_suspicious_behaviour.pdf

First Principle:

Related links

Ask the Police

Official Police Resource. The Ask the Police website provides you with information on a wide range of non-emergency policing matters.
askthe.police.uk

Secured by Design

Official UK Police initiative that combines the principles of 'designing out crime' with physical security.
securedbydesign.com

Sold Secure

Dedicated to reducing the risk of crime by assessment of security products.
https://www.soldsecure.com/

Crimestoppers

An independent charity that gives people the power to speak up to stop crime 100% anonymously, by phone 0800 555 111 or online.
https://crimestoppers-uk.org/

Victim Support

Covering the whole of Norfolk and Suffolk, a free, confidential support service specifically designed to help victims and witnesses of any crime.
Contact us on:
Phone: 0300 303 3706
(weekdays between 8am-5pm)
nsvictimcare@victimsupport.org.uk
Web: www.nsvictimcare.org
Socials: @nsvictimcare

Call us on 101. Always dial 999 in an emergency

To see the full range of information go to:

Suffolk First Principle or
Norfolk First Principle

Or alternatively use your mobile phone to scan this QR code.

CORONAVIRUS
BUSINESS SECURITY

FIRST PRINCIPLE

norfolk.police.uk/firstprinciple
suffolk.police.uk/firstprinciple

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Top Tips

All Businesses should use the Business Security Self-Assessment on our website under 1st Principle. Business Security Self-Assessment

Take extra steps if you are temporarily closing as detailed below.

During the current situation with the coronavirus outbreak, you may need to reconsider your business security. You may have goods which are in short supply and these could be at risk. Also you may be in the unfortunate position that you may be considering temporary closure of your business. Either way you should ensure that your premises is secure.

Thinking about closing temporarily? Consider the following

- Do you need to remove valuable equipment? Laptops, computers etc
- Pay regular visits to the business premises. Go at different times each day. Avoid a routine.
- If you have outside lights at your premises, try to ensure they are on all night.
- Ask neighbours to look out for you.
- If you don't already have them, give serious consideration to installing CCTV cameras capable of remote viewing and an alarm that send you an alert if activated. If you have high value items or feel you are particularly vulnerable, consider more robust security such as fogging devices and roller shutters over the doors/windows. Small businesses could consider some of the products which are produced by Ring as these can be quickly deployed and are available on line and from local retailers. Although aimed at the residential market, they can be equally effective for small businesses. https://en-uk.ring.com/
- Is your alarm effective? Check it regularly during your period of closure.
- If you do have an alarm, consider changing the code and only letting staff who are likely to be required to attend have access. This reduces the risk of internal theft.
- Try to create layers of security. This means locking internal doors and securing valuable goods in secure locations.
- Check that deliveries are not being left outside unattended. They are at risk of theft and will make it very obvious that the premises are unoccupied. Ask the delivery company to let you know if they plan to make a delivery so that you can take the appropriate action.
- Do not leave cash on site.
- If you have tills, leave them empty and open so it is clear there is nothing on site.
- If you store vehicles at your place of work, try to store them inside the building or within a locked compound covered by CCTV. Make sure they are locked, the alarms set, and nothing on view inside when they are left.

- Make sure you clear any waste or materials stored outside your premises that could be used to cause damage or force entry.

- If you are running with a skeleton staff, make sure you have procedures in place to ensure their safety if they are working alone. This is especially important for anyone coming to check the premises alone.

- Be alert to scams and fraud and remind you staff to be vigilant too. Scammers are most likely to approach you on line, so staff should be reminded of the need to be cautious, regardless of whether they are working from home or their normal place of work.

- If you do remain open, make sure you maintain your physical security and procedures at all times. Criminals will take advantage of the situation, knowing that there may be less surveillance in the area.

- Check that there are no outstanding keys or access fobs (possibly from staff that have left). Change the locks or access codes if you cannot account for all items.

- If you do have to shut down the premises and have time to do so, make an inventory of all items within the premises and take photos as appropriate. Make sure all property/equipment belonging to the company is clearly marked with the company details and if possible registered at www.immobilise.com. These steps will assist you if you have to make an insurance claim and allows us to return any recovered property to you.

- If you do need to close down your premises, take time to do a thorough check that all doors and windows are locked, the CCTV is working, the alarm is set and that any other security measures you would normally take are checked. Do not assume things are secure – physically check!

First Principle:

Related links

Ask the Police

Official Police Resource. The Ask the Police website provides you with information on a wide range of non-emergency policing matters.
askthe.police.uk

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nsvictimcare@victimsupport.org.uk
Web: www.nsvictimcare.org
Socials: @nsvictimcare

Call us on 101. Always dial 999 in an emergency

To see the full range of information go to:

Suffolk First Principle or

Norfolk First Principle

Or alternatively use your mobile phone to scan this QR code.

Security Advice for Small Retailers during the Covid -19

FIRST PRINCIPLE

norfolk.police.uk/firstprinciple
suffolk.police.uk/firstprinciple

These are the steps we need you to take during the lockdown:

Do not leave the shop floor unattended

If staff need breaks, close the shop for 15 minutes and put a note on the door to explain the short closure. Remind customers to observe the social distancing advice if they have to wait outside. If you have a website, add any revised opening hours.

Remind staff to be vigilant at all times

Explain to staff that other convenience stores have recently been targeted and extra vigilance is required. Never leave keys in the till.

Check your CCTV is working, unobscured and providing good quality images

Ensure there is sufficient lighting for the CCTV

Keep valuable or high demand items close to the till and away from the exits.

In the current circumstances, this includes toilet paper and bleach as well as the normal stock of batteries, dishwasher tablets, alcohol, razors etc.

Minimise the amount of cash held on the premises

Try to take cash to the bank frequently, but go at different times of the day to avoid a routine. If you have to leave cash on the premises for a short period, make sure it is within a secure safe bolted to the floor and out of sight. Do not leave the keys on the premises. Encourage customers to pay by contactless payment where possible.

Consider employing a security guard or have a member of staff at the door to meet and greet customers

If you are a member of a watch scheme or radio link system, keep in touch and update others if you witness anything suspicious.

More Information about shop Security can be found on our website under the Advice Section – A-Z of Crime Prevention or using the following link.

https://www.suffolk.police.uk/sites/suffolk/files/smallbusinesssecurityselfassessment1.pdf

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THIEVES

WE ARE WATCHING YOU

Further security advice can be found here...

Uniform and plain clothed officers regularly patrol this area

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