

Membership from May 2020

Councillor Appleby
Councillor Borda
Councillor Bowen
Councillor Drummond
Councillor Hood
Councillor Jefferys - Chairman
Councillor Kerby – Vice Chairman
Councillor O'Neill



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the

FINANCE & POLICY COMMITTEE

Monday 21st September 2020 at 7.00pm on Zoom

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time.

The meeting is held on the online Zoom platform, no special software is required. The link to join the meeting is as follows: <https://us02web.zoom.us/j/82757053603?pwd=VktjRmxVMjljNzRaWjFlb1hkbERmdz09>

Or by telephone: +442034815237 /Meeting ID 827 5705 3603& password: 411245

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 orally, by roll call.

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 report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The meeting will be 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.

AGENDA

1. **CHAIR 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
2. **APOLOGIES** To receive and accept apologies for absence
3. **REGISTER OF 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' Dispensations.
4. **MINUTES OF PREVIOUS MEETING** To receive and confirm the minutes of the meeting held on 17th August 2020 and any matters arising.
5. **PUBLIC PARTICIPATION** An invitation to members of the public to put questions or statements of not more than 3 minutes duration. Resolutions can only be made on items that are on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention
6. **JOCKEY CLUB PRESENTATION** - Cambridgeshire Meeting at Newmarket Racecourses
7. **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION** – to review cashbooks 1-4 for the previous month (herewith)
8. **BANK STATEMENTS** –To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
9. **INCOME & EXPENDITURE** – to receive the Income & Expenditure for the Finance & Policy Committee for the previous month (herewith)
10. **TOWN COUNCIL CONSTITUTION** – To review Financial Regulations, Health & Safety policy
11. **MEMORIAL GARDENS KIOSK** – to receive an update regarding the outstanding invoice for kiosk hire
12. **WEATHERBY CROSSING** – To receive a report regarding up to date financial situation
13. **GRANT** – To receive a report from the RFO regarding a grant request
14. **STUDLANDS LIGHTING** – To receive a verbal report regarding lighting maintenance and improvements
15. **VIRTUAL MEETINGS** – To review guidance in respect of online meetings, and authorise any changes
16. **HEALTH AND SAFETY** – to receive a monthly report (herewith)
17. **CORRESPONDENCE**

18. Date of next meeting Monday 19th October 2020

19. To note items for consideration at the next meeting

Signed



Debbie Baines; Town Clerk

DATE 15/09/2020

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 17th August 2020 at 7:00pm via Zoom

Attendance:

Councillor M Jeffreys (Chairman)
Councillor A Appleby

Councillor J Borda
Councillor R Hood
Councillor C O'Neill

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 2 Members of the Public.

	Minute	Action by
F/20/08/1	<u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman announced that the meeting was being recorded and asked if anyone else intended to record the meeting. There were no requests.	
F/20/08/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Bowen, Drummond and Kerby.	
F/20/08/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> None noted.	
F/20/08/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20TH JULY 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 20th July 2020 and the following was agreed: <u>F/20/08/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 20th July 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.</u> Page 2 – Power of Competence will be added to the next full Council Agenda.	
F/20/08/5	<u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION</u> A resident spoke to an item that was not on the agenda and referred to an item on	

the last HR meeting H/20/08/9 Terms & Conditions of Employment.

F/20/08/6 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1 - CB4 FOR (JULY 2020)**

Members reviewed CB1 - CB4 and the following was agreed:

F/20/08/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/07/2020 – 31/07/2020 (Cash Book 1 - 4) be received and adopted.

F/20/08/7 **TO CONFIRM THE BANK STATEMENT BALANCES & RELATED
BANK RECONCILIATION HAVE BEEN SIGNED BY THE CHAIRMAN
OF F&P COMMITTEE**

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/07/2020 (month 4) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks. They would be countersigned by the Chairman of the F&P Committee as soon as possible.

F/20/08/8 **TO RECEIVE THE INCOME AND EXPENDITURE FOR JULY 2020**

Members received and noted the income and expenditure for July 2020.

F/20/08/9 **GRANT**

The request from West Suffolk to ring-fence a grant for the Abbeycroft Explore Outdoors Adventure Days for 2021 was considered and the following was agreed:

F/20/08/9.01 Resolved

That a grant for Abbeycroft Explore Outdoors Adventure Days for 2021 be ring-fenced.

F/20/08/10 **WEBSITE**

Quotes to update the Website were considered and the following was agreed:

F/20/08/10.01 Recommendation

That the quote from Kallkwik for £2750 +VAT and Annual Host fee £180 +VAT be accepted.

Members noted that the budget allocated to the website for the year was £550, with some expenditure already incurred and considered a virement from marketing funds to meet the shortfall, The following was agreed:

F/20/08/10.02 Recommendation

That a virement of the outstanding balance from the Marketing budget be approved.

F/20/08/11 **POLICIES – SCHEDULE OF POLICY REVIEW**

The Schedule of Policy review was presented and considered. The following was agreed:

F/20/08/11.01 Recommendation

That the schedule of Policy Review be accepted.

F/20/08/12 MEETING TIMES

The proposal to change the start time of meetings was withdrawn.

F/20/08/13 VIRTUAL MEETINGS

The guidance for virtual meetings was reviewed and the following was agreed:

F/20/08/13.01 Recommendation

To continue to hold full Town Council and Committee meetings virtually. To permit small informal meetings to take place at the Town Hall, respecting regulations around social distancing and maintaining COVID responsible behaviour. To permit the Extraordinary Council meeting 24th September (Newmarket Town Survey/Health and Wellbeing presentation) to take place in the Memorial Hall should a sufficient number of councillors be able and willing to attend in person, respecting regulations around social distancing and maintaining COVID responsible behaviour. To review the decision to continue holding meetings remotely, at the next Finance and Policy meeting.

It was noted that small informal meetings could be held and that the Extraordinary meeting 24th September for Health and Wellbeing meets this category and will go ahead. Cllr O'Neill would look at using the PA system to assist with social distancing.

F/20/08/14 MEMORIAL GARDENS KIOSK

RFO reported that the lease holders had not come in to clear up and collect their equipment. The next step would be to employ a company to clear it for them and add the charges to the outstanding invoice for hire fees. The following was agreed:

F/20/08/14.01 Recommendation

That a cleaning company be employed to clean and clear the Kiosk and that the charges be added to the outstanding lease holder invoice for hire fees.

F/20/08/15 HEALTH & SAFETY

Town Clerk reported that she had met with Ellis Whitham to identify areas that require action and the lone worker policy would be reviewed.

The monthly Health & Safety reports for July 2020 was received and noted.

F/20/08/16 CORRESPONDENCE

None noted.

F/20/08/17 DATE OF NEXT MEETING

Monday 21st September 2020 via Zoom.

F/20/08/18 ITEMS FOR THE NEXT AGENDA

- Power of Competence to be added to the full Council Agenda

Meeting closed at 7:33pm

Signed _____ Date _____

DRAFT

Date: 07/09/2020

Newmarket Town Council

Page: 1

Time: 10:53

Cashbook 1

User: CEW

Current Account

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		736,595.70					736,595.70	
bacs refun	Banked: 06/08/2020	-144.00						
	Sales Recpts Page 2215	-144.00	-144.00		101			Sales Recpts Page 2215
	Banked: 06/08/2020	140.00						
	Sales Recpts Page 2217	140.00	140.00		101			Sales Recpts Page 2217
	Banked: 17/08/2020	66.10						
	Sales Recpts Page 2218	66.10	66.10		101			Sales Recpts Page 2218
	Banked: 18/08/2020	912.00						
	Sales Recpts Page 2216	912.00	912.00		101			Sales Recpts Page 2216
	Banked: 18/08/2020	30.00						
	Sales Recpts Page 2219	30.00	30.00		101			Sales Recpts Page 2219
	Banked: 26/08/2020	10.00						
bacs	Kuk Sool Won of Newmarket	10.00		1.67	565		8.33	h.dep.Kuk Sool
Total Receipts for Month		1,014.10	1,004.10	1.67			8.33	
Cashbook Totals		<u>737,609.80</u>	<u>1,004.10</u>	<u>1.67</u>			<u>736,604.03</u>	

Continued on Page 2

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/08/2020	Phillip Green	2082020	110.00	110.00		501			2AUG2020/2823/CONTRAC
03/08/2020	Complete Business Solutions Gr	02378123	21.58	21.58		501			SINV02378123/2824/MH20/
03/08/2020	Suffolk Association of Local C	23500/2825	30.00	30.00		501			23500/2825/Suffolk Association
03/08/2020	Westcotec Ltd	11347/2826	300.00	300.00		501			11347/2826/DELRFO/Westc Lt
10/08/2020	Ridgeons Ltd	IA550302	127.12	127.12		501			IA550302/2827/MH20/080/R
10/08/2020	Newprint Ltd	I519244	102.00	102.00		501			I519244/2828/MH20/083/Ne
10/08/2020	Cooleraid Ltd	1505873	93.00	93.00		501			1505873/2829/CONTRACT/
10/08/2020	CRC Pest Control	3623	600.00	600.00		501			3623/2831/MH20/084/CRC Pest Co
10/08/2020	Simplicity	611344	296.46	296.46		501			611344/2832/CONTRACT/Si
10/08/2020	Anglian Water Business Nationa	354447001	150.35	150.35		501			354447001/7611153/2836/
10/08/2020	Corona Corporate Services	DD	94.79		15.80	4028	101	78.99	Corona Corporate Services
12/08/2020	N-CIS	ddr	562.36	562.36		501			7814/2830/CONTRACT/N-CIS
12/08/2020	Siemens Financial Services Ltd	DD	200.84			4028	101	200.84	Siemens FS lease installment
15/08/2020	West Suffolk Council Rates	DD	599.00			4011	120	599.00	WSC NNDR installment
15/08/2020	West Suffolk Council Rates	DD	355.00			4011	202	355.00	WSC DDNR monthly inst
17/08/2020	Ken Booth & Co Ltd	345226	19.98	19.98		501			345226/2837/MH20/087/Ke Booth
17/08/2020	Quadiant Finance UK Ltd	2020049972	101.34	101.34		501			2020049972/2839/CONTRA
17/08/2020	Simplicity	612124	316.22	316.22		501			612124/2840/CONTRACT/Si
17/08/2020	Ken Booth & Co Ltd	345530	39.28	39.28		501			345530/2841/MH20/087/Ke Booth
17/08/2020	Corona Corporate Services	DD	117.26		19.54	4028	101	97.72	Corona Corporate Services
24/08/2020	Total Gas and Power Ltd	DDR	98.65	98.65		501			218022062/20/2833/CONTR
24/08/2020	Total Gas and Power Ltd	dd	362.25	362.25		501			218022040/20/2834/CONTR
24/08/2020	Total Gas and Power Ltd	DD	33.49	33.49		501			218022051/20/2835/CONTR
26/08/2020	Kuk Sool Won of Newmarket	BACS	10.00		1.67	565		8.33	h.dep./KukSoolWon
26/08/2020	HDep corr.Kuk Sool Won	HDEPCORREC	-10.00		-1.67	565		-8.33	HDep corr.Kuk Sool Won
31/08/2020	Francis Taylor Building	84979 (2)	2,790.00	2,790.00		501			84979(2)/2844/MH20/064/Fr
31/08/2020	R Sheehan	01020	50.00	50.00		501			INV01020/2845/DEL/R Sheehan
31/08/2020	House of Flags	206002985	416.40	416.40		501			SI206002985/2846/MH20/09
31/08/2020	Newprint Ltd	I519276	117.60	117.60		501			I519276/2847/MH20/089/Ne

Payments for Month 5					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
31/08/2020	Ken Booth & Co Ltd	345737	47.58	47.58		501			345737/2848/MH20/087/Ke Booth
31/08/2020	Quadient UK Limited	83039275	100.00	100.00		501			83039275/2849/CONTRACT
31/08/2020	Saxon Fire Ltd	32147/2850	576.65	576.65		501			32147/2850/CONTRACT/Sa Fire
31/08/2020	Simplicity	612962	296.46	296.46		501			612962/2851/CONTRACT/Si
31/08/2020	Simplicity	613790	296.46	296.46		501			613790/2852/CONTRACT/Si
31/08/2020	Simplicity	610552	296.46	296.46		501			610552/2853/CONTRACT/Si
31/08/2020	West Suffolk Council	1135585	250.00	250.00		501			1135585/2854/MH20/097/W Suf
31/08/2020	Dorans Plumbing	2059	74.00	74.00		501			2059/2855/MH20/096/Doran Plum
31/08/2020	Complete Business Solutions Gr	02412434	94.42	94.42		501			SINV02412434/2856/MH20/
31/08/2020	Complete Business Solutions Gr	02388014	112.39	112.39		501			SINV02388014/2857/MH20/
31/08/2020	Mrs Hart	25AUG2020	270.00	270.00		501			2858/contract/MrsHart/
31/08/2020	The Festive Lighting Company L	18334	13,448.04	13,448.04		501			18334/2859/MH20/098/The Festiv
31/08/2020	Abbey Security Services Ltd	33576	192.00	192.00		501			33576/2861/MH18/063/CON
31/08/2020	Federation of Small Businesses	BACSREFSL	445.44		74.24	565		371.20	dep.refund/FSB/23/4&14/7/
31/08/2020	Petty Cash	PCashAug20	46.35			210		46.35	Aug20 PCash reimbursement
Total Payments for Month			24,651.22	22,792.54	109.58			1,749.10	
Balance Carried Fwd			712,958.58						
Cashbook Totals			737,609.80	22,792.54	109.58			714,707.68	

Date: 07/09/2020

Newmarket Town Council

Page: 1

Time: 10:54

Cashbook 2

User: CEW

Petty Cash

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	150.00					150.00	
	Banked: 17/08/2020	6.00						
trf correc	Staff Salary Account	6.00			204		6.00	amend inc trfr
	Banked: 31/08/2020	46.35						
PCashAug20	Current Account	46.35			201		46.35	Aug20 PCash reimbursement
Total Receipts for Month		52.35	0.00	0.00			52.35	
Cashbook Totals		<u>202.35</u>	<u>0.00</u>	<u>0.00</u>			<u>202.35</u>	

Continued on Page 2

Payments for Month 5				Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
17/08/2020	Staff Salary Account	Interest	6.00			204		6.00
31/08/2020	Petty Cash Aug 2020	PETTYCASH	46.35		2.17	4022	101	27.36 PCashAug20/Stamps
						4051	101	6.00 PCashAug20/Barclays Int
						4028	101	10.82 PCashAug20/OfficeFan
Total Payments for Month			52.35	0.00	2.17			50.18
Balance Carried Fwd			150.00					
Cashbook Totals			202.35	0.00	2.17			200.18

Receipts for Month 5				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		39,799.64					39,799.64	
Banked: 17/08/2020		6.00						
Interest	Petty Cash	6.00			210		6.00	
Total Receipts for Month		6.00	0.00	0.00			6.00	
Cashbook Totals		<u>39,805.64</u>	<u>0.00</u>	<u>0.00</u>			<u>39,805.64</u>	

Payments for Month 5				Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
03/08/2020	Barclays Bank	INTEREST	6.00			4051	101	6.00 Barclays Bank/final comm chg
03/08/2020	correction	CORREC	-6.00			4051	101	-6.00 correction
17/08/2020	HMRC Cumbernauld	BACS	2,770.76			515		2,770.76 HMRC M5 PAYE&NICS
17/08/2020	People's Pension	DDR	281.76			514		281.76 People's Pension/ M5
17/08/2020	Petty Cash	trf correc	6.00			210		6.00 amend inc trfr
24/08/2020	Net Salaries August 2020	BACS	8,927.90			516		8,927.90 Net Salaries August 2020
Total Payments for Month			11,986.42	0.00	0.00			11,986.42
Balance Carried Fwd			27,819.22					
Cashbook Totals			39,805.64	0.00	0.00			39,805.64

Receipts for Month 5		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Balance Carried Fwd		601.74						
Cashbook Totals		<u>601.74</u>	<u>0.00</u>	<u>0.00</u>			<u>601.74</u>	

Date: 07/09/2020

Newmarket Town Council

Page: 2

Time: 10:54

Cashbook 4

User: CEW

Barclaycard Account

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			151.66					151.66	
02/08/2020	card/Adobe Acropro	CCADOBE	15.17		2.53	4025	101	12.64	card/Adobe acropro lic
03/08/2020	card/QD	CC34	19.28		3.21	4029	200	16.07	card/General tools,ties,batts
06/08/2020	card/QD	CC35	19.99		3.33	4028	101	16.66	card/Office Fan TC
06/08/2020	card/Zoro UK Ltd	CC50	77.98		13.00	4037	202	64.98	card/2xhigh-sec.padlocks
07/08/2020	card/Shoe Doctor	CC36	5.00		0.83	4036	208	4.17	card/keycut - PubConveniences
07/08/2020	card/Shoe Doctor	CC37	5.00		0.83	4036	208	4.17	card/keycut pub.conveniences
10/08/2020	card/Shoe Doctor	CC38	15.00		2.50	4036	310	4.16	card/Pav.dispenser
						4037	306	4.17	card/No 1 key for admin
						4037	306	4.17	card/WS bin padlock
13/08/2020	card/B&M	CC39	4.50			4020	102	4.50	card/staff refr.
17/08/2020	card/Savers	CC41	6.99		1.16	4016	120	5.83	card/cleaning products
18/08/2020	card/Shoe Doctor	CC40	200.00		33.33	4037	202	166.67	card/50 gate keycuts
18/08/2020	card/Amazon	CC42	11.39			4028	101	11.39	card/Requiem CD
19/08/2020	card/B&M	CC44	1.99		0.33	4028	101	1.66	card/batteries
20/08/2020	card/Adobe Acropro	CCADOBE	25.28		4.21	4025	101	21.07	card/Adobe Acropro lic
21/08/2020	card/QD	CC45	1.99		0.33	4029	200	1.66	card/rubber tape measure
24/08/2020	card/B&M	CC46	1.99		0.33	4028	101	1.66	card/batteries
24/08/2020	card/Amazon	CC47	13.25			4023	101	13.25	card/tape dispenser
26/08/2020	A S Wigg & Son Ltd	CC48	0.99		0.16	4028	101	0.83	card/Card
28/08/2020	card/Tindalls	CC49	9.90		1.65	4023	101	8.25	card/file dividers
29/08/2020	card/Zoom	CC51	14.39		2.40	4025	101	11.99	card/Zoom monthly lic.
Total Payments for Month			450.08	0.00	70.13			379.95	
Cashbook Totals			601.74	0.00	70.13			531.61	

07/09/2020

Newmarket Town Council

Page 1

10:48

Detailed Income & Expenditure by Budget Heading as at 31/8/2020

Month No: 5

Committee Report Finance & Policy M5

	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	0	665,114	665,114	0			100.0%	
Precept :- Income	0	665,114	665,114	0			100.0%	0
Net Income	0	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%	
1190 Interest Received	0	1	50	49			2.3%	
Administration :- Income	0	1	1,125	1,124			0.1%	0
4008 Staff Training	25	760	2,500	1,740		1,740	30.4%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	0	135	1,500	1,365		1,365	9.0%	
4019 New IT System/Hardware	0	0	2,030	2,030		2,030	0.0%	
4021 Telephone and Fax	49	652	2,000	1,348		1,348	32.6%	
4022 Postage	127	607	2,100	1,493		1,493	28.9%	
4023 Stationery	212	414	2,000	1,586		1,586	20.7%	
4025 Subscriptions&Licences	46	2,579	4,000	1,421		1,421	64.5%	
4026 Insurance	0	0	12,400	12,400		12,400	0.0%	
4028 Office Maintenance	935	3,716	7,500	3,784		3,784	49.5%	
4030 Recruitment Advertising	0	0	406	406		406	0.0%	
4051 Bank Charges/Interest	6	78	600	522		522	12.9%	
4056 Legal Expenses	2,325	8,990	13,750	4,760		4,760	65.4%	
4057 Audit & Accountancy Fees	0	1,005	3,500	2,495		2,495	28.7%	
4058 Professional Fees	0	100	0	(100)		(100)	0.0%	
4059 web site	0	38	550	513		513	6.8%	
4060 Councillors Training	0	0	508	508		508	0.0%	
4061 Councillors Expenses	0	0	254	254		254	0.0%	
4062 Civic Regalia	0	0	305	305		305	0.0%	
4064 Town Mayor's Allowance	0	96	1,000	904		904	9.6%	
4075 Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076 Grants	0	10,000	10,000	0		0	100.0%	
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	17,000	34,000	17,000		17,000	50.0%	
4090 Biodegradable Dog Poo Bags	0	0	964	964		964	0.0%	
4097 Election Costs	0	0	12,790	12,790		12,790	0.0%	

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
4113 Rolling Capitol Reserve	0	0	20,000	20,000		20,000	0.0%	
4114 Other Projects / Reserves	0	0	8,799	8,799		8,799	0.0%	
4115 Coronavirus Response Costs	283	6,929	5,000	(1,929)		(1,929)	138.6%	6,263
4180 Civic Functions	0	0	2,000	2,000		2,000	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 Yellow Brick Road	0	457	2,000	1,543		1,543	22.9%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	4,008	61,555	166,731	105,176	0	105,176	36.9%	6,263
Net Income over Expenditure	(4,008)	(61,554)	(165,606)	(104,052)				
6000 plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(4,008)	(55,291)						
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	0	665,115	666,239	1,124			99.8%	
Expenditure	4,008	61,555	169,731	108,176	0	108,176	36.3%	
Net Income over Expenditure	(4,008)	603,560	496,508	(107,052)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(4,008)	609,823						
Grand Totals:- Income	0	665,115	666,239	1,124			99.8%	
Expenditure	4,008	61,555	169,731	108,176	0	108,176	36.3%	
Net Income over Expenditure	(4,008)	603,560	496,508	(107,052)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(4,008)	609,823						

Summary Income & Expenditure by Budget Heading as at 31/8/2020

Month No: 5

Committee Report FINAL SUMMARY ALL COMMITTEES M5

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	0	665,115	666,239	1,124			99.8%
Expenditure	4,008	61,555	169,731	108,176	0	108,176	36.3%
Net Income over Expenditure	(4,008)	603,560					
plus Transfer from EMR	0	6,263					
Movement to/(from) Gen Reserve	(4,008)	609,823					

Community Services

Income	0	14,463	71,650	57,187			20.2%
Expenditure	13,120	64,209	205,538	141,329	0	141,329	31.2%
Net Income over Expenditure	(13,120)	(49,746)					
plus Transfer from EMR	0	4,050					
Movement to/(from) Gen Reserve	(13,120)	(45,696)					

Leisure Services

Income	801	3,523	34,900	31,377			10.1%
Expenditure	3,890	63,712	210,520	146,808	0	146,808	30.3%
Net Income over Expenditure	(3,088)	(60,190)					
plus Transfer from EMR	0	4,410					
Movement to/(from) Gen Reserve	(3,088)	(55,780)					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	12,193	64,227	184,000	119,773	0	119,773	34.9%
Movement to/(from) Gen Reserve	(12,193)	(64,227)					

Development & Planning

Income	0	0	0	0			0.0%
Expenditure	0	160	3,000	2,840	0	2,840	5.3%
Movement to/(from) Gen Reserve	0	(160)					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	801	683,101	772,789	89,688			88.4%
Expenditure	33,212	253,864	772,789	518,925	0	518,925	32.9%
Net Income over Expenditure	<u>(32,410)</u>	<u>429,238</u>	<u>0</u>	<u>(429,238)</u>			
plus Transfer from EMR	0	14,723					
Movement to/(from) Gen Reserve	<u>(32,410)</u>	<u>443,960</u>					

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	430	
105	Vat Due	6,363	
201	Current Account	712,959	
204	Staff Salary Bank Account	27,819	
208	Barclaycard Account	(602)	
210	Petty Cash	150	
	Total Current Assets		747,119
	<u>Current Liabilities</u>		
501	Creditors	360	
565	Bookings Deposit	633	
	Total Current Liabilities		993
	Net Current Assets		746,126
	Total Assets less Current Liabilities		746,126
	<u>Represented by :-</u>		
301	Current Year Fund	429,238	
310	General Fund	119,569	
312	EMR Street Light Maintenance	1,500	
313	EMR Town Regeneration	43,557	
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	31,296	
332	EMR Human Resources	13,646	
333	EMR Carnival	5,267	
334	EMR Christmas Lights	2,275	
342	EMR Memorial Gardens Masterplan	8,857	
343	EMR Workwear	818	
344	EMR Asset Sales	8,950	
345	EMR - MGdn Canopy	13,290	
	Total Equity		746,126



FINANCIAL REGULATIONS

Review September 2020 (changes in red type)

These Financial Regulations were reviewed adopted by the Council at its Meeting held on 22nd May 2017. They replace the previous version of January 2016.

These Financial Regulations were reviewed at the Finance and Policy meeting on 20th May 2019 and approved by the Town Council on 28th May 2019.

Other officers may act for the Town Clerk (Proper Officer) or Finance Manager (Responsible Financial Officer) (RFO), only in accordance with the Council's Scheme of Delegation.

	Page
1 GENERAL	1
2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	4
3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	5
4 BUDGETARY CONTROL AND AUTHORITY TO SPEND	5
5 BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	6
6 INSTRUCTIONS FOR THE MAKING OF PAYMENTS	8
7 PAYMENT OF SALARIES	9
8 LOANS AND INVESTMENTS	10
9 INCOME	11
10 ORDERS FOR WORK, GOODS AND SERVICES	11
11 CONTRACTS	12
12 PAYMENT UNDER CONTRACTS FOR BUILDINGS OR OTHER CONSTRUCTION WORKS	13
13 STORES AND EQUIPMENT	13
14 ASSETS, PROPERTIES AND ESTATES	14
15 INSURANCE	14
16 CHARITIES	14
17 RISK MANAGEMENT	15
18 CAPITAL EXPENDITURE	15
19 GRANT INCOME	15
20 PARTNERSHIPS	15
21 MAYORS CHARITY ACCOUNT	16
22 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	16

1. GENERAL

- 1.1. These Financial Regulations govern the conduct of financial management by Newmarket Town Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three principal governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders and Standing Orders for Contracts.

- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
- for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or willful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. Within Newmarket Town Council this office is separate from that of Town Clerk (Proper Officer) and is held by the Finance Manager. These regulations will apply accordingly.
- 1.9. The RFO; (See also Standing Order 34)
- acts under the policy direction of the Council and management of the Proper Officer;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations appertaining at the time.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;

- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only, which may consider any observations from Finance and Policy Committee. When considering both internal and external reports, the Council will determine a response to each recommendation contained and forward it to the relevant auditor. Actioning of the response will be included as an action within the Council's Business Plan.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; (below this may be delegated to Finance and Policy Committee) and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In order to promote efficiency, economy and effectiveness, the Council may establish a committee for finance under terms of reference specifying the objectives of the committee, its membership, limitation of scope and functions of the Council which are delegated.

- 1.16. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a monthly basis and at each financial year end, the Chairman of Finance and Policy Committee shall verify bank reconciliations for all accounts produced by the RFO. The Chairman shall sign the reconciliations and the original bank statements, or similar document as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by Finance & Policy Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices. The Council will prepare an internal audit brief prior to this appointment. The appointment will be made early in the financial year so that an interim audit can be carried out as appropriate.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report and one interim written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councilors, any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by each relevant committee and the Council. The estimates must be prepared on the Council's accounting system relevant at the time.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's 5 year Medium Term forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix by resolution, the precept and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.6. The Council will review and revise its Medium Term Financial Plan immediately following the Budget process.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £5,000;
 - a duly delegated committee of the Council for items between £1,000 and £5000;
 - Town Clerk for items up to £1000
- Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by the appropriate Chairman.
- Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, duly delegated committee or RFO. During the budget year, unspent and available amounts may be moved to another budget heading as appropriate. ('virement'). It must be authorised as follows:

For variations of up to 25%, subject to a maximum of £1000, the Town Clerk or RFO may Approve virement between budgets. This must be reported to the next meeting of Finance & Policy Committee.

For variations of up to 25%, subject to a maximum of £5000, the Finance & Policy Committee may approve a virement between budgets. This must be reported to the next meeting of Council.

Variations above 25%, or greater than £5000, must be approved by Council.

If virement between budgets is not possible, Council must be requested to approve a supplementary budget, which is to be financed from Reserves.

- 4.3. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to an earmarked reserve as appropriate. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year in other circumstances.
- 4.4. The salary budgets are to be reviewed at least annually by November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in goodtime.
- 4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk (Proper Officer) in consultation with the RFO and Town Mayor or in the Mayor's absence the Chairman of Finance and Policy Committee, may incur expenditure on behalf of the Council which in the Clerk's judgement is necessary to carry out. Such expenditure includes repair, replacement or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £20,000. The Town Clerk shall report such action to the next meeting of the Council, or as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's Standing Orders, Standing Orders for Contracts and Financial Regulations relating to contracts.
- 4.8. The RFO shall on a monthly basis provide the Finance and Policy Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least monthly and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The Council shall seek credit references in respect of members who act as signatories.
- 5.2. The RFO shall prepare a schedule of payments in the form of CB1, CB2, CB3 and CB4 requiring authorisation/adoption, forming part of the Agenda for the meeting and present the schedule to Finance and

Policy Committee. The Finance and Policy Committee shall review the schedule for compliance and having satisfied itself shall authorise payment by a recommendation for a resolution of the Council. The approved schedule shall be ruled off and initialed by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO or Proper Officer shall take all steps to pay all invoices submitted and which are in order, at the next available Council or Finance and Policy Committee meeting.
- 5.5. The Town Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Finance and Policy Committee, where the Town Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Policy Committee.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Policy Committee; or
 - c) Fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and Policy Committee.
- 5.6. For each financial year the Town Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively Salaries, PAYE and NI, Pensions and regular maintenance contracts and the like for which Council, duly authorised committee or RFO, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Finance and Policy Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised, committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000, shall before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council and countersigned by the Town Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Finance and Policy Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.7. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Finance and Policy Committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Finance and Policy as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained in a sealed dated envelope, in a fire proof cabinet. This envelope may not be opened other than in the presence of the Town Clerk or ~~Assistant Town Clerk~~ **Responsible Finance Officer**. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably offsite.

- 6.13. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO or Proper Officer. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a daily transaction maximum value of £500 unless authorised by Council in writing before any order is placed.
- 6.18. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Proper Officer or RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.19. The Proper Officer or RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Proper Officer or RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Finance and Policy meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or relevant committee.

- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for all staff.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State, (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Proper Officer or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall maintain and regularly update a Treasury Management Policy which sets out the policy in relation to investments and which shall be in accordance with relevant regulations, proper practices and guidance.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).
- 8.9. ~~All investment certificates and other documents relating thereto shall be retained in the custody of the Proper Officer or RFO.~~

Comment [t1]: Duplication of point 8.7

- 8.10. The Council may pay out grants approved by any Trusts for which it is responsible for administering only when interest is available at the end of any period of investment, in accordance with the Treasury Management Policy.

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council or if delegated, Finance and Policy Committee will review all fees and charges at least annually, following a report of the Proper Officer.
- 9.4. All efforts are to be made to recover any monies owed to the Council. Any sums found to be irrecoverable and any bad debts shall be reported to Finance and Policy Committee and the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below)].

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate (i.e. below £100). Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to Standing Orders for Contracts or any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be

reported to the meeting at which the order is approved so that the minutes can record the power being used, unless the General Power of Competence is used as it becomes the power of first resort.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (viii) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning and other consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - vii. In cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption.
 - viii. In cases where the Council seeks to make arrangements for any of its functions to be discharged by another local authority and relies on Section 101 of the Local Government Act 1972 (as amended)
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations, which includes advertising on Contract Finder, the government website. For contracts at or above this value, the Proper Officer shall invite tenders from at least 3 firms, in accordance with Standing Orders and Standing Orders for Contracts.
- c. The Public Services (Social Value) Act 2012 requires public bodies to consider how what is to be procured may improve social, environmental and economic well-being of the relevant area, how they might secure any such improvement and to consider the need to consult.
- d. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- e. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

- f. Any invitation to tender shall state the general nature of the intended contract and the Proper Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk (or replacement title) in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- g. All sealed tenders shall be opened at the same time on the prescribed date by the Proper Officer in the presence of at least one member of Council.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Orders 36 and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph a. above, the Proper Officer or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000, but above £500, the Proper Officer or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the supervising officer, architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Proper Officer to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Proper Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO or Proper Officer shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The RFO or Proper Officer shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO or Proper Officer shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO or Proper Officer shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body, the Proper Officer and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Proper Officer and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Proper Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Proper Officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. CAPITAL EXPENDITURE

- 19.1. For the purpose of these procedure rules “capital expenditure” means the acquisition of land or buildings, the erection of buildings, the erection of permanent works, the purchase of vehicles, plant, machinery, equipment and furniture and any related fees, which are not financed from the Revenue budget. Items or groups of items under the value of £1,000 would not normally be classified as capital expenditure.
- 19.2. A Capital Programme will be prepared by the RFO, in the annual budget cycle, showing the projects for the next three years.

19. GRANTS INCOME

- 20.1. Officers should ensure that all grants and external funding income is promptly claimed and proper records and working papers are retained to justify claims.
- 21.2. The RFO must inform the Finance & Policy Committee of any new bids for grant funding.

20. PARTNERSHIPS

- 21.1. A partner is defined as a private or public organisation, undertaking part funding or participating as a beneficiary in a project.
- 21.2. The RFO will as appropriate, advise on the key elements of partnership, including:
- Effective controls that ensure that resources are not wasted.
 - A scheme appraisal for financial viability in both the current and future years.
 - Financial risk appraisal and management.
 - Resourcing, including taxation issues.
 - Audit, security and control requirements.
 - Carry-forward arrangements.
 - Satisfactory accounting arrangements.
- 21.3. The RFO will ensure that:
- All funding notified by external bodies is received and properly recorded in the authority’s accounts.
 - The match-funding requirements are considered prior to entering into the agreements and that future revenue budgets reflect these requirements.
 - Audit requirements are met.
 - Ensuring that all agreements and arrangements are properly documented.

- Ensuring that all claims for funds are made by the due date.
- Ensuring that the project progresses in accordance with the agreed plan and that all expenditure is properly incurred and recorded.

21. MAYOR'S CHARITY ACCOUNT

- 22.1 The Council may maintain and administer an account on behalf of the Mayor according to its policies in being at the time. Although this will not strictly be the Council's account, it will where appropriate be administered in accordance with these Financial Regulations and be open to the scrutiny of the Audit process.

22. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 21.1. It shall be the duty of the Council to review the Financial Regulations of the Council at least annually. The Proper Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 21.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Comment [t2]: Moved to the end – was point 18

Planned Revision Date: September 2021

2. HEALTH AND SAFETY POLICY STATEMENT

The management of Newmarket Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the company's activities, and that managing health and safety is a business-critical function.

In order to discharge its responsibilities, the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: D.Baines

Dated: 15/09/2020

Name: D. Baines

Position: Town Clerk

*Crash Cleaner Ltd***For the attention of:****Gemma Colby**

Newmarket Town Council
 Memorial Hall High Street
 Suffolk
 CB8 BJP

Crash Cleaner Limited

10 King Edward VII Road
 Newmarket
 Suffolk
 C880EU

Tel No: 07469 743258**E-mail:****crashcleaner@yahoo.com**

Date of invoice: 14/09/2020

Description of Work/Date	Quantity	Amount
Premium Deep Cleaning. September 3rd.2020	1	£ 675.60
Total		£ 675.60

We appreciate your trust. It is a pleasure to, <.Gllall3efate-wittrymr.-----7

Bank DetailsAccount name: *Crash Cleaner Limited*

Sort Code: 40-34-38

Account number: 41519107

Yours sincerely**Olimpia-Ioana Ghencea**

Manager

PAYMENT ENTRY DETAILS

Norman Jd 12 14

Cost Centre: 3Q

tr ip ovecl for P;ymen

Date Entered onS: 14

Date Entered onS: 14

f=f

PAID

aegee 000\; \J.3.3.o

Date: Jly\J\1.P.1.9.:

Amount: 1.Q;r.S.-6.0.:

Authorised: via email.

Company Reg No. 12713136**Invoice No. 0001**



Report to	Finance & Policy Committee
Subject	Weatherby Crossing Legal Fees
Purpose	Decision
Classification	Unrestricted
Meeting date	21st September 2020
Item number	
Written By	Cathy Whitaker; RFO

Summary: This report outlines the current and estimated future costs of the Weatherby Crossing Legal Fees.

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. That budget virements are made to cover shortfall of legal fees budget.

1.	Introduction
a.	The on-going Weatherby Crossing enquiry incurs legal costs to the council.
2.	Context
a.	An initial estimate of £10K was provided to council and included in the current year's budget.
b.	There are on-going significant fees which were unbudgeted due to telephone advice/meetings as preparation for the enquiry progresses.
c.	Attached breakdown Excel spreadsheet showing figures.
3.	Proposal/Options
a.	To approve suggested virements within the current budget.
4.	Financial/Resource Implications
a.	To vire amounts as suggested from Marketing, General Town Maintenance, Public Toilet Security, Children's Events (as detailed on attached spreadsheet)
5.	Next Steps/Recommendations
a.	Council resolves to approve virements as recommended.

Weatherby Crossing Legal Fees Breakdown - Newmarket Town Council

Budgeted amount for 2020/2021 Financial Year	£ 10,000.00
---	--------------------

Invoices to Date

26/4: Statement of Case	£ 2,000.00
-------------------------	------------

On-going Advisory Work	£ 4,665.00
------------------------	------------

21/8: Work on Proofs	£ 1,275.00
----------------------	------------

On-going Advisory Work	£ 1,050.00
------------------------	------------

Total spend to Date

£ 8,990.00

BUDGET AMOUNT REMAINING

£ 1,010.00

Future Costs Expected

Brief Fee	£ 8,500.00
-----------	------------

Possible further work on proofs	£ 725.00
---------------------------------	----------

Expert Witness fees	£ 2,000.00
---------------------	------------

*as necessary at
£125 p/hr*

On-going Advisory Work	
------------------------	--

Sub-Total

£ 11,225.00

Expert Witness fees to be covered by a virement from 'Other Projects'	-£ 2,000.00
---	-------------

Total

£ 9,225.00

Projected **Shortfall** against Budget

£ 8,215.00

Plan to request budget virements to cover projected shortfall

Marketing 4077/101	From F&P Ctte	£ 1,715.00
--------------------	---------------	------------

General Town Maintenance		
--------------------------	--	--

4092/207	From C&L Ctte	£ 2,500.00
----------	---------------	------------

Public Toilets Opening /		
--------------------------	--	--

Closing Costs 4046/208	From C&L Ctte	£ 1,000.00
------------------------	---------------	------------

Children's Events 4440/301	From C&L Ctte	£ 3,000.00
----------------------------	---------------	------------

Total Virement Requests

£ 8,215.00



Report to	Finance & Policy
Subject	Grant for SOS Bus
Purpose	Information
Classification	Unrestricted
Meeting date	21st September 2020
Item number	
Written By	Cathy Whitaker; RFO

Summary: This report outlines a response to a request for a town council grant.

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. That this grant request is reconsidered towards the end of the current financial year.

1.	Introduction
a.	A grant of £1,000 has been requested to fund the SOS bus project in Newmarket.
2.	Context
a.	The town council is in an uncertain stage of its current year budget, with the full effect of CV-19 on income not yet known.
3.	Proposal/Options
a.	To reconsider this request towards the end of the current financial year when the status of the budget will be clearer.
b.	To consider allocating funds for this project in next year's budget (2021/22).
4.	Financial/Resource Implications
a.	Unexpected amounts have been spent in this budget on website accessibility compliance, the coronavirus response and there is the looming issue of the legal fees for W. Crossing to consider also.
b.	Income to the council has been impacted due to CV-19.
5.	Next Steps/Recommendations
a.	That this grant is reconsidered in January 2021.
b.	That the imminent budget process for 2021/22 in October/November considers allocating funding for this project.



Report to	Finance & Policy
Subject	Studlands Street lighting
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	21/9/2020
Item number	
Written By	Cathy Whitaker RFO

Summary: This report outlines the current situation with council-owned streetlights on Studlands Park and options for the future management of the infrastructure.

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. To carry out structural testing to all units over 10 years old.
2. To consider **EITHER** installing CMS (Control & Monitoring) units on all existing units **OR**
3. To consider changing to LED units with CMS.

1.	Introduction
a.	NTC has 185 units in the area which are maintained by SCC under a maintenance contract
b.	NTC pays SCC for energy for these streetlights annually to the value of £12,864 (2019/20)
2.	Context
a.	The lighting units are a mixture of ageing columns and wall-mounted lights
b.	None of the units currently have CMS (control & monitoring system) adaptation which would allow individual units to be centrally controlled regarding part/night-lighting
c.	Existing units urgently require surveying for structural resilience
d.	The units are currently not energy efficient: the existing energy costs reflect this
3.	Proposal/Options
a.	To obtain 2 quotes for immediate structural testing for existing lighting units (one from SCC & one from Electrical Testing Ltd (recommended by SCC))
b.	To obtain a quote for upgrading the existing infrastructure with CMS units from SCC
c.	To obtain a quote for replacing the existing infrastructure with LED units with CMS
4.	Financial/Resource Implications
a.	Council currently is holding £3,500 in EMR 322 for Studland Park Timers (aka CMS)
b.	Council is holding £1,000 in the current year budget for streetlight repairs
5.	Next Steps/Recommendations
a.	To obtain quotes for structural testing
b.	To consider options for upgrade or replacement of the infrastructure