Membership from May 2019
Councillor Drummond - Chairman
Councillor Hood - Vice Chairman
Councillor Caesar
Councillor De'Ath
Councillor Kerby
Councillor Lay

Newmarket
TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP
You are hereby summoned to attend a meeting of the
FINANCE & POLICY COMMITTEE to be held at
Memorial Hall, High Street, NEWMARKET on
Monday 9th December 2019 at 7.15pm

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.
Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:
a. film, photograph or make an audio recording of the meeting;
b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

AGENDA

1. Chairman to read Fire Safety Notice and ask if anyone intends to film or record the meeting
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATION OF MEMBERS' INTERESTS** & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
4. **MINUTES** - To receive and confirm for accuracy the Minutes of the Meeting held on 18st November 2019 and any matters arising.
5. **PUBLIC PARTICIPATION** 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions may only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION** – to review cashbooks for the previous month
7. **FINANCE** - To confirm that the Bank Statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
8. **FINANCE** - To receive the income and expenditure for the previous month
9. **20/21 Budget –** To approve the Finance & Policy Committee budget
10. **PRECEPT** – To receive a Precept Comparison Report
11. **PCSO** – To receive a monthly report
12. **HEALTH AND SAFETY**
13. **CORRESPONDENCE**:
14. Date of next meeting **Monday 20th January 2019**
15. To note items for consideration at the next meeting

Signed, DATE 4/12/2019

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 18th November 2019 at 7:27pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)
Councillor S Ceasar
Councillor T Kerby
Councillor J Lay

Also Present: Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Cllr O'Neill and 3 Members of the Public.

	Minute	Action by
F/19/11/1	**CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED** The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings may be filmed or recorded.	
F/19/11/2	**APOLOGIES FOR ABSENCE** Apologies were received from Cllrs De'Ath and Hood.	
F/19/11/3	**DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION** None noted.	
F/19/11/4	**TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21ST OCTOBER 2019 AND ANY MATTERS ARISING** Members received the minutes of the Finance & Policy Committee meeting held on 21st October 2019 and the following was agreed: **F/19/11/4.01 Resolved** **That the minutes of the Finance & Policy Committee meeting held on 21st October 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.** There were no matters arising.	
F/19/11/5	**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 TO BE BROUGHT TO THEIR ATTENTION** Cllr O'Neill spoke to item 10 and proposed that the Vice Chairmen who had resigned should be replaced at the soonest opportunity. RFO advised that this item had been added to the agenda in error and would be	

placed on the next Full Council agenda.

F/19/11/6 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (SEPTEMBER 2019)**

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

F/19/11/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/10/2019 – 31/10/2019 (Cash Book 1 and 2) be received and adopted.

F/19/11/7 **TO CONFIRM THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATION HAVE BEEN SIGNED BY THE CHAIRMAN OF F&P COMMITTEE**

The Chairman of the Finance & Policy Committee confirmed that the bank reconciliations relating to the end of 31/10/2019 (month 7) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/19/11/8 **TO RECEIVE THE INCOME AND EXPENDITURE FOR SEPTEMBER 2019.**

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

F/19/11/9 **TO CONSIDER THE 20/21 DRAFT BUDGET FOR THIS COMMITTEE**

RFO presented the draft budget and advised that further amendments would be made to 4056 – Legal Expenses and 1176 – Precept. The draft budget would be brought back to the Committee when the amendments have been made.

F/19/11/10 **TO REVIEW THE COMMITTEE TERMS OF REFERENCE**

This item had been added to the agenda in error and would be placed on the next Full Council agenda.

F/19/11/11 **TO RECEIVE THE MONTHLY PCSO REPORT**

The monthly PCSO report was received and noted. The Committee felt that the report lacked evidence of any outcomes to justify value for money and the following was agreed:

F/19/11/11.01 Resolved

That the Terms of Reference for the PCSO be renegotiated with Suffolk Constabulary to ensure that more time is spent in areas of Newmarket that require more control.

F/19/11/12 **HEALTH AND SAFETY MONTHLY REVIEW**

The report was not available and would be added to the next Full Council agenda.

F/19/11/13 **CORRESPONDENCE**

Relate – Small Support Grant – the report on the case for support was considered and RFO was asked to invite them to a Full Council meeting.

F/19/11/14 **DATE OF NEXT MEETING**

Monday 9th December 2019 at the Memorial Hall, High Street, Newmarket.

F/19/11/15 **ITEMS FOR THE NEXT AGENDA**

- PCSO Terms of Reference

Meeting closed at 7:52pm

Signed ______________________________ Date _________________________

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**519,096.46**					**519,096.46**	
bacs	Banked: **07/11/2019**	**807.92**							
bacs	Anglian Water(WAVE)		807.92			4012	306	807.92	o/pay on disconnect
matching	Banked: **11/11/2019**	**0.00**							
	Sales Recpts Page 2145		0.00					0.00	
matching	Banked: **14/11/2019**	**0.00**							
	Sales Recpts Page 2146		0.00					0.00	
corr.h.dep	Banked: **14/11/2019**	**-129.96**							
corr.h.dep	Fed. of Small Bus		-129.96		-21.66	565		-108.30	canx of h.dep for FedSmallBus
	Banked: **14/11/2019**	**2,025.00**							
	Sales Recpts Page 2149		2,025.00	2,025.00		101			Sales Recpts Page 2149
	Banked: **14/11/2019**	**396.00**							
	Sales Recpts Page 2150		396.00	396.00		101			Sales Recpts Page 2150
bacs	Banked: **14/11/2019**	**108.00**							
bacs	V Buckingham		108.00		18.00	565		90.00	h.dep.for 25/11 VBuckingham
	Banked: **14/11/2019**	**396.00**							
	Sales Recpts Page 2153		396.00	396.00		101			Sales Recpts Page 2153
000077	Banked: **15/11/2019**	**200.00**							
000077	Under the Eagle		200.00		33.33	565		166.67	UnderTheEagle dep for 31/12/19
	Banked: **18/11/2019**	**672.00**							
	Sales Recpts Page 2148		672.00	672.00		101			Sales Recpts Page 2148
	Banked: **20/11/2019**	**67.20**							
	Sales Recpts Page 2151		67.20	67.20		101			Sales Recpts Page 2151
	Banked: **20/11/2019**	**700.00**							
	Sales Recpts Page 2152		700.00	700.00		101			Sales Recpts Page 2152
000078	Banked: **21/11/2019**	**150.00**							
000078	Jockey Club Estates Ltd		150.00			1059	302	150.00	donation to TOC event
	Banked: **27/11/2019**	**350.78**							
	Sales Recpts Page 2157		350.78	350.78		101			Sales Recpts Page 2157
	Banked: **27/11/2019**	**-350.78**							
	Sales Recpts Page 2158		-350.78	-350.78		101			Sales Recpts Page 2158
	Banked: **27/11/2019**	**123.48**							
	Sales Recpts Page 2159		123.48	123.48		101			Sales Recpts Page 2159
	Banked: **28/11/2019**	**350.78**							
	Sales Recpts Page 2155		350.78	350.78		101			Sales Recpts Page 2155
	Banked: **29/11/2019**	**1,200.00**							
	Sales Recpts Page 2154		1,200.00	1,200.00		101			Sales Recpts Page 2154

Continued on Page 2

Receipts for Month 8 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: **29/11/2019**	**321.88**							
	Sales Recpts Page 2156		321.88	321.88		101			Sales Recpts Page 2156
	Total Receipts for Month	7,388.30		6,252.34	29.67			1,106.29	
	Cashbook Totals	526,484.76		6,252.34	29.67			520,202.75	

Continued on Page 3

Payments for Month 8 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
11/11/2019	Anglia Gifts & Promotions	300607	9.54	9.54		501			3927/2478/Anglia Gifts & Promo
11/11/2019	Dale Jeffery Electrical Servic	300608	54.00	54.00		501			18289/2482/Dale Jeffery Electr
11/11/2019	Jamie Harlow	300609	250.00	250.00		501			6NOV2019/2479/MH19/305/H
11/11/2019	Phillip Green	300610	110.00	110.00		501			6/11/19/2480/Phillip Green
11/11/2019	NewClean Ltd	300611	270.00	270.00		501			INV-1211/2486/MH19/313/NewC
11/11/2019	New Heath Autos Ltd	300612	54.85	54.85		501			23164/2485/New Heath Autos Ltd
11/11/2019	Odin Events Limited	300613	1,020.00	1,020.00		501			INV-1608/2481/MH19/304/Odin Ev
11/11/2019	The New Astley Bar Limited	300614	840.00	840.00		501			BAR218/2484/The New Astley Bar
11/11/2019	Royal British Legion Poppy App	300615	25.00	25.00		501			NOVEMBER2019/2476/Roy Britis
11/11/2019	Simplicity	300616	673.08	673.08		501			568297A/2483/Simplicity
11/11/2019	Ustigate	300617	1,074.00	1,074.00		501			5993/2474/MH19/296/Ustiga
11/11/2019	West Suffolk Council	300618	240.00	240.00		501			1105508/2475/West Suffolk Coun
11/11/2019	Woolpit Nurseries Ltd	300619	1,834.56	1,834.56		501			NEWMARKET14/2473/Wool Nurse
12/11/2019	Siemens Financial Services	DD	200.84		33.47	4028	101	167.37	DD/Samsung lease fees
15/11/2019	West Suffolk Council (Rates)	ddr	1,126.00	1,126.00		501			20051613NOV2019/2510/W Suff
18/11/2019	Activ Security (UK) Ltd	300620	300.00	300.00		501			5002888/2487/ON CONTRACT/Activ
18/11/2019	Grantham Groundworks & Buildin	300621	852.00	852.00		501			INV-0073/2490/MH19/289/Grant
18/11/2019	Missing Link Productions Ltd	300622	1,440.00	1,440.00		501			35862NEW/2491/MH19/322/
22/11/2019	Total Gas and Power Ltd	DDR	488.37	488.37		501			201141660/19/2472/Total Gas an
22/11/2019	Peoples Pension	DDR	283.63			514		283.63	Peoples Pension M8
22/11/2019	Total Gas and Power Ltd	ddr	32.09	32.09		501			201141650/19/2503/CONTR
22/11/2019	People's Pension adj to corr	DDR	0.05			514		0.05	People's Pension adj to corr
22/11/2019	Total Gas and Power Ltd	DDR	121.41	121.41		501			200927941/19/2511/CONTR
25/11/2019	Anglian Water Business Nationa	300624	3,638.22	3,638.22		501			354447001/2502/CONTRAC
25/11/2019	CHIPPA Ltd	300625	2,610.00	2,610.00		501			NOV2019/2513/MH19/234/CL
25/11/2019	Simplicity	300626	1,099.68	1,099.68		501			Canx of inv posted to wrong ac
25/11/2019	Deborah Sarson	300627	994.26	994.26		501			C007/2500/ON CONTRACT/Deborah

Continued on Page 4

Payments for Month 8 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/11/2019	Dramatic Impact	300628	375.00	375.00		501			D1904/2504/MH19/303/Dra I
25/11/2019	Discover Newmarket	300629	1,200.00	1,200.00		501			TH1119-010/2507/MH19/331/Disco
25/11/2019	1 Gray & Sons Funfairs	300630	300.00	300.00		501			001/2501/MH19/328/1 Gray & Son
25/11/2019	Mrs Hart	300631	300.00	300.00		501			22NOV2019/2506/ONGOIN Har
25/11/2019	N-CIS	300632	1,843.87	1,843.87		501			7126/2496/MH19/300 & 314/N-CIS
25/11/2019	Neopost Finance Limited	300633	95.69	95.69		501			2019074790/2495/ON CONTRACT/Ne
25/11/2019	SSE Swalec	300634	6.98	6.98		501			371644790/0027/2497/ON CONTRAC
25/11/2019	Complete Business Solutions Gr	300635	19.80	19.80		501			I02487/2505/MH19/324/Com
25/11/2019	Tollys Flowers	300636	102.00	102.00		501			2704/2499/MH19/286/Tollys Flow
25/11/2019	Total Gas and Power Ltd	300637	38.44	38.44		501			Paid chq-DDR not yet setup
25/11/2019	Unity Trust Bank	BANKCHARG	8.00			4051	101	8.00	Unity Trust Bank/cheque stop
29/11/2019	Barclaycard Account	Barclaycd	810.70			208		810.70	Nov Statement payment
30/11/2019	Information Commissioner	ddr	40.00	40.00		501			29OCT2019/2477/Informatio Com
02/12/2019	Activ Security (UK) Ltd	300638	45.00	45.00		501			5002928/2520/CONTRACT/ Se
02/12/2019	Advanced Cleaning Technology L	300639	273.02	273.02		501			64696/2519/MH19/325/Adv C
02/12/2019	Abbey Security Services Ltd	300640	216.00	216.00		501			32108/2518/CONTRACT/Ab Secu
02/12/2019	Simplicity	300641	673.08	673.08		501			573103/2517/Simplicity
02/12/2019	Dale Jeffery Electrical Servic	300642	192.72	192.72		501			18322/2516/MH19/326/Dale Jeffe
02/12/2019	Complete Business Solutions Gr	300643	6.60	6.60		501			I02591/2514/MH19/324/Com
03/12/2019	Petty Cash	300644	87.55			210		87.55	Petty Cash Nov2019
	Total Payments for Month		26,276.03	24,885.26	33.47			1,357.30	
	Balance Carried Fwd		500,208.73						
	Cashbook Totals		526,484.76	24,885.26	33.47			501,566.03	

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		150.00					150.00	
	Banked: 03/12/2019	87.55							
300644	Current Account		87.55			201		87.55	Petty Cash Nov2019
	Total Receipts for Month	87.55		0.00	0.00			87.55	
	Cashbook Totals	237.55		0.00	0.00			237.55	

Continued on Page 2

Payments for Month 8 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/11/2019	Petty Cash November 2019	PETTYCASH	87.55			4009	101	68.85	PCash/Mileage
						4020	102	2.30	PCash/office refr
						4020	102	16.40	PCash/Parking
	Total Payments for Month		87.55	0.00	0.00			87.55	
	Balance Carried Fwd		150.00						
	Cashbook Totals		237.55	0.00	0.00			237.55	

Receipts for Month 8 — Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received		£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		11,847.18					11,847.18	
dc	Banked: 04/11/2019	2.75							
dc	Barclays Bank		2.75			1190	101	2.75	Barclays Bank loyalty reward
	Total Receipts for Month	2.75		0.00	0.00			2.75	
	Cashbook Totals	11,849.93		0.00	0.00			11,849.93	

Continued on Page 2

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/11/2019	Barclays Bank	INTEREST	2.75			1190	101	2.75	Barclays Bank/loyalty reward
04/11/2019	Barclays Bank correc	CORRECTION	-2.75			1190	101	-2.75	Barclays Bank correc
04/11/2019	Barclays Bank	DC	13.75			4051	101	13.75	Barclays Bank commission fees
22/11/2019	Net Salaries M8 November 2019	BACS	6,600.61			516		6,600.61	Net Salaries M8 November 2019
25/11/2019	HMRC	100455	1,415.10			515		1,415.10	HMRC Month 8
	Total Payments for Month		8,029.46	0.00	0.00			8,029.46	
	Balance Carried Fwd		3,820.47						
	Cashbook Totals		11,849.93	0.00	0.00			11,849.93	

Receipts for Month 8 | Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 29/11/2019	810.70						
Barclaycd	Current Account	810.70			201		810.70	Nov Statement payment
	Total Receipts for Month	810.70	0.00	0.00			810.70	
	Balance Carried Fwd	812.10						
	Cashbook Totals	1,622.80	0.00	0.00			1,622.80	

Continued on Page 2

Payments for Month 8 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		811.30					811.30	
02/11/2019	card/AllSaints Conv Store	CC19	11.70			4028	101	11.70	card/newspapers for office
04/11/2019	Cash Back Rebate	REBATE	-0.60			4051	101	-0.60	Cash Back Rebate on Barclaycar
04/11/2019	card/Argos	CC99	29.99		5.00	4038	120	24.99	card/kettle staff kitchen
04/11/2019	card/QD	CC1	2.98		0.50	4037	306	2.48	card/cable ties
04/11/2019	card/Shore Doctor	CC2	20.00		3.33	4036	120	16.67	card/keys for caretaker
04/11/2019	card/Mountain Warehouse	CC3	59.99		10.00	4010	102	49.99	card/coat for caretaker
05/11/2019	card/Amazon	CC4	22.48		3.75	4018	101	18.73	card/TK tablet case
07/11/2019	card/Adobe Acropro	CARD	15.17		2.53	4018	101	12.64	card/Adobe Acropro TCM subs
11/11/2019	card/.GOV.UK	CC5	145.50			4039	200	145.50	card/van vehicle tax
20/11/2019	card/Adobe Acropro	CARD	25.28		4.21	4018	101	21.07	card/Adobe Acropro admin subs
21/11/2019	card/Scotsdales	CC8	179.97		30.00	4036	120	149.97	card/3 Xmas Trees for MHall
22/11/2019	card/Amazon	CC20	4.24		0.71	4023	101	3.53	card/wall planner 2020-21
25/11/2019	card/Homebase	CC100	20.60		3.43	4142	306	17.17	card/Snack Shack locks
27/11/2019	card/Telefonica UK Ltd	CC9	30.00		5.00	4021	101	25.00	card/TK Mobile topup
27/11/2019	card/QD	CC10	14.99		2.50	4036	120	12.49	card/tree lights
27/11/2019	card/Cartridge People	CC18	59.98		10.00	4018	101	49.98	card/ink cartridges RFOprinter
28/11/2019	card/BP	CC11	20.12		3.35	4039	200	16.77	card/fuel for van
28/11/2019	card/QD	CC12	12.73		2.12	4036	120	10.61	card/Xmas decs for Foyer
28/11/2019	card/Iceland	CC13	4.48			4443	301	4.48	card/Milk&Cakes
28/11/2019	card/QD	CC14	6.93			4443	301	6.93	card/cakes
29/11/2019	card/WHSmith	CC15	5.98			4443	301	5.98	card/raffle ticket books
29/11/2019	card/Amazon	CC17	118.99			4019	101	118.99	card/CCTV DVR Recorder for MH
	Total Payments for Month		811.50	0.00	86.43			725.07	
	Cashbook Totals		1,622.80	0.00	86.43			1,536.37	

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy									
101	Administration								
1003	Banner Income	0	1,000	1,000	0			100.0%	
1176	Precept Received	0	565,779	565,779	0			100.0%	
1190	Interest Received	3	30	254	224			11.7%	
	Administration :- Income	3	566,809	567,033	224			100.0%	0
4008	Staff Training	0	1,271	2,500	1,229		1,229	50.8%	
4009	Staff Travel	69	315	200	(115)		(115)	157.6%	
4018	Software/Computer Consumables	102	1,031	1,500	469		469	68.7%	
4019	New IT System/Hardware	1,656	3,837	2,030	(1,807)		(1,807)	189.0%	
4021	Telephone and Fax	25	932	2,500	1,568		1,568	37.3%	
4022	Postage	0	1,002	2,000	998		998	50.1%	
4023	Stationery	26	1,009	2,233	1,224		1,224	45.2%	
4025	Subscriptions&Licences	40	3,852	2,800	(1,052)		(1,052)	137.6%	
4026	Insurance	0	1,165	12,180	11,015		11,015	9.6%	
4028	Office Maintenance	509	8,283	5,750	(2,533)		(2,533)	144.1%	
4030	Recruitment Advertising	0	201	406	205		205	49.5%	
4051	Bank Charges/Interest	21	362	900	538		538	40.2%	
4056	Legal Expenses	0	3,643	8,000	4,357		4,357	45.5%	
4057	Audit & Accountancy Fees	0	3,081	2,538	(543)		(543)	121.4%	
4059	web site	0	180	508	328		328	35.4%	
4060	Councillors Training	0	300	508	208		208	59.1%	
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	85	217	1,000	783		783	21.7%	
4075	Grant to CAB	0	0	3,000	3,000		3,000	0.0%	
4076	Grants	0	1,750	3,000	1,250		1,250	58.3%	
4077	Marketing	0	1,179	4,000	2,821		2,821	29.5%	
4079	Grant to Royal British Legion	25	25	25	0		0	100.0%	
4083	PCSO	0	33,346	34,000	654		654	98.1%	
4090	Biodegradable Dog Poo Bags	0	307	964	657		657	31.8%	
4097	Election Costs	0	11,476	12,500	1,024		1,024	91.8%	
4180	Civic Functions	0	0	1,015	1,015		1,015	0.0%	
4220	Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221	Yellow Brick Road	0	900	2,000	1,100		1,100	45.0%	
4222	Tourism Stakeholder Fee	1,000	1,000	1,000	0		0	100.0%	
	Administration :- Indirect Expenditure	3,557	85,664	114,616	28,952	0	28,952	74.7%	0
	Net Income over Expenditure	(3,555)	481,145	452,417	(28,728)				

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Detailed Income & Expenditure by Budget Heading as at 30/11/2019

Month No: 8 Committee Report Finance & Policy M8

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103	Health & Safety								
4020	Misc. Staff Costs	0	189	0	(189)		(189)	0.0%	
4028	Office Maintenance	0	73	250	177		177	29.1%	
4058	Professional Fees	0	2,500	500	(2,000)		(2,000)	500.0%	
	Health & Safety :- Indirect Expenditure	0	2,762	750	(2,012)	0	(2,012)	368.2%	0
	Net Expenditure	0	(2,762)	(750)	2,012				
	Finance & Policy :- Income	3	566,809	567,033	224			100.0%	
	Expenditure	3,557	88,426	115,366	26,940	0	26,940	76.6%	
	Movement to/(from) Gen Reserve	(3,555)	478,383						
	Grand Totals:- Income	3	566,809	567,033	224			100.0%	
	Expenditure	3,557	88,426	115,366	26,940	0	26,940	76.6%	
	Net Income over Expenditure	(3,555)	478,383	451,667	(26,716)				
	Movement to/(from) Gen Reserve	(3,555)	478,383						

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date as at 30/11/2019

A/c	Description	Actual		
	Current Assets			
101	Debtors	1,596		
105	Vat Due	6,593		
201	Current Account	500,209		
204	Staff Salary Bank Account	3,820		
208	Barclaycard Account	(812)		
210	Petty Cash	150		
	Total Current Assets		511,556	
	Current Liabilities			
501	Creditors	(1,798)		
506	Proscape 10% retention	11,034		
514	Peoples Pension Control	13		
565	Bookings Deposit	1,379		
	Total Current Liabilities		10,628	
	Net Current Assets			500,929
	Total Assets less Current Liabilities			500,929
	Represented by :-			
301	Current Year Fund	223,778		
310	General Fund	98,463		
312	EMR Street Light Maintenance	1,500		
313	EMR Town Regeneration	38,012		
316	EMR Clocks/Memorials	7,205		
317	EMR Buildings-M Hall Fund	19,632		
318	EMR Buildings - Pavilion Fund	25,000		
319	EMR Disused Churchyard	2,836		
320	EMR Cooper Memorial	2,008		
322	EMR Studland Park Timers	3,500		
323	EMR Allotments	4,839		
327	EMR Legends of the Turf	2,844		
330	EMR Cemetery	35,346		
333	EMR Carnival	5,267		
334	EMR Christmas Lights	2,275		
342	EMRMemorial Gardens Masterplan	8,657		
343	EMR Workwear	818		
344	EMR Asset Sales	8,950		
345	EMR - MGdn Canopy	10,000		
	Total Equity			500,929

Summary Income & Expenditure by Budget Heading as at 30/11/2019

Month No: 8

Committee Report SUMMARY M8

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & Policy							
Income	3	566,809	567,033	224			100.0%
Expenditure	3,557	88,426	115,366	26,940	0	26,940	76.6%
Movement to/(from) Gen Reserve	(3,555)	478,383					
Community Services							
Income	2,455	42,175	73,216	31,041			57.6%
Expenditure	3,124	103,402	201,262	97,860	0	97,860	51.4%
Movement to/(from) Gen Reserve	(669)	(61,227)					
Leisure Services							
Income	3,639	50,902	56,990	6,088			89.3%
Expenditure	12,332	134,808	207,454	72,646	0	72,646	65.0%
Movement to/(from) Gen Reserve	(8,694)	(83,906)					
Human Resources							
Income	0	0	0	0			0.0%
Expenditure	11,621	104,292	168,850	64,558	0	64,558	61.8%
Movement to/(from) Gen Reserve	(11,621)	(104,292)					
Development & Planning							
Income	0	0	2,000	2,000			0.0%
Expenditure	0	1,916	4,000	2,084	0	2,084	47.9%
Movement to/(from) Gen Reserve	0	(1,916)					
Grand Totals:- Income	6,096	659,886	699,239	39,353			94.4%
Expenditure	30,635	432,844	696,932	264,088	0	264,088	62.1%
Net Income over Expenditure	(24,538)	227,042	2,307	(224,735)			
Movement to/(from) Gen Reserve	(24,538)	227,042					

		2018 2019	2018 2019	2019/2020	2019/2020	2020/2021
					Year To Date	
		Budget	Actual	Budget		Budget
101	Administration					
4008	Staff Training	2,500.00	4,488.00	2,500.00	1,271.00	2,500.00
4009	Staff Travel	350.00	130.00	200.00	184.00	250.00
4018	Software/Computer Consumables	1,007.00	1,147.00	1,500.00	901.00	1,500.00
4019	New IT System/Hardware	2,993.00	3,686.00	2,030.00	2,158.00	2,030.00
4020	Misc. Staff Costs	0.00	0.00	0.00		
4021	Telephone and Fax	7,100.00	11,761.00	2,500.00	751.00	2,000.00
4022	Postage	3,000.00	1,726.00	2,000.00	1,002.00	2,100.00
4023	Stationery	2,200.00	2,416.00	2,233.00	866.00	2,000.00
4025	Subscriptions&Licences	1,800.00	3,088.00	2,800.00	3,812.00	4,000.00
4026	Insurance	12,000.00	7,593.00	12,180.00	1,165.00	12,400.00
4028	Office Maintenance	5,000.00	6,335.00	6,000.00	7,592.00	7,500.00
4030	Recruitment Advertising	400.00	0.00	406.00	201.00	406.00
4051	Bank Charges/Interest	500.00	1,123.00	900.00	265.00	600.00
4056	Legal Expenses	8,000.00	3,591.00	8,000.00	3,643.00	13,750.00
4057	Audit & Accountancy Fees	2,500.00	2,746.00	2,538.00	3,081.00	3,500.00
4058	Professional Fees	0.00	1,183.00	0.00	0.00	-
4059	web site	500.00	2,628.00	508.00	180.00	550.00
4060	Councillors Training	500.00	0.00	508.00	300.00	508.00
4061	Councillors Expenses	250.00	54.00	254.00	0.00	254.00
4062	Civic Regalia	300.00	237.00	305.00	0.00	305.00
4064	Town Mayor's Allowance	1,000.00	144.00	1,000.00	75.00	1,000.00
4075	Grant to CAB	3,000.00	3,000.00	3,000.00	0.00	3,000.00
4076	Grants	8,000.00	7,200.00	3,000.00	1,750.00	5,000.00
4220	Discover Newmarket Stakeholder Fee	0.00	0.00	5,000.00	5,000.00	5,000.00
4221	Yellow Brick Road	0.00	0.00	2,000.00	900.00	2,000.00
4222	Tourism Stakeholder Fee	0.00	0.00	1,000.00	0.00	1,000.00
4077	Marketing	5,000.00	1,718.00	4,000.00	1,179.00	5,000.00
4079	Grant to Royal British Legion	25.00	25.00	25.00	0.00	25.00
4080	PWLB Loan Charges (CAP + INT)	0.00		0.00		
4083	PCSO	22,000.00	0.00	34,000.00	33,346.00	34,000.00
4090	Biodegradable Dog Poo Bags	950.00	806.00	964.00	307.00	964.00
4091	Elections Expenses	-1,500.00	0.00	0.00	0.00	-
4095	Assets Purchased	0.00	2,875.00	0.00	0.00	-
4097	Election costs	0.00	2,815.00	12,500.00	11,476.00	3,500.00
4180	Civic Functions	4,000.00	2,101.00	1,015.00	0.00	2,000.00
4995	Budgeted Reserve Amount	0.00		0.00		
4996	Budgeted spend from EMR	0.00		0.00		

4113	Rolling Capitol Reserve	0.00	0.00	0.00	0.00	20,000.00
	Expenditure	93,375.00	74,616.00	114,866.00	81,405.00	**138,642.00**
1003	Lamppost banner Income	0.00	1,000.00	1,000.00	1,000.00	1,000.00
1005	Misc Income	0.00	1,201.00	0.00	0.00	-
1103	Rent receivable	0.00	75.00		0.00	75.00
1174	Grants Received SCC	0.00	2,875.00		0.00	-
1190	Interest Received	250.00	221.00	254.00	13.00	50.00
	Income	**250.00**	**5,372.00**	**1,254.00**	**1,013.00**	**1,125.00**
103	Health & Safety					
4020	Misc. Staff Costs	0.00	120.00	0.00	189.00	250.00
4028	Office Maintenance	0.00	70.00		57.00	250.00
4037	R&M - Grounds	0.00		0.00		
4058	Professional Fees	2,500.00	2,500.00	500.00	2,500.00	2,500.00
	Expenditure	**2,500.00**	**2,690.00**	**500.00**	**2,746.00**	**3,000.00**
4200	Capital Expenditure	0.00		0.00		
	Expenditure	**0.00**		**0.00**		-
	Total Expenditure	**95,875.00**	**74,616.00**	**115,366.00**	**84,151.00**	**141,642.00**
	Total Income	**250.00**	**5,372.00**	**1,254.00**	**1,013.00**	**1,125.00**
	Net Income	**-95,625.00**	**-69,244.00**	**-114,112.00**	**-83,138.00**	- **140,517.00**

COMPARISON OF NEWMARKET TOWN COUNCIL WITH OTHER AUTHORITIES OF SIMILAR SIZE

FY 2018/19	Haverhill	Diss	Thetford	Newmarket
Taxbase	7336	2683	6326.30 (28,000 pop'n)	5408
Number of Functions	3[3]	10	11	9
Number of Staff	50	13	21	7
Expenditure	£1,264,626	£643,220	£1,280,365	£1,079,784[2] £579,784
Income	£305,685	£85,258	£354,150[1]	£392,405
Precept	£924,510	£499,772	£795,254	£550,174
Staff Costs	£499,946	£300,185	£525,000	£135,645 (+ SLA £78,993 = £214,638)
Staff cost proportion of overall spend	39%	46%	41%	23.4%/37%
General Reserves	£279,139		£260,000	£83,778
Proportion of reserve to annual expenditure	22%		20%	14.4%
Earmarked Reserves	£974,145		£1,028,064	£175,425
Band D	£132.00	£186.27	£120.02	£101.72[4]

[1]This figure does not include movement from reserves

[2]This figure is distorted by delivery of the Memorial Gardens so proportion of staff cost is calculated without this project

[3] HTC's main functions involve running the Arts Centre and a Charitable Trust

[4]The Band D figure increased to £104.60 for 2019/20, a 2.83% increase