



Newmarket

TOWN COUNCIL

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

Councillors, you are hereby summoned to attend the
MEETING OF THE NEWMARKET TOWN COUNCIL
On Monday 27th July 2020 at 6pm on Zoom

A G E N D A

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

Occasionally matters relating to contractual or staffing issues do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

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

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

1. **Welcome** Mayor to announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting.
2. **Apologies** for absence.
3. **Interests** - Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
4. **Minutes** - To receive and confirm the Minutes of the Town Council Meeting held on Monday 29th June 2020 and any matters arising (herewith).
5. **Public participation** 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention. (maximum 15 minutes).
6. **Councillor Reports** - to receive and note reports (if any) from County Councillors, District Councillors, Ward Reports and outside bodies reports from Town Councillors
7. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any).
8. **Committee Meetings**
 - a. To receive the minutes and consider any recommendations from the Development & Planning meetings held on 6th July and 20th July 2020.
 - b. To receive the minutes and consider any recommendations from the Community & Leisure Services meeting held on 6th July 2020.
 - c. To receive the minutes and consider any recommendations from the Neighbourhood Plan meeting held on 13th July 2020.
 - d. To receive the minutes and consider any recommendations from the Human Resources meeting held on 13th July 2020.

Distribute to the following for information:

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

- e. To receive the minutes and consider any recommendations from the Finance and Policy meeting held on 20th July 2020.
9. **Accounts** - To receive the final accounts for Newmarket Town Council for the financial year 2019/2020
10. **Bank Signatories** – To appoint bank signatories for 2020/21
11. **Audit** - To receive the Internal Auditor's Report & Certificate for 31/3/2020 by Auditing Solutions Ltd
12. **Annual Governance Statement** - To approve Section 1, Annual Governance Statement 2019/20, of the Annual Governance & Accountability Return 2019/20
13. **Accounting Statements** To approve Section 2, Accounting Statements 2019/20, of the Annual Governance & Accountability Return 2019/20
14. **General Reserve** – To receive an update regarding the General Fund level
15. **Neighbourhood Plan** – To note receipt of Final Decision Statement from West Suffolk Council
16. **Coronavirus Response** – To receive and note the minutes of the Steering Group meeting held on 6th and 21st July 2020 (herewith).
17. **Coronavirus Financial Update** - To receive an update on coronavirus related expenditure to date
18. **Constitution**
- a. To amend Standing Orders in respect of voting arrangements for virtual meetings and membership of working parties
 - b. To approve the Social Media Guide for Councillors
19. **General Power of Competence** –following the appointment of the new Town Clerk to confirm that Newmarket Town Council qualifies and to adopt the General Power of Competence
20. **Committee membership** – To consider co-option of Phillipa Winter to the Community and Leisure Services Committee.
21. **Draft Model Code of Conduct** - To receive a report from the Draft Model Code of Conduct Consultation Working Group regarding a response to the consultation
22. **Car Parking** – To receive a report from the Car Parking Working Group meetings held on 2nd, 9th, 16th & 23rd July 2020.
23. **Cricket** – To consider the resumption of cricket at the Severals from 2nd August 2020.
24. **Reopening Plan** –
- a. to review closure of Memorial Gardens and Public WCs
 - b. to consider matters relating to bookings for events and functions
25. **Ward Reports**
26. **Correspondence** – PCSO report
27. Date of the next Meeting – **24th August 2020.**
28. Date of Extraordinary Town Council meeting (Health and Wellbeing in Newmarket, survey presentation) – **Thursday 24th September 2020.**

Signed



Debbie Baines, Town Clerk

21st July 2020

Distribute to the following for information:

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



Newmarket

TOWN COUNCIL

Minutes of the Meeting of the Newmarket Town Council **held on Monday 29th June 2020 at 6.00 pm via Zoom**

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor M Anderson
Councillor A Appleby
Councillor J Borda
Councillor O Bowen
Councillor J De'Ath
Councillor A Drummond

Councillor Y Fitzgerald
Councillor W Hirst
Councillor R Hood
Councillor P Hulbert
Councillor T Kerby
Councillor C O'Neill
Councillor K Yarrow

Also Present: Deborah Sarson Acting TCM, Debbie Baines -Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Chris Pyburn – SCC, 1 Member of the Press and 12 Members of the Public.

Minute	Action by
20/06/1 <u>WELCOME</u> The Mayor opened the meeting and announced that the meeting was being recorded and asked if anyone else intended to record the meeting. There were no requests. The Mayor officially thanked the Acting TCM for her outstanding work and support to NTC. This would be her last meeting and since November 2019 she has guided the Council through the pandemic with her excellent organisational abilities and was instrumental in setting up and maintaining the helpline to support the Newmarket Community. He wished her every success for the future.	
20/06/2 <u>APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)</u> Apologies were received from Cllrs Caesar and Lay.	
20/06/3 <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.	
20/06/4 <u>TO RECEIVE AND CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON MONDAY 15TH JUNE 2020</u> The Mayor presented the minutes of the ordinary Town Council meeting held on Monday 15th June 2020 and the following was agreed: <u>20/06/4.01 Resolved</u> That the minutes of the Town Council meeting held on Monday 15th June 2020 be adopted and signed as a correct record by the Town	

Mayor.

Cllr Yarrow joined the meeting.

Matters arising:

Page 4 – 20/06/12 – it was noted that Working Groups did require specific Terms of Reference as per NTC Standing Orders.

20/06/5 PRESENTATION ON THE RESULTS OF THE HEALTH AND WELLBEING SURVEY

Chris Pyburn gave a presentation on the survey results which was part of the work to improve the mental and physical health of Newmarket Residents.

He highlighted the key headlines from stage 2 – Connected communities and 3 – Young people’s emotional wellbeing. The details of the survey results are available on the SCC website. The topic for stage 4 is yet to be confirmed and he would welcome input from NTC on what this could include. He requested a separate meeting in the Autumn to discuss this and how NTC could support a programme of work to improve the mental and physical health outcomes for the residents of Newmarket.

The Mayor thanked Chris for his report and the following was agreed:

20/06/5.01 Resolved

That NTC supports the programme of work to improve the mental and physical health of Newmarket residents in principle with a meeting to be held in Autumn. Date to be confirmed.

Chris gave his thanks and left the meeting.

20/06/6 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION RELATING TO ITEMS LISTED IN THE PUBLIC PART OF THE AGENDA OR MATTERS RELATING TO THE BUSINESS OF THE COUNCIL

Several residents spoke to item 15 regarding resident parking zones, parking charges and parking enforcement.

It was noted that this had been a long-standing issue in Newmarket and representations should be made to WS to implement a fair and sustainable parking system.

A resident gave thanks to the Acting TCM for her professionalism and wished her well for the future. He spoke to item 21 regarding FOI requests.

A member of the press spoke to item 15 regarding illegal parking on the grass at St Mary’s Square. The Mayor advised that this item would be referred to the Community and Leisure Services Committee.

Minutes of the Town Council Meeting held on Monday, 29th June 2020

A resident spoke to item 21 regarding the recording of meetings of Working groups.

The Mayor proposed that item 15 be brought forward and the following was agreed:

20/06/6.01 Resolved

That item 15 Car parking be brought forward.

20/06/7

CAR PARKING

Members were advised that West Suffolk had been requested to investigate the issues with a consultation to establish parking zones. However, this could take up to 2 years to complete. It was suggested that NTC could send a questionnaire to all streets where there are parking issues with the questions being set by a Working group made up of Cllrs and residents. The following was agreed:

20/06/7.01 Resolved

That a Working group be set up comprising of Cllr O'Neill as the Chairman, Cllrs Appleby, Bowen, De'Ath, Drummond, Hirst, Hood, Hulbert and 7 residents. That the terms of reference be to consult residents in all streets where on-street parking is an issue by devising a survey and developing a comprehensive response to the parking issues and report back to the next full Council meeting.

The residents that want to be involved were asked to email their details to Cllr O'Neill and he would set up a meeting.

20/06/8

COUNCILLOR REPORTS

SCC – Cllr Hood advised that her May report had been sent out and the one for June would be sent out in the next few days. She was also working on the children centres and the re-opening of the recycling centre.

WS – Cllr Drummond was working on a project to protect pedestrians on Snailwell Road.

It was noted that Cllr Soons (Newmarket North) had never attended a meeting or provided a report to NTC on how and what she is doing to represent and support Newmarket. The following was agreed:

20/06/8.01 Resolved

That Cllr Soons be invited to attend a meeting to give a report on District activities.

Cllr Hood advised that a meeting with the WS Planning Officers had been requested to discuss their decision to approve the McDonalds application and to ask how they had failed to take into account the NTC resolution to object along with the policies in Newmarket Neighbourhood Plan.

Ward Reports – Cllr Yarrow advised that there had been a report of fly tipping in the garage area of Icewell flats and that Flagship Housing had responded quickly. Flagship would continue to conduct regular checks in the area.

20/06/9 TO RECEIVE THE TOWN MAYOR'S AND DEPUTY MAYOR'S ANNOUNCEMENTS

The Mayor's itinerary for 2020 included the following:

Sent a letter of condolence to RAF Lakenheath regarding the tragic loss of one of their pilots – a copy of the letter would be sent to all Members.

Provided a monthly column called Chainmail for the Newmarket Flyer.

Working with the BID manager on a project to promote independent retailers in Newmarket.

It was noted that due to lockdown, there had not been much activity away from Council business and the pandemic response.

20/06/10 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 22ND JUNE 2020

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 22nd June 2020. There were no recommendations.

The Committee had discussed a suggestion to seek a Judicial Review on the WS decision to approve the McDonalds application and the proposal was not carried. Members were asked to consider the proposal again and to approve funds of up to £10,000.

A recorded vote was requested and a vote was taken with the following results:

Votes for – Cllrs Drummond, Hood and Hulbert

Votes against – Cllrs Appleby, Bowen, Fitzgerald, Hirst, De'Ath, Jefferys, Kerby and O'Neill

Abstentions – Cllrs Anderson and Borda

The proposal was not carried but it was noted that NTC could take action to mitigate the decision.

20/06/11 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE F&P COMMITTEE MEETINGS HELD ON 22ND JUNE 2020

The Chairman of the Finance & Policy Committee presented the report

Minutes of the Town Council Meeting held on Monday, 29th June 2020

and recommendations from the Finance & Policy Committee meetings held on 22nd June 2020.

20/06/11.01 Resolved (F/20/06/8.01 Recommendation)

That the ratification of the schedules of payments for the period 01/05/2020 – 31/05/2020 (Cash Book 1, 2 and 4) be received and adopted.

20/06/11.02 Resolved (F/20/06/11.01 Recommendation)

That the current tenants be asked to clear out the Kiosk and leave it in a clean and tidy state. If they are not able to do this, NTC will arrange for it to be cleaned and cleared and the costs will be recharged to the tenants. Should no payment be received, the outstanding monies will be pursued through the County Court.

20/06/11.03 Resolved (F/20/06/12.01 Recommendation)

That the identified Earmarked Reserves (EMR 311 Play equipment; EMR 328 Vehicle replacement; EMR 342 Grants; EMR 341 Water feature) be referred to the appropriate Committee to decide how much of the respective budgets should be put into the Earmarked Reserves.

20/06/11.04 Resolved (F/20/06/13.01 Recommendation)

That the F&P Committee set up a Working Group in October 2020 to review all relevant internal control documents including the Risk Management scheme and reassess the risk score ratings.

20/06/11.05 Not Resolved (F/20/06/14.01 Recommendation)

That the strimmer and other obsolete equipment be sold.

This recommendation was referred to the Community & Leisure Services Committee to consider.

20/06/12 NEW COMMITTEES TERMS OF REFERENCE

The terms of reference for the Community & Leisure Services and Neighbourhood Plan Committees were received and the following was agreed:

20/06/12.01 Resolved

That the terms of reference for the Community & Leisure Services and Neighbourhood Plan Committees be received and adopted.

20/06/13 COMMITTEE MEMBERSHIP

The membership of the Community & Leisure Services Committee was agreed as follows:

20/06/13.01 Resolved

That the Membership of the Community & Leisure Services Committee be comprised of Cllrs Bowen, De'Ath, Yarrow, Fitzgerald, Hirst, Hulbert, Borda, Jefferys, O'Neill, Drummond, Kerby, Appleby,

Hood and Anderson.

The membership of the Neighbourhood Plan Committee was agreed as follows:

20/06/13.02 Resolved

That the Membership of the Neighbourhood Plan Committees be comprised of Cllrs Bowen De'Ath, Yarrow, Fitzgerald, Hirst, Hulbert, Jefferys, O'Neill, Drummond, Kerby, Appleby and Hood.

20/06/14 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE CORONAVIRUS RESPONSE STEERING GROUP MEETING HELD ON 9TH & 16TH JUNE 2020

The Chairman of the Coronavirus Response Steering Group presented the report from the Coronavirus Response Steering Group meetings held on 9th & 16th June 2020.

20/06/14.01 Resolved

That the minutes of the Coronavirus Response Steering Group held on 9th & 16th June 2020 be received and noted.

The Mayor thanked call handlers, the volunteer network and all the organisations supporting the Community.

20/06/15 CORONAVIRUS FINANCIAL UPDATE

The Coronavirus Financial update Mar – May 2020 was noted.

20/06/16 DRAFT MODEL CODE OF CONDUCT

The results of the consultation were noted and the following was agreed:

20/06/16.01 Resolved

That a Working group be set up comprising of Cllrs Jefferys, O'Neill, Appleby and Kerby. That the terms of reference be to look at the questionnaire and recommend a response to the Model Code of Conduct consultation and report back at the next full Council meeting.

20/06/17 SUFFOLK CHILDREN'S CENTRES

The information from SCC advised that they planned to make the family hub at Foley House full time and children's centre part time although this was contradicted by the information available on SCC's website which stated that the proposed Family Hub would be part time.

The Mayor intervened to propose that Standing Orders be suspended to allow the meeting to continue longer than 2 hours. The following was agreed:

20/06/17.01 Resolved

That Standing Orders be suspended to allow the meeting to continue to conduct business for longer than 2 hours.

Minutes of the Town Council Meeting held on Monday, 29th June 2020

The discussion on the SCC planned cuts to children's services in Newmarket resumed and concern was expressed about the proposed reduction in service of the Children's Centre. A proposal was made that NTC not support the intended reduction in the Children's Centre services in Newmarket to part time for children under the age of 5 and requests that it is kept open full time.

A recoded vote was requested and a vote was taken with the following results:

Votes For – Cllrs Anderson, De'Ath, Bowen, Kerby, Fitzgerald, Hulbert, O'Neill and Hirst

Votes against – None noted

Abstentions – Cllrs Drummond, Hood and Appleby

With the vote being carried, the following was agreed:

20/06/17.02 Resolved

That NTC does not support the SCC planned reduction of the Children's Centre services at Foley House for children under the age of 5 and to request that the services remain full time.

Letter to be sent to Suffolk County Council.

20/06/18 SPEED INDICATOR DEVICE

An amendment was made to the RFO report to state that the post in Elizabeth Avenue was outside number 39 and the report was noted.

20/06/19 REOPENING PLAN

Acting TCM advised that recent Government guidance had changed for children's play areas and equipment and could be opened from 4th July. Members considered opening the Memorial Gardens and the following was agreed:

20/06/19.01 Resolved

That the Memorial Gardens remain closed and be reviewed at the next full Council meeting.

Acting TCM advised that it had been agreed by email to appoint a company to deep clean the Memorial Hall to allow staff to return to work and the costs were noted. It was also noted that an agency cleaner had been employed for 5 days per week.

20/06/20 THE GUINEAS

Members were advised that in order to open the Guineas, the Manager had to follow the Government guidelines for social distancing. A meeting would be held next Wednesday to review the current measures and

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guidance to inform the way forward.

20/06/21 TO CONSIDER CORRESPONDENCE

The following correspondence was noted:

- a) Matt Hancock – letter of thanks to NTC for providing the dedicated helpline to support Newmarket residents during the pandemic
- b) Member of the Public – letter regarding the lack of District and County reports to NTC
- c) Member of the Public – letter regarding the conduct of Cllr Hood at the F&P Working Group meeting held on 11th May 2020 – Cllr Hood maintained that the Working Group was not properly constituted as there were no confirmed terms of reference and that the information regarding voting was incorrect.
- d) Weatherby Crossing – letter from the inspector confirming the Inquiry had been postponed to September 2020, date and venue to be confirmed. It was hoped that the Inspector could be persuaded to still hold the enquiry at Newmarket Football Club. Cambridgeshire County Council had confirmed that they could not assist with funding however, they can act as an expert witness if called to do so.

20/06/22 FREEDOM OF INFORMATION REQUESTS

Acting TCM advised that the F&P Working Group meeting had no confidential content and the Freedom of Information request could therefore not be refused. With regards to meetings being recorded without Member's knowledge, it was pointed out that this is stated on every Council or committee agenda, each Chairman should state this at the opening of a meeting however, it was noted that sometimes this is overlooked. Anyone attending a meeting via Zoom will see that the meeting is being recorded on their screen (top left-hand corner). Members were advised to assume that in future, all meetings would be recorded.

20/06/23 CODE OF CONDUCT

Several complaints had been made to the Monitoring Officer regarding individual Councillor behaviour. The Code of Conduct complaints had been scrutinised by the Monitoring Officer and the following decisions and recommendations were made:

Date of decision = 7th February 2020

Complainant – Cllr Hood and TCM Roberta Bennett

Member – Cllr O'Neill

Decision – upheld – breach of Section 1 of the Code of Conduct failing to show respect.

Recommendation – Cllr O'Neill to apologise

Action taken – Apologies given

Date of decision – 28th May 2020

Complainant – Cllr Drummond

Member – Cllr O'Neill

Decision – not upheld – not in breach of Section 1 of the Code of Conduct

failing to show respect.

Date of decision – Not provided

Complainant – Cllr Jefferys

Member – Cllr Hood

Decision – not upheld owing to lack of evidence

Date of decision – 23rd June 2020

Complainant – Cllr Jefferys

Member – Cllr Drummond

Decision – upheld – in breach of Section 1 of the Code of Conduct failing to show respect to the Acting TCM

Recommendation – Cllr Drummond to apologise to the Acting TCM

Action taken – Apologies given and noted by email

The Acting TCM made the following statement:

At a workshop meeting in February I stated to Council that it had a poor reputation because of political infighting and that it had achieved very little of note since the election last May; that trying to work with this Council is like walking through a minefield never knowing when the next bomb is going to go off and that I spend an inordinate amount of my time trying to manoeuvre through this minefield; that much time and energy is spent by Councillors political manoeuvring which is wasteful of Council resources including staff time; that Councillor behaviour is not conducive to staff retention

This is not a game. This Council is responsible for three quarters of a million pounds of annual expenditure of public money. Everything this Council does should be for the benefit of the residents of Newmarket. Every Councillor needs to examine their reasons for being a town councillor and if they can't honestly say that it's for that reason and that reason alone, then they should seriously reconsider their position. Politics should not interfere with the decision making of the Town Council; it's not appropriate at the community level of local government.

Rather than trying to score political points against each other or individual councillors, you need to be focussing on developing a clear plan for what the Council will achieve over the remainder of the electoral term and work together to deliver on it. This can't be achieved while you're all behaving like children in a playground. It's time to draw a line under the issues of the last few months and move forward.

This was all stated before the pandemic. Since then I have come to realise that the issues this council faces are caused by a small group of individuals who are so intent on their own agendas, they are prepared to do just about anything to achieve them. Because I stood up to these individuals, I have been bullied, publicly and privately vilified both in the papers and on social media, had false accusations made about me. I've been libelled, suffered character defamation, been belittled and undermined at every

opportunity and even written out of history. They have upset other Councillors, staff and members of the public by their actions and refuse to accept they have acted inappropriately.

This cannot be allowed to continue. Especially if the Town Council is going to have any chance of improving its reputation and achieving great things for the town.

Newmarket Town Council now has the opportunity under new leadership and with a new Town Clerk to move forward positively as a team, especially as it has now proven what it is capable of with its response to the pandemic. But it can only do that if those individuals who seek to use their power to influence, control, manipulate and outmanoeuvre are silenced and marginalised. And those on the Council who have much to offer are given a chance to shine and thrive under positive leadership and support.

I can honestly say that the last three months of lockdown have been some of the most challenging of my life – isolated from my family who all live the other side of the world and my son who lives in Yorkshire, I live alone and have on top of all the other hardships of this difficult time had to deal with the most challenging behaviour from councillors that I've ever experienced in my 20 years of clerking.

I leave NTC with mixed feelings but overwhelming relief is the main one. I stuck it out when many others would have cracked under the pressure that I have endured because of the support of the majority of the councillors, all the staff and the members of the community that we have worked with over these past months and because it was the right thing to do both for the community and the Town Council. To all of you, I say thank you for your support.

To the others who have behaved so abominably, please take your politics away to a bigger pond and leave NTC out of it and allow it to get on with its job without your petty nit-picking and time wasting.

I wish you all good luck in the future.

20/06/24 **DATE OF NEXT MEETING**
Monday 27th July 2020 at 6:00pm.

Meeting closed at 8:33pm

Signed: _____

Date: _____



Item 8

Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee
Held on Monday 6th July 2020 at 6.00pm via Zoom

Attendance:

Councillor S Caesar (Chairman)
Councillor C O'Neill
Councillor A Appleby
Councillor Y Fitzgerald

Councillor W Hirst
Councillor P Hulbert
Councillor M Jefferys

Also Present: Cathy Whitaker – RFO, Julie Ashton –Minute Assistant and 4 Members of the Public.

Minute	Action by
D/20/07/1 <u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak. There were no requests from others to record the meeting.	
D/20/07/2 <u>APOLOGIES</u> Apologies were received from Cllrs Drummond, Hood and Kerby.	
D/20/07/3 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
D/20/07/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 22ND JUNE 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 22nd June 2020 and the following amendment was made: Page 5 – D/20/06/31 – McDonalds Application reference was changed to DC/18/2210/FUL Subject to the amendment being made the following was agreed: <u>D/20/07/4.01 Resolved</u> That the minutes of the Development & Planning Committee held on 22nd June 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. There were no matters arising.	

D/20/07/5 PUBLIC PARTICIPATION ‘AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION

None noted.

D/20/07/6 NEWMARKET NEIGHBOURHOOD PLAN POLICIES

The policies were considered for the applications for weeks 25 & 26 and Policy 17 regarding green spaces would be considered for application DC/20/0947/VAR.

D/20/07/7 PLANNING APPLICATIONS

Week 25

D/20/07/1 DC/20/0886/TPO - TPO 001(2014) Tree Preservation Order- 1 no. Sycamore (T1 on plan) Fell - Prestige Place Snailwell Road Newmarket Suffolk.

D/20/07/7.01 Resolved

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

D/20/07/7/2 DC/20/0895/FUL - Planning Application - Alterations and additions to existing boundary treatment including brick walls to packing areas and fencing to service courtyard - Black Bear Harley Davidson Black Bear Lane Newmarket Suffolk.

D/20/07/7.02 Resolved

The Committee voiced no objections.

D/20/07/7/3 DC/20/0936/FUL - Planning Application - Change of use from Light industrial (Class B1) to Dry food preparation (Class B2) - 11 Craven Way Newmarket.

D/20/07/7.03 Resolved

The Committee voiced no objections.

D/20/07/7/4 DC/20/0947/VAR - Planning Application - Variation of condition (2) of DC/19/0063/FUL To enable use of amended plans for two storey industrial unit (B8) and associated external works - July Court Willie Snaith Road Newmarket Suffolk.

D/20/07/7.04 Resolved

The Committee voiced no objections subject to a narrative being agreed relating to the enhancement of the Yellow Brick Road situated directly opposite the development.

D/20/07/7/5 DC/20/0959/LB - Application for Listed Building Consent - Installation of

metalwork sign over existing gate - The National Horseracing Museum Palace House Stables Palace Street Newmarket Suffolk.

D/20/07/7.05 Resolved

The Committee voiced no objections subject to the approval of the Listed Buildings Officer.

- D/20/07/7/6** DC/20/0961/TCA - Trees in a Conservation Area Notification - (i) 1no. Horse Chestnut (T1 on plan) - Crown lift up to 5 metres (ii) 1no. Yew (T2 on plan) 1no. Sycamore (T3 on plan) 1no. Prunus (T4 on plan) and 1no. Ash (T5 on plan) - fell (iii) 3no. Holly/Laurel (G1 on plan - fell - 50 Bury Road Newmarket.

D/20/07/7.06 Resolved

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

- D/20/07/7/7** DC/20/0962/ADV Application for Advertisement Consent - 1no. non-illuminated metalwork sign over existing gate - The National Horseracing Museum Palace House Stables Palace Street Newmarket Suffolk.

D/20/07/7.07 Resolved

The Committee voiced no objections.

- D/20/07/7/8** DC/20/0963/FUL - Planning Application - Removal and replacement of existing timber vertical sliding sash windows with timber windows (previous application DC/19/2465/FUL) - St Louis Catholic Academy Fordham Road Newmarket.

D/20/07/7.08 Resolved

The Committee voiced no objections.

- D/20/07/7/9** DC/20/0968/TPO - TPO 06 (2006) Tree Preservation Order - 1no. Cedar (T1 on plan T15 on order) reduce all extended lateral branches by up to 2 metres - 20 Meridian Gardens Newmarket.

D/20/07/7.09 Resolved

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

Week 26

- D/20/07/7/10** DC/20/0928/HH - Householder Planning Application - (i) single storey front extension incorporating alterations to garage (ii) single storey rear extension (iii) replacement render (iv) replacement and alterations to windows (v) replace chimney stack (following removal of existing) - Barkway House 18 Bury Road Newmarket

D/20/07/7.10 Resolved

The Committee voiced no objections.

- D/20/07/7/11** DC/20/0966/FUL - Planning Application - (i) single storey extension (ii) alterations to ground floor timber windows (iii) removal and replacement of canopy over central doorway and alterations to southeast doorway (iv) 1no. first floor additional window - The Mews Palace House Palace Street Newmarket Suffolk.

D/20/07/7.11 Resolved

The Committee voiced no objections.

- D/20/07/7/12** DC/20/0967/LB - Application for Listed Building Consent - (i) single storey extension (ii) alterations to ground floor timber windows (iii) removal of canopy and alterations to southeast doorway (iv) 1no. additional first floor window (v) canopy above central doorway (vi) steps between stable block and main house The Mews Palace House Palace Street Newmarket Suffolk.

D/20/07/7.12 Resolved

The Committee voiced no objections subject to the approval of the Listed Buildings Officer.

- D/20/07/7/13** DC/20/0990/HH - Householder Planning Application - (i) Double garage (following demolition of existing garage) (ii) two storey side and rear extensions with balcony and sun terrace at first floor level (iii) gates to front entrance - 25 Hamilton Road Newmarket.

D/20/07/7.13 Resolved

The Committee voiced no objections.

D/20/07/8 AMENDED AND DEFERRED PLANNING APPLICATIONS

DC/20/0805/FUL - Planning Application – Raising roof to create additional storey for 1no. dwelling – 27A Station Road Newmarket.

D/20/06/8.01 Resolved

The Committee objected on the grounds of it being an overdevelopment of the site and no information of the parking provision location.

D/20/07/9 EAST CAMBS PLANNING APPLICATIONS

None noted.

D/20/07/10 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN

West Suffolk Planning Determinations received during weeks 25& 26.

Applications	Description	Address	WS Decision	NTC Decision
DC/19/0134/FUL	Planning Application - 1no. dwelling and associated access	Land Ro 58 Granby Street Newmarket Suffolk	Approved	No objections
DC/20/0541/ADV	Application for Advertisement Consent - (i) 2no. internally illuminated fascia signs (ii) 2no. non-illuminated panels to	Unit 3A Newmarket Retail Park Oaks Drive Newmarket	Split decision	No objections

	totem pole (iii) 1no. loading bay sign	Suffolk		
DC/20/0542/FUL	Planning Application - Installation of entrance doors and side screens together with 2no. bays of curtain walling to front elevation	Unit 3A Newmarket Retail Park Oaks Drive Newmarket Suffolk	Approved	No objections
DC/20/0678/TPO	TPO/2012/04 Tree Preservation Order - 3no. Sycamores (G2 on plan T3,T4 and T5 on order) - reduce to previous reduction points	2 Arborfield Drive Newmarket Suffolk	Approved	No objections
DC/20/00746/TCA	Trees in a Conservation Area Notification - 1no. Spruce - fell	31 Old Station Road Newmarket	Approved	Objected

D/20/07/11 DELEGATION PANEL DECISIONS

DC/20/0134/FUL – Land at the rear of 58 Granby Street Newmarket.

The approval of this application was noted.

D/20/07/12 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/07/13 TREE POLICY

The Tree Policy was discussed and the item would be referred to the Neighbourhood Plan Committee to look at setting up a community woodland in Newmarket and how this might be achieved.

D/20/07/14 CORRESPONDENCE

None noted.

D/20/07/15 DATE OF NEXT MEETING

Monday 20th July 2020 at 6.00pm via Zoom.

D/20/07/16 TO NOTE ANY ITEMS FOR NEXT MEETING

None noted.

Meeting closed at 6:47pm.

Signed _____

Date _____



Item 8

Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee
Held on Monday 20th July 2020 at 6.00pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)
Councillor A Appleby
Councillor W Hirst

Councillor A Drummond
Councillor R Hood
Councillor M Jefferys

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker- RFO, Julie Ashton –Minute Assistant, 1 Member of the Press and 3 Members of the Public.

Minute	Action by
D/20/07/17 <u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded and asked if anyone else intended to record the meeting. There were no requests.	
D/20/07/18 <u>APOLOGIES</u> Apologies were received from Cllrs Ceasar, Fitzgerald, Kerby and Hulbert.	
D/20/07/19 <u>DECLARATION OF MEMBERS INTERESTS & TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
D/20/07/20 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 6TH JULY 2020 AND MATTERS ARISING</u> Members received the minutes of the Development & Planning Committee held on 6th July 2020 and the following was agreed: <u>D/20/07/20.01 Resolved</u> <u>That the minutes of the Development & Planning Committee held on 6th July 2020 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.</u> There were no matters arising.	
D/20/07/21 <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 RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION</u>	

A resident spoke to application DC/20/1010/FUL raising concerns regarding the lack of parking provision and no information regarding waste management.

D/20/07/22 NEWMARKET NEIGHBOURHOOD PLAN PLAN POLICIES

None noted.

D/20/07/23 PLANNING APPLICATIONS

Week 27

D/20/06/23/1 DC/20/1010/FUL - Planning Application - Change of use from hotel (Class C1) to house of multiple occupancy (sui generis) - Ashley House 13 Old Station Road Newmarket.

D/20/023.01 Resolved

The Committee objected on the lack of information regarding parking provision, and in light of the recent introduction of Civil Parking Enforcement. In addition, there was concern at the lack of information in respect of waste management plans.

D/20/07/23/2 DC/20/1025/FUL - Planning Application - Change of use conversion of existing Police Station and Magistrates Court (sui generis) to create 15no. dwellings C3 (dwellings) - Plot 1 Police Station Vicarage Road Newmarket Suffolk.

It was noted that as this is a development of more than 10 dwellings and is therefore a Major development and recommendations would go to Full Council.

D/20/07/23.02 Recommendation

The Committee voiced no objections.

D/20/07/23/3 DC/20/1046/TCA - Trees in a Conservation Area Notification - 1no. sycamore (sycamore on plan) reduce branch over BT line by 3 metres and extending/lower branches by up to 6 metres adjacent to cedar and wall - Lincoln Lodge Rayes Lane Newmarket.

D/20/07/23.03 Resolved

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

D/20/07/23/4 DC/20/1068/TCA - Trees in a Conservation Area Notification- 1no. Sycamore (T1 on plan) Reduce back lateral branches over hanging boundary line by 1.5meters reducing back to suitable pruning points where possible – Rockley House 36 Fitzroy Street Newmarket Suffolk.

D/20/07/23.04 Resolved

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

Week 28

D/20/07/23/5 DC/20/1033/ADV - Application for Advertisement Consent - 1no. internally illuminated freestanding gantry sign - Unit 3A Newmarket Retail Park Oaks

Drive Newmarket Suffolk.

D/20/07/23.05 Resolved

The Committee voiced no objections subject to proposals conforming with guidelines in respect of maximum luminance for signage.

D/20/07/23/6 DC/20/1035/FUL - Planning Application - Full height curtain walling to middle bay above entrance doors (previously approved under DC/20/0542/FUL) - Unit 3A Newmarket Retail Park Oaks Drive Newmarket Suffolk.

D/20/07/23.06 Resolved

The Committee voiced no objections.

D/20/07/24 AMENDED AND DEFERRED PLANNING APPLICATIONS

None noted.

D/20/07/25 EAST CAMBS PLANNING APPLICATIONS

None noted.

D/20/07/26 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN

West Suffolk Planning Determinations received during weeks 27 & 28.

Applications	Description	Address	WS Decision	NTC Decision
DC/20/20753/HH	Householder Planning Application - (i) Single storey rear extension (ii) Render finish to all elevations	29 Manderston Road Newmarket	Approved	No objections
DC/20/0681/FUL	Planning Application - Change of Use from shop (Class A1) to offices (Class B1a)	Reynolds House 166 High Street Newmarket	Approved	No objections
DC/20/0774/HH	Householder Planning Application - Single storey rear extension	97 Freshfields Newmarket	Approved	No objections
DC/20/0794/FUL	Planning Application - Proposed new horsewalker	Shalfleet, Stables 17 Bury Road Newmarket	Approved	No objections
DC/20/0843/TCA	Trees in a Conservation Area Notification - (i) 4no. Lime, 1no. Yew and 1no. Ash (T1,T2,T3,T4, T5 and T6 on plan) crown lift by up to 6 metres (ii) 1no. Ash and 1no. Robinia (T139 and T140 on plan) fell (iii) 1no. Walnut (T142 on plan) overall crown reduction of up to 2 metres (iv) 1no. Robinia (T143 on plan) overall crown reduction of up to 3.5 metres (v) 1no. Hornbeam hedge (H1 on plan) hedge height reduction by up to 50%	Jockey Club Chambers 101 High Street Newmarket	Approved	No objections
DC/20/0869/TCA	Trees in a Conservation Area Notification - 1no. Horse Chestnut (red circle on plan) repollard to previous pollard points	Bedford House Stables 7 Bury Road Newmarket	Approved	No objections
DC/20/06884/TCA	Trees in a Conservation Area Notification - (i) 1no. Sycamore, 2no. Maple, 1no. Cypress and 1no. Conifer (G1, T1 and T3 on plan) - Crown lift to 4 metres above ground level, laterally reduce to give 2 metres clearance from adjacent building (ii) 2no. Conifer (T2 and T4 on plan) - fel	Fairway Lodge 18A The Avenue Newmarket Suffolk	Approved	No objections

D/20/07/27 DELEGATION PANEL DECISIONS

None noted.

D/20/07/28 PLANNING APPLICATION DC/20/0134/FUL

Members were advised that a resident had raised a complaint with West Suffolk Council regarding building works underway at Granby Street (approval given under planning application DC/20/0134/FUL).

The committee supported the resident's concerns and the following was agreed:

D/20/07/28.01 Resolved

That a formal letter of complaint be sent to West Suffolk Chief Executive and Planning Officers to request an explanation on the breaches of planning permissions for this development.

D/20/07/29 TO DISCUSS ANY LICENSING APPLICATIONS

None noted.

D/20/07/30 TREE POLICY

This item had been referred to the Neighbourhood Plan Committee and a report was awaited. This item was deferred to a future meeting.

D/20/07/31 CORRESPONDENCE

None noted.

D/20/07/32 DATE OF NEXT MEETING

Monday 3rd Aug 2020 at 6.00pm via Zoom.

D/20/07/33 TO NOTE ANY ITEMS FOR NEXT MEETING

None noted.

Meeting closed at 6:37pm.

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee
Held on Monday 6th July 2020 at 7:00 pm via Zoom

Attendance:

Councillor J De'Ath (Chairman)
 Councillor A Appleby
 Councillor J Borda (Vice Chairman)

Councillor Y Fitzgerald
 Councillor P Hulbert
 Councillor M Jefferys
 Councillor C O'Neill

Also Present: Cathy Whitaker - RFO, Julie Ashton – Minute Assistant, Philippa Winter, 1 Member of the Press and 3 Members of the Public.

Minute

**Action
by**

As the existing Leisure Services Chairman, Cllr De'Ath took the chair for this item

C/20/07/1 TO ELECT A CHAIRMAN

Cllr O'Neill nominated Cllr De'Ath. There were no other nominations. A vote was taken, and the following was agreed:

D/20/07/1.01 Resolved

That Cllr De'Ath be elected as the Chairman of the C&L Services Committee for 2020/201

Cllr De'Ath took the Chair.

C/20/07/2 TO ELECT A VICE CHAIRMAN

Cllr O'Neill nominated Cllr Borda. There were no other nominations. A vote was taken, and the following was agreed:

D/20/07/2.01 Resolved

That Cllr Borda be elected as the Vice Chairman of the C&L Services Committee for 2020/21.

C/20/07/3 CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED

The Chairman opened the meeting and announced 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.

C/20/07/4 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Drummond, Hood, Kerby and Yarrow. Councillors Anderson, Bowen and Hirst were absent.

C/20/07/5 DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY

REQUESTS RECEIVED FOR MEMBERS DISPENSATION

Cllr Borda declared a pecuniary interest in item 14.

C/20/07/6 TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE LEISURE SERVICES COMMITTEE MEETING HELD ON MONDAY 2ND MARCH 2020 AND THE COMMUNITY SERVICES MEETING HELD ON 9TH MARCH 2020 AND ANY MATTERS ARISING

Members received the minutes of the Leisure & Community Services Committees meetings held on 2nd and 9th March 2020 and the following was agreed:

C/20/076.01 Resolved

That the minutes of the Leisure & Community Services Committees meetings held on 2nd and 9th March 2020 be adopted and signed as a true record by the Chairman of the Leisure & Community Services Committee.

There were no matters arising.

C/20/07/7 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

A member of the Press spoke to item 17. Philippa Winter spoke to item 18.

C/20/07/8 TO RECEIVE THE ACCOUNTS FOR JUNE 2020

The accounts for June 2020 were received and noted.

C/20/07/9 EARMARKED RESERVE ALLOCATIONS

RFO advised that his item was referred from full Council for the Committee to consider allocating funds for vehicle replacement, the water feature and play equip. The Committee would consider these when setting the budget in October 2020 and members were asked to table any other items that may have been overlooked.

C/20/07/10 CO-OPTION

Members considered the proposal of the co-option of Philippa Winter as a non-Council Member without voting rights as an exception due to her experience to this Committee in accordance with SO 30 ii) and the following was agreed:

C/20/07/10.01 Recommendation

That Philippa Winter be co-opted as a non-Council member without voting rights to the C&L Services Committee as per SO 30 ii); subject to approval at Full Town Council meeting on 27/7/2020.

C/20/07/11 WEST SUFFOLK SLA

RFO advised that there was nothing to report. Philippa would agree her remit and set up a meeting with Councillors to voice their concerns for her to take

forward.

C/20/07/12 CEMETERY

Anti-social behaviour – vehicle access and the locking of the gates were discussed. It was suggested that a new lock be purchased similar to that used at the allotments. RFO would look at the costs for a replacement lock and ascertain the number of current key holders.

Path and hardstanding – the proposal from WS to install a fenced/gated hardstanding area at the Cemetery was considered however, there was no quote for the work. RFO would obtain quotes for the next meeting.

C/20/07/13 MEMORIAL GARDENS

Kiosk – RFO advised that the last Environmental Health advice had been that it was not appropriate to sell food from the Kiosk as there was no separate hand washing facility. The facilities would be reassessed to look at what service could be offered and any cost implications to meet current standards and ensure COVID-19 compliance. The following was agreed:

C/20/07/13.01 Recommendation

That measures to bring the Kiosk up to standard be investigated.

Play equipment – the current arrangements for play equipment inspections were noted.

Quotes for launch pad of aerial slide – this item was deferred to allow for further quotes to be obtained.

Cllr Borda declared a pecuniary interest in the following item.

C/20/07/14 WEBSITE

RFO advised that a new website was required to meet The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018 coming into effect in September 2020 and she would seek quotes for this work.

C/20/07/15 BILL TUTTE MEMORIAL

RFO advised that since lockdown, it had not been possible to get quotes to clean the hard surface. Philippa Winter suggested a company used by the Bedford Lodge and RFO would take this forward.

C/20/07/16 CRICKET AT THE SEVERALS

Members were advised that Government advice allowed cricket to be played with a soft ball and cricket could resume at the Severals from 11th July with a view to starting a junior league in August. A proposal would go to full Council on 27th July.

C/20/07/17 ST MARY'S SQUARE

The parking issues reported by the press at the last full Council meeting were discussed and it was suggested that planters or flower beds could be installed on the grass verges to prohibit parking. It was noted that it was not an offence

to park on the verge but crossing the double yellow line and mounting the pavement needed to be witnessed by police to be prosecuted.

It was also suggested that the landlord be contacted to request that they install no parking notices. The District Cllrs would be asked to follow this up and investigate who the owner is.

C/20/07/18 EQUIPMENT

This item was referred from full Council and the proposal to sell the strimmer and other equipment was considered. It was not clear which equipment was surplus to requirements and the following was agreed:

C/20/07/18.01 Recommendation

That the strimmer be retained and other equipment be subject to an audit.

C/20/07/19 SID DEVICE

RFO advised that she was looking into the installation of the new posts that were on the list of requested locations.

C/20/07/20 CORRESPONDENCE

Cemetery - email regarding rabbits and no response from the contractor who had been dealing with the issue. As the situation was getting worse, RFO would contact the ferret group and find out when it would be safe to use them.

Email from Will Wright WS – requesting funding support for outdoor activities during the summer holidays (Adventure Days). RFO would explore funding options to support the initiative.

C/20/07/21 DATE OF NEXT MEETING

Monday 3rd August 2020 via Zoom.

C/20/07/22 ITEMS FOR NEXT AGENDA

- Memorial Gardens Kiosk
- Memorial Gardens Play equipment
- Parking issues
- Additional Pedestrian Crossings in Newmarket

Meeting closed at 7:54pm

Signed _____ Date _____



Item 8

Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Neighbourhood Plan Committee
Held on Monday 13th July 2020 at 6:00 pm via Zoom

Attendance:

Councillor A Appleby
Councillor O Bowen
Councillor J De'Ath
Councillor A Drummond

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill
Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Philippa Winter, 1 Member of the Press and 7 Members of the Public.

Minute

**Action
by**

The Mayor took the chair for this item

N/20/07/1 TO ELECT A CHAIRMAN

The Mayor nominated Cllr Appleby. There were no other nominations. A vote was taken, and the following was agreed:

N/20/07/1.01 Resolved

That Cllr Appleby be elected as the Chairman of the Newmarket Neighbourhood Plan Committee for 2020/201

Cllr Appleby took the Chair and welcomed the Town Clerk on her first day with NTC

N/20/07/2 TO ELECT A VICE CHAIRMAN

The Chairman nominated Cllr Yarrow. There were no other nominations. A vote was taken, and the following was agreed:

D/20/07/2.01 Resolved

That Cllr Yarrow be elected as the Vice Chairman of the Newmarket Neighbourhood Plan Committee for 2020/21.

N/20/07/3 CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED

The Chairman opened the meeting and announced 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.

N/20/07/4 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Kerby. Cllr Fitzgerald was absent.

N/20/07/5 DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY

REQUESTS RECEIVED FOR MEMBERS DISPENSATION

None noted.

N/20/07/6 TERMS OF REFERENCE

Members noted the Terms of Reference for the Newmarket Neighbourhood Plan Committee approved by Full Council on 29th June 2020.

N/20/07/7 CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the inaugural meeting of the NNP Committee whose remit is to progress the Community Actions and objectives of the NNP.

He advised that although this is a Town Council Committee, he anticipated that the proceedings would be conducted in open forum and the 3-minute speaking rule for members of the public would not necessarily apply. All members of the public are welcome to attend and encouraged to become involved in the various Working Groups that will be set up to look at various topics.

The main purpose of the Committee is to facilitate the Community Actions in accordance with the Policies and the focus will be on priority and achievability. The Committee will be meeting on the second Monday of each month and he encouraged residents to email their views on any subject relevant to the Committee.

The NNP document is owned by NTC and the intention of this Committee and Council is to action the NNP to protect and promote the best interests of the Town making Newmarket a good place to live, work and visit.

N/20/07/8 OPEN FORUM

Members of the public were invited to join the discussion to direct the way forward for this Committee.

The Mayor was looking forward to hearing the views of residents and the wider public to assist with deciding which Community Actions to take on. He suggested that Working Groups should be considered to cover Community Actions B8 – Severals, C3 – Trees, C7 - Yellow Brick Road, E4 – Cycling network, E10 - Car parking and F3 - Public realm. A further suggestion was made to add E9 – Public transport services and that C5 – Recycling Centre should be a priority.

Members were advised that the NNP should be reviewed and updated with a new vision on a 5-year cycle for longevity.

A resident asked if there was anything that could be done to encourage new traders to the Town. However, it was noted that this was not in the remit of NTC and was determined by market forces.

A resident asked if champions would be appointed as a focal point for groups/activities. It was noted that each Working Group would have a

Chairman as the main contact.

N/20/07/9 COMMUNITY ACTIONS

The Mayor emphasised that the Community Actions had been graded for priority, ease of action and with timescales. The document would keep the Committee focussed and give guidance on how to proceed.

N/20/07/10 THE WAY FORWARD

The Chairman hoped that more of the public would join the Committee as it moves forward.

Members discussed the use of working groups within the structure of the Committee to engage and involve the wider community in the delivery of the Community Actions. The Community Actions that were suggested earlier were considered and the following was agreed:

N/20/07/10.01 Recommendation

That Working Groups be set up to cover the following Community Actions:

**B8 – The Severals
C3 – Trees
C7 – Yellow Brick Road Linear Park
E4 – Cycling
E9 – Public Transport Services
E10 – Car Parking
F3 – Public Realm**

Cllr Bowen joined the meeting

N/20/07/11 DATE OF NEXT MEETING

Monday 10th August 2020 via Zoom.

N/20/07/12 ITEMS FOR NEXT AGENDA

- **B8 – The Severals**
- **C3 – Trees**
- **C7 – Yellow Brick Road Linear Park**
- **E4 – Cycling**
- **E9 – Public Transport Services**
- **E10 – Car Parking**
- **F3 – Public Realm**

Meeting closed at 6:30pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee Held on Monday 13th July 2020 at 7:00pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)
Councillor O Bowen
Councillor A Drummond
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

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

Minute		Action by
H/20/07/1	<u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak. There were no other requests to record the meeting.	
H/20/07/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Caesar and Kerby.	
H/20/07/3	<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 MEMBER'S DISPENSATION</u> None noted.	
H/20/07/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 8TH JUNE 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 8th June 2020 and the following was agreed: <u>H/20/07/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 8th June 2020 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting. There were no matters arising.	
H/20/07/5	<u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE</u>	

**THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE
MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS
TO BE BROUGHT TO THEIR ATTENTION**

None noted.

**H/20/07/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN
RESOURCES**

The HR accounts for June 2020 were received and noted.

H/20/07/7 HELPLINE COVER

Town Clerk advised that the office was now covering 9 - 5 during the week and that this would continue. It was noted that calls had dropped off and people were using the helpline number to contact the office. The helpline number would be used until it is handed over to the Voluntary Network group. It was suggested that the helpline number should be changed to a free 0800 number and this would be passed on to the Voluntary Network group to consider.

H/20/07/8 MEMBER/ OFFICER PROTOCOL

It was reported that some Members were not in receipt of the latest document for Member/Officer conduct and it was suggested that the Social Media Policy should be added as an addendum. It was also suggested that any amendments/additions should be highlighted in bold and the following was agreed:

H/20/07/8.01 Resolved

That the Member/Officer Protocol item be deferred to the next meeting to allow for any amendments/additions to the document to be highlighted in bold and to include the Social Media Policy as an addendum.

H/20/07/9 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/20/07/9.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

The public and Minute Assistant left the meeting

H/20/07/10 *ELLIS WHITTAM*****

The current Ellis Whittam contact list was reviewed and the following was agreed:

H/20/07/10.01 Recommendation

That the authorised contacts going forward would be Town Clerk, RFO, Town Keeper, Events Manager, Mayor, Deputy Mayor, Chair of HR Committee.

H/20/07/11 *TERMS & CONDITIONS*****

A report outlining the options to improve employee terms and conditions was considered and the following was agreed:

H/20/07/11.01 Recommendation

That a Working Group consisting of the Chairman and Vice Chairman of the Human Resources Committee and the Town Clerk will meet to discuss and provide a recommendation for the next HR agenda.

H/20/07/12 *RECOVERY PLAN*****

The recovery plan was discussed. The Town Clerk informed council that all staff except one were working back in the office, observing correct protocols around social distancing and hygiene procedures.

H/20/07/13 *STAFF APPRAISALS*****

Town Clerk advised that all staff appraisals had be conducted by the Acting TCM and Town Clerk. There will be monthly reviews at 4/5 monthly periods.

H/20/07/14 *TO CONSIDER REQUESTS FOR STAFF TRAINING*****

The requests for staff training were considered and the following was agreed:

H/20/07/14.01 Recommendation

That the requests for staff training be approved.

H/20/07/15 DATE OF NEXT MEETING

Monday 10th August 2020 via Zoom.

H/20/07/16 ITEMS FOR INCLUSION ON NEXT AGENDA

- HELPLINE COVER
- TERMS & CONDITIONS OF EMPLOYMENT
- MEMBER/OFFICER PROTOCOL
- STAFF TRAINING

Meeting closed at 8pm

Signed _____ Date _____



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 20th July 2020 at 7:00pm via Zoom

Attendance:

Councillor M Jefferys (Chairman)
Councillor A Appleby
Councillor J Borda

Councillor A Drummond
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/20/07/1	<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 CHARMAN 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/20/07/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Bowen, Hirst and Kerby.	
F/20/07/3	<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/20/07/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 22ND JUNE 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 22nd June 2020 and the following was agreed: <u>F/20/07/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 22nd June 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.</u> There were no matters arising.	
F/20/07/5	<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> None noted.	

F/20/07/6 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1, CB2 AND CB4 FOR (JUNE 2020)**

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

F/20/07/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/06/2020 – 30/06/2020 (Cash Book 1, 2 and 4) be received and adopted.

F/20/07/7 **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 30/06/2019 (month 3) 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/20/07/8 **TO RECEIVE THE INCOME AND EXPENDITURE FOR JUNE 2020**

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

F/20/07/9 **INTERNAL AUDIT**

The Internal Audit Report for 2019/2020 was received and the RFO was congratulated, there being no recommendations to action.

A query was raised regarding the General Power of Competence having been resolved with a locum in post, with the relevant qualification. This would be added to the next Full Town Council agenda to reconfirm the General Power of Competence with the new Town Clerk in post. The following was agreed:

F/20/07/9.01 Resolved

That congratulation be given to the RFO on the outstanding Internal Audit report with no recommendations to action.

F/20/07/10 **POLICIES – SOCIAL MEDIA**

The Social Media Policy was reviewed and the following was agreed:

F/20/07/10.01 Recommendation

That subject to the job title for the Town Clerk being changed and the revision date being changed to June 2021, the Social Media Policy be received and adopted.

It was noted that all Councillors should be aware of this policy and the revised copy would be issued to all Members.

F/20/07/11 **MEMORIAL GARDENS KIOSK**

RFO advised that she had finally received a response from the current tenants and they were awaiting funds from a Covid-19 grant to clear the kiosk of all equipment by week commencing 10th August 2020.

F/20/07/12 EARMARKED RESERVE ALLOCATIONS

Members noted that no budget had been allocated to EMR 324 – Grants and this would be considered in October 2020 when setting the whole budget.

F/20/07/13 HEALTH & SAFETY

The monthly Health & Safety reports for June 2020 was received and noted. The Mayor would sign the reports as soon as possible.

F/20/07/14 CORRESPONDENCE

None noted.

F/20/07/15 DATE OF NEXT MEETING

Monday 17th August 2020 via Zoom.

F/20/07/16 ITEMS FOR THE NEXT AGENDA

None noted.

Meeting closed at 7:21pm

Signed _____ Date _____



Newmarket Town Council

Financial Statements

For the year ending 31st March 2020



**Newmarket Town Council
Council Information
As at 31st March 2020**

Town Mayor

Cllr Rachel Hood

Councillors

Cllr Monsur Ali
Cllr Michael Anderson
Cllr Andrew Appleby
Cllr John Borda
Cllr Ollie Bowen
Cllr Sarah Caesar
Cllr Julie De-Ath
Cllr Andy Drummond
Cllr Yasmin Fitzgerald
Cllr Warwick Hirst
Cllr Rachel Hood
Cllr Peter Hulbert
Cllr Mick Jefferys
Cllr Tom Kerby
Cllr Ian Kirk
Cllr James Lay
Cllr Chris O'Neill
Cllr Kevin Yarrow

Acting Town Council Manager

Deborah Sarson

Responsible Financial Officer

Cathy Whitaker

Auditors

PKF Littlejohn

Newmarket Town Council
Statement of Accounting Policies
31st March 2020

Auditors

The name of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

These accounts have been prepared in accordance with the Governance and Accountability for Smaller Authorities in England (Updated March 2020) as issued by the Joint Panel on Accountability and Governance.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to accounts provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than 1 year. Assets are valued on the basis recommended by Governance and Accountability for Smaller Authorities.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 7.

Leases

The council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 12.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The last actuarial valuation took place at 31st March 2019 and any change in contribution rates as a result of that valuation took effect from 1st April 2019.

The council has auto enrolled eligible staff to join a Workplace Pension Scheme operated on behalf of the council by Peoples Pension.

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

At 31 March the following assets were held:

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

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

Community Assets

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

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

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

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

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

Newmarket Town Council
Income and Expenditure Account for the Year Ended 31st March 2020

31st March 19		31st March 20
550,174	Income Summary	565,779
550,174	Precept Received	
	Sub Total	565,779
	Operating Income	
5,372	Administration	1,110
18,579	Memorial Hall	20,653
0	Outside Services	-
11,063	General Town Planting	10,198
52,135	Cemetery	64,350
950	General Town Maintenance	2,455
3,500	Public Conveniences	3,300
900	Allotments	900
1,704	Arts	2,616
361	Winter Event	1,408
500	Entertainments	22,619
500	Carnival	-
279,260	Memorial Gardens	4,060
6,381	The Severals Sports Facilities	14,980
11,200	Neighbourhood Plan	-
942,579	Total Income	714,428
	Running Costs	
74,615	Administration	118,634
156,649	Staff Costs	155,386
2,690	Health & Safety	2,784
0	Capital	0
107,198	Memorial Hall	130,926
70,772	Outside Services	72,348
10,343	General Town Planting	7,334
36,689	Cemetery	46,667
261	Disused Churchyards	4,412
4822	Memorial - War & Cooper	7271
1,864	Clocks	1,448
630	Bus Shelters	3,989
4,632	General Town Maintenance	1,144
2,281	Public Conveniences	4,476
13,783	Neighbourhood Plan	2,531
0	The Severals	0
400	The Queens Statue	350
665	Allotments	0
10,048	Studlands	12,864
5,212	Arts	5,024
4,728	Winter Event	7,163
8445	Entertainments	24427
0	Tourism	0
CONT.		CONT.

Newmarket Town Council
Income and Expenditure Account for the Year Ended 31st March 2020

5,500	Carnival	5,000
525,883	Memorial Gardens	26,102
3478	Twinning	2693
20,144	Christmas	21,577
8,052	The Severals Sports Facilities	6,873
<u>1,079,784</u>	Total Expenditure	<u>671,423</u>

31st March 19	General Fund Analysis	31st March 20
83,778	Opening Balance	98,463
<u>942,579</u>	Plus : Income for Year	<u>714,427</u>
1,026,357		812,890
<u>1,079,784</u>	Less : Expenditure for Year	<u>671,425</u>
-53,427		141,465
<u>-151,890</u>	Transfers TO / FROM Reserves	<u>7,273</u>
<u>98,463</u>	Closing Balance	<u>134,192</u>

Newmarket Town Council
Balance Sheet For The Year Ended 31st March 2020

31st March 2019	Long Term Assets	31st March 2020
	0 NIL	0
	<u>0</u>	<u>0</u>
	Current Assets	
4,065	Debtors	909
77,115	Vat Due	3,983
225	Prepayments	225
241,490	Current Account	298,051
0	Barclays Bus Tracker Account	0
38,409	Staff Salary Bank Account	44,656
0	Barclaycard Account	0
150	Petty Cash	150
	361,454	347,974
	<u>361,454</u>	<u>347,974</u>
	Total Assets	
	Current Liabilities	
-4,151	Creditors	-821
254	Sundry Creditors	0
11,034	Proscapes Retention	11,034
73042	Accruals	418
600	Barclaycard Year End	1074
4376	Receipts in Advance	0
0	Bookings Deposits	1693
0	Year End BACS payment	17689
2455	Deferred grant income	0
	87,610	31,087
	<u>87,610</u>	<u>31,087</u>
	Total Assets Less Current Liabilities	316,887
	<u>273,844</u>	<u>316,887</u>
	Represented By	
98,463	General Fund	134,192
1,500	EMR Street Light Maintenance	1,500
35,557	EMR Town Regeneration	35,557
7,205	EMR Clocks/Memorials	7,205
19,632	EMR Buildings-M Hall Fund	19,632
25,000	EMR Buildings - Pavilion Fund	25,000
2,836	EMR Disused Churchyard	2,836
2,008	EMR Cooper Memorial	2,008
3,500	EMR Studland Park Timers	3,500
4,839	EMR Allotments	4,839
2,844	EMR Legends of the Turf	2,844
35,346	EMR Cemetery	35,344
5,267	EMR Carnival	5,267
2275	EMR Christmas Lights	2275
7,848	EMR Memorial Gardens Masterplan	8,857

Newmarket Town Council
Balance Sheet For The Year Ended 31st March 2020

818	EMR Workwear	818
8,950	EMR Asset Sales	8,950
10,000	EMR Memorial Garden Canopy	10,000
0	EMR Coronavirus Support Fund	6,263
<u>273,888</u>		<u>316,887</u>

The above statement represents fairly the financial position of the authority as at 31st March 20 and reflects its Income and Expenditure during the year.

Signed :

Chairman _____ Date : _____ 27/7/2020

Signed

Responsible Financial Officer *CE Whitaker* _ Date : _____ 3/7/2020

Newmarket Town Council
Notes To the Accounts For The Year Ended 31st March 2020

1 Agency Work

During the year, the council undertook no agency work on behalf of other authorities.

During the year, the council undertook a Service Level Agreement with West Suffolk Council

2 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity.

Details are shown under the following broad categories.

	2019	2020
Recruitment Advertising	0	1671
Council Website	2623	253
Marketing	1718	1696
	4341	5640

4 Tenancies

During the year the following tenancies were held

Council as Landlord	Income
Land at Field Terrace Way	£75
Council as Tenant	
None	

5 Pensions

For the year of the accounts the councils' contributions equal 5% of employees pensionable pay, from 1st April 2020 the councils contribution will be 5%

6 Aged Debtors

The age of the trade debtors can be summarised as follows:

Balance	Mar-20	Feb-20	Jan-20	Prior Months	On Account Payments
908.85	1,567.45	1,320.00	0.00	0.00	-1978.60

7 Loans

As at the close of business on 31st March 2020 the following loans to the council were outstanding

Lender	Loan Period	Amount	PWLB Loan no.
Public Works Loans Board	25 Years from 21st June 2010	£374,796	497649
Public Works Loans Board	25 Years from 21st December 2009	£275,504	496617
Public Works Loans Board	25 Years from 21st December 2009	£86,941	496304
Public Works Loans Board	9 Years from 21 December 2018	£152,108	508087

8 Capital Commitments

The Council has no capital commitments as at 31st March 2020 not otherwise provided for in these accounts.

9 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

10 Post Balance Sheet Events

There are no significant post balance sheet events since the preparation of these accounts, up to the date of their final adoption at the Town Council Meeting on 1st June 2020 which would have a material impact on the amounts and results reported herein.

11 S106

There was no S106 funding received by Newmarket Town Council from West Suffolk Council in the financial year to 31st March 2020.

12 Reserves

In accordance with the Governance and Accountability for Smaller Authorities in England (Updated March 2020) as issued by the Joint Panel on Accountability and Governance, the council holds reserve funds, as detailed on the Balance Sheet of these accounts. Newmarket Town Council aims to maintain its General Reserve at one quarter of the annual precept income, less amounts included in the precept for loan repayments, capitol projects and transfers to ear-marked reserves. The Ear-Marked Reserves of the council are held for genuine and intended purposes and the levels are reviewed and justified annually.

FULL TOWN COUNCIL REPORT : 27TH JULY 2020

ACCOUNT SIGNATORIES FOR UNITY TRUST BANK ACCOUNTS:

Historically the account mandate includes the following positions as signatories / authorisers:-

Mayor

Deputy Mayor

Outgoing Mayor

Chairmen of Committees

On this basis the required signatories for 2020/21 would be:-

Cllr Jefferys

Cllr Kerby (already a signatory)

Cllr Hood (already a signatory)

Cllr De'Ath (already a signatory)

Cllr Caesar

Cllr O'Neill

Cllr A Appleby

Report by: Cathy Whitaker, Finance Manager, Newmarket Town Council



Newmarket Town Council

Internal Audit Report 2019-20 (Final Update)

Background and Scope

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control, and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd has been appointed to undertake this function on behalf of Newmarket Town Council for the 2019-20 financial year.

This report sets out the results of our final audit work in relation to 2019-20, which was carried out in June 2020. It updates the report we issued following our interim audit visit in December 2019.

Internal Audit Approach

In undertaking our audit work, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the year-end Statement of Accounts, operating a mix of 100% substantive or selected sampling techniques where considered applicable.

Due to the impact of the Covid-19 pandemic, our final audit review for the year was undertaken remotely. We wish to thank the Finance Manager for providing the additional documentation required, in electronic format. This has enabled us to complete our audit work for the year and sign off of the Annual Internal Audit Report in the year's AGAR.

Overall Conclusion

On the basis of the programme of work we have undertaken for the year, we have concluded that the Council continues to maintain an adequate and effective system of internal control. The records held in support of the accounting transactions continue to be of a high standard and provide an effective audit trail, with clear cross-referencing of all relevant documentation. We have completed and signed the 'Annual Internal Audit Report' in the 2019-20 AGAR, having concluded that the internal control objectives as set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

In the sections below, we have explained the objectives of each area of our audit, summarising the work undertaken and our findings. We are pleased to report that there are no matters arising that require a recommendation for further action. We ask that Members consider the content of this report.

This report has been prepared for the sole use of Newmarket Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Detailed Report

Accounting and banking arrangements

Our objective is to confirm that the accounting records are being maintained accurately and kept up to date, that no anomalous entries appear in cashbooks or financial ledgers and that appropriate banking arrangements are in place.

The accounting records are maintained using the RBS Rialtas ‘Omega’ software. The Finance Manager, in her capacity as the Council’s Responsible Financial Officer (RFO), is responsible for the accounts. As in previous years, support with the completion of the year-end closedown was provided by the software suppliers, RBS Software Solutions.

During 2019-20, the Council used a Unity Trust Bank current account for its “day to day” banking activities. A Barclays Salaries Account is still being used for the payment of staff and relevant agencies, although these activities are being transferred to a similar Unity Trust account in the new financial year. The Council also continues to operate a corporate Barclaycard, which is under the control of the RFO.

During the course of our audit work, we have:

- Checked and agreed the opening balances recorded on the Omega system for 2019-20 reflect those in the certified 2018-19 Accounts and Annual Return;
- Confirmed that an appropriate cost and nominal ledger coding structure remains in place;
- Confirmed that the ledger remained “in balance” as at 31st March 2020;
- Checked and agreed the detail of the accounting entries in the Omega cash books for three sample months (May 2019, October 2019 and March 2020) to the supporting bank statements;
- Checked the detail of the bank reconciliations as at 31st May 2019, 31st October 2019 and 31st March 2020, to confirm that there were no long-standing uncleared cheques or other anomalous entries;
- Confirmed that appropriate arrangements are in place for raising, processing and reviewing journal entries made in the Omega accounts;
- Noted that, in accordance with our recommendation from last year, the use of BACS payments has now been introduced (with effect from March 2020);
- Confirmed that the overall cash balance has been reported correctly in the draft AGAR (Section 2, Box 8), and
- Confirmed that the accounting records are backed-up regularly by the IT support providers (N-CIS) along with the Council’s other IT systems.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Corporate Governance

Our objective is to confirm that robust corporate governance arrangements are in place and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings), all meetings are conducted in accordance with the adopted Standing Orders and Financial Regulations and that no actions of a potentially unlawful nature have been or are being considered for implementation.

During the course of our audit work, we have:

- Completed our review of the minutes for 2019-20, examining those for the meetings of the Full Council and its standing committees. We are pleased to record that we have not identified any issues that we consider may have an adverse effect, through litigation or other causes, on the Council's future financial stability;
- Confirmed that the Financial Regulations and Standing Orders continue to be kept under regular review. Following consideration by the Finance & Policy (F&P) Committee, updated Financial Regulations, together with the Standing Orders for Contracts were adopted at the Council meeting on 28th May 2019 with the Standing Orders re-adopted at the Council meeting on 24th June 2019. We also note that the acting Town Council Manager (TCM) provided a 'Standing Orders Workshop' for Members in February 2020, as a result of which several further changes are being considered.
- Confirmed that the Council continues to ensure that its strategic aims and objectives are clearly documented, with an overarching Corporate Strategy and a Medium-Term Financial Plan supported by a wide range of policies and procedures, all of which are subject to regular review;
- Noted that detailed financial procedures remain in place, which underpin the Financial Regulations, and
- Noted that, following the local council elections in May 2019, the Council was no longer eligible to exercise the 'General Power of Competence' (GPoC), as the (then incumbent) TCM did not hold the required qualification. However, we note that the Council was able to adopt the GPoC again in April 2020, as the newly appointed Town Clerk is appropriately qualified.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Expenditure

Our objective is to confirm that:

- Council resources are released in accordance with approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;

- Any discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct nominal codes have been applied when entering details in the cashbooks; and
- VAT has been appropriately identified and been the subject of periodic recovery.

We selected a sample of 63 non-pay related payments made during 2019-20, to test compliance with the above criteria. Our sample included all payments in excess of £1,750, together with a more random selection of every 30th payment as recorded in the accounts. The total value of the sample tested was approximately £438,000, including VAT, which equates to approximately 75% of non-pay expenditure in the financial year.

The Council makes use of a corporate Barclaycard, which is controlled by the RFO. It is used mainly for purchasing items on the internet, or that are required at short notice. The monthly statements are reconciled by the RFO and reviewed by the Chair of the F&P Committee along with the bank accounts, with details presented to the F&P committee each month. We checked the Barclaycard payments recorded on Omega for October 2019 to the Barclaycard statement and confirmed that these were in order and that there was appropriate supporting documentation. We also confirmed that the Barclaycard invoice for payments made in March 2020 agreed to Omega and is correctly recorded as a year-end creditor in the annual accounts.

We confirmed that VAT reclaims have continued to be submitted on a regular quarterly basis and reconcile to the Omega VAT control account. We also confirmed that the balance due for Quarter 4 has been disclosed as a year-end debtor in the Statement of Accounts.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Assessment and management of Risk

Our objective is to confirm that the Council has put in place appropriate arrangements to identify potential areas of risk of both a financial and operational/health & safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity of them coming to fruition.

From our review, we noted that.

- The overall Risk Management Scheme, together with the detailed risk register - the 'Risk Assessment and Management (Financial & Business)' document – were revisited by the F&P Committee in September 2019 and subsequently adopted by the Council;
- Insurance cover continues to be provided by Zurich, under a five-year agreement to January 2024. During 2019-20, the insurance cover included Public Liability of £15 million, Employer's Liability of £10 million and Fidelity Guarantee of £500,000. This is in line with councils of a similar size and does not appear unreasonable;

- The Council continues to employ Ellis Whittam to undertake a comprehensive health & safety risk assessment each year and to provide ongoing support on health & safety matters – with the F&P Committee receiving regular updates on health & safety issues, and
- Daily ‘light touch’ checks of play equipment continue to be carried out by Town Council staff, with monthly operational inspections and an annual inspection undertaken by West Suffolk Council as part of the current service level agreement, using the Play Inspection Company. Any actions required as a result of these inspections are reported to the Leisure Services Committee.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Budget setting, budgetary control and reserves

Our objective here is to confirm that the Council has a robust process in place for identifying and approving its future budgetary requirements and the level of Precept to be drawn down from the District Council, and also that there are effective budget monitoring arrangements. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We have confirmed that, during the year, Members received regular reports, either to the F&P or full Council, outlining performance against the 2019-20 budget, with individual committees receiving information on their own areas of responsibility.

We have reviewed the approach taken by the Council to setting its budget and the Precept for 2020-21. The overall budgetary process continues to be underpinned by the Medium-Term Financial Plan (MTFP). From our minutes review, we confirmed that, for 2020-21, each committee gave detailed consideration to its area of budgetary responsibility, prior to the overall budget and Precept requirement being formally approved by the full Council at its meeting on 16th December 2019. We also noted that, as part of the budgetary process, the Council considered its reserve requirements and the level of fees and charges.

The Precept for 2020-21 has been set at £665,114 (£565,779 for 2019-20), an overall increase of just over 18% for a Band D property. In our opinion, Members were provided with an appropriate level of information on which to base the budget decision, with the RFO attending relevant committee meetings and the Council meeting to respond to any questions raised.

As at 31st March 2020, the Council’s overall reserves stood at £316,888, compared with £273,886 at the previous year-end. Of these reserves, £182,696 (£175,423), has been earmarked for specific purposes. The only changes from the prior year have been the introduction of a Coronavirus Support Fund of £6,263 and an increase in the Memorial Gardens Masterplan Reserve of just over £1,000.

The remaining balance of £134,192 is held in the General Fund, which is the Council’s contingency reserve; this has increased from £98,463 at the previous year end. In last

year's final audit report, we stressed the need for Members to keep the level of the General Fund under review as, at that time, it equated to approximately two months of the Precept, compared to a commonly used 'yardstick' of between three and six months. As at 31st March 2020, the General Fund was still slightly less than three months of the 2020-21 Precept, but we note that the Council has budgeted to increase it by a further £20,000. From our discussions with the Finance Manager, we understand that she will be reporting to Members on General Fund requirements in the near future.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Review of Income

In considering the Council's income streams, our objective is to confirm that robust systems are in place to identify all income due, that invoices are raised in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council.

In this area of our audit work, our objective is to confirm that all income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale, and that it is banked promptly. Other than the Precept, the most significant source of income is the hire of the venues (the Memorial Hall and Severals Pavilion) and cemetery related fees and charges.

During the course of our audit we have undertaken the following work:

- As noted earlier, we have checked and agreed three sample months' receipts recorded in the Current account cashbook to the bank statements;
- We have confirmed that, in accordance with the Financial Regulations, the scales of fees and charges applicable to all Council activities in 2019-20 were formally approved by the Council in the previous financial year. In November 2019, the Leisure Services committee recommended no increase in hiring fees for venues in 2020-21 and in March 2020, the Community Services Committee recommended increases to cemetery-related fees and charges. In both cases, these were subsequently approved by the Full Council;
- We tested income from venues' lettings by reference to the Sales Ledger invoicing day books for October 2019, confirming that fees charged for each letting were in accordance with the published scales (depending on location/times of the day) and that monies due had been invoiced and received in a timely manner, with the Omega ledgers were updated accordingly.
- Management responsibility for Newmarket cemetery, including the billing of all cemetery related fees and charges to funeral directors and other parties, is undertaken by West Suffolk Council, under a Service Level Agreement, with the Town Council responsible for meeting the net operating costs of the cemetery. In line with our recommendation from last year, the Town Council is now provided with details of the income received by West Suffolk Council, so that the completeness and accuracy of the income received from fees and charges can be checked. Whilst we have confirmed with the Finance Manager that this is being received, we have not undertaken any internal audit work in this area, and

- We examined the Sales Ledger “Aged Debtors Report” as at 31st March 2020 and confirmed that the amount of outstanding debt has remained very low, with no debts outstanding for more than two months and appropriate follow-up of late payments.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Petty Cash

We are required, in completing the Annual Internal Audit Certificate in the AGAR, to assess the effectiveness of controls over any petty cash accounts.

The Council operates a very limited petty cash account with a maximum holding of £150, topped back up on a monthly basis. We checked and agreed a sample month’s transactions (October 2019) from the spreadsheet which “doubles up” as the approval document for cheque re-imbursement and cash-in-tin reconciliation to supporting supplier invoices/till receipts and found everything to be in order.

At our final audit, we confirmed the year-end balance of the petty cash float was £150 and that this had been included correctly in the ‘total value of cash and short-term investments’ reported in Section 2, Box 8 of the 2019-20 AGAR.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Salaries and Wages

In examining the Council’s payroll function, our objective is to confirm that extant employment legislation is being appropriately observed and that the requirements of HM Revenue and Customs (HMRC) as regards the deduction and payment over of income tax and NI contributions are complied with, and that the requirements of pension scheme administrators are being adhered to (where appropriate)..

The Finance Manager continues to operate a formal PAYE scheme “in house” utilising bespoke “Moneysoft” software for this purpose.

To check compliance with the above criteria, we have confirmed the following:

- The Council has approved employee pay rates for the financial year and that these have been duly and accurately applied;
- Variable hours and expenses have been applied in accord with approved timesheets and claim forms (where applicable);
- Appropriate tax codes and national insurance table rates have been applied and deductions computed accurately;
- The Council does not operate the Local Government Pension Scheme, having auto-enrolled employees into the Peoples Pension in a prior year;

- The net pay shown in the payslips agrees to the electronic payments identified in both the cashbook and relevant bank statement; and
- The monthly settlements of liabilities for PAYE and the Peoples Pension are accurate and have been paid over in a timely manner.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Asset Register

The reporting arrangements for assets in the AGAR require councils to report the value of each asset at purchase cost or at a suitable proxy where that value is not known, and for community assets to be valued at a nominal £1. The value of individual assets should not change from one year to another, with the only changes being the inclusion of new assets purchased or removal of assets disposed of.

The Council maintains an asset register, with asset values recorded in accordance with the above requirements. During our final audit work, we reviewed the asset register as at 31st March 2020 and agreed the total asset value of £4,481,701, reconciling the movements from the previous year end. We also confirmed that the correct value has been included in Section 2, Box 9 of the 2019-20 AGAR.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Investments and Loans

Our objectives are to confirm that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, and that interest earned is brought to account correctly and appropriately in the accounting records.

At present, all of the Council’s funds are held in the Unity Trust Current and Deposit accounts and the Barclays Salaries Account. Last year we were informed that consideration was to be given to moving some of the Council’s funds to interest bearing accounts. However, this had still not happened as at 31st March 2020.

In accordance with the Statutory Guidance on Local Government Investments, an investment policy (Treasury Management Policy) is in place and this was re-approved by the Council in July 2019.

The Council has four outstanding loans with the Public Works Loans Board (PWLb). We checked and agreed the detail of the instalment repayments (capital and interest) made in June and December 2019 to third-party confirmation letters received from the PWLB. At our final audit visit we confirmed that total repayments made to the PWLB in the year (£89,878) and the balances outstanding at the year-end (£889,349) have been reported correctly in the 2019-20 AGAR (Section 2, Boxes 4 and 10).

Conclusion

No significant issues arise in this area to warrant formal recommendation currently.

Statement of Accounts and AGAR

We have examined the detailed accounting statements prepared by the RFO using the Omega software and also the draft of the statutory “Accounting Statements 2019-20” that the Council is required to complete and approve (Section 2 of the AGAR). We have agreed the detail to the supporting accounting records and other related documentation.

Conclusions

There are no matters arising from this area of our review that require any formal comment or recommendation. We look forward to receiving a copy of the finalised AGAR (Sections 1 and 2), once the document has been approved by the Council.

On the basis of the work undertaken during the course of our review for the year, we have completed and signed the Annual Internal Audit Report in the AGAR, assigning positive assurances in all areas of internal control.

Annual Internal Audit Report 2019/20

NEWMARKET TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/12/2019 30/06/2020

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

03/07/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

NEWMARKET TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
		✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.newmarket.gov.uk

Section 2 – Accounting Statements 2019/20 for

NEWMARKET TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	411,091	273,886	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	550,174	565,779	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	392,405	148,648	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	154,998	153,717	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	77,435	89,878	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	847,351	427,830	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	273,886	316,888	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	280,049	342,857	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	4,452,315	4,481,701	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	940,673	889,349	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

FULL TOWN COUNCIL REPORT : 27TH JULY 2020**GENERAL RESERVE UPDATE:**

JOINT PANEL ON ACCOUNTABILITY & GOVERNANCE (JPAG) guidance regarding the recommended level of General Fund for the size of Newmarket Town Council is three months of Net Revenue Expenditure (NRE).

NRE is calculated:-

Precept	£665,114	
Less loan repayments	£ 88,919	
Less Capital Project amount	£ 0	
Less budgeted Transfers to EMRs	£ 20,000	precepted Rolling Capital Reserve
	£ 8,000	precepted Clock Tower Regeneration project
	£548,195	
¼ (3 months) for General Reserve =	£137,049	

The Current General Reserve stands at £119,569

Plus the Rolling Capital Reserve £ 20,000

Projected total 31st March 2021 **£139,569** (dependent on end of year budget results)

Report by: Cathy Whitaker, Finance Manager, Newmarket Town Council

Town & Country Planning Act 1990 Schedule 4B (as applied by s38 of the Planning and Compulsory Purchase Act 2004) Neighbourhood Planning (General) Regulations 2012

Final decision statement – Newmarket Neighbourhood Plan

Newmarket Town Council have prepared a neighbourhood development plan. On 30 January 2020 a Referendum was held in the designated neighbourhood area (see plan A below), in which more than half of those who voted did so **in favour** of the referendum question:

“Do you want West Suffolk Council to use the neighbourhood plan for Newmarket to help it decide planning applications in the neighbourhood area?”

Accordingly, on 25 February 2020 West Suffolk Council decided to ‘**make**’ (adopt) the plan.

This decision statement confirms that as of 25 February 2020, the Newmarket Neighbourhood Plan as ‘made’ has become part of the statutory development plan for West Suffolk and will be used where relevant to help the council decide planning applications within the designated area, unless material considerations indicate otherwise.

Reasons for decision:

The plan has been independently examined and agreed by both the examiner and West Suffolk Council to meet the basic conditions; it has been endorsed by the community having been subject to a referendum and has otherwise complied with all the legal requirements of neighbourhood plan production. It is considered that the plan meets European legislation and is compatible with the European Convention on Human Rights within the meaning of the Human Rights Act 1998.

Availability:

Due to the current Covid-19 pandemic the locations where we would normally hold documents for public viewing are closed in accordance with the council's Statement of Community Involvement (May 2020).

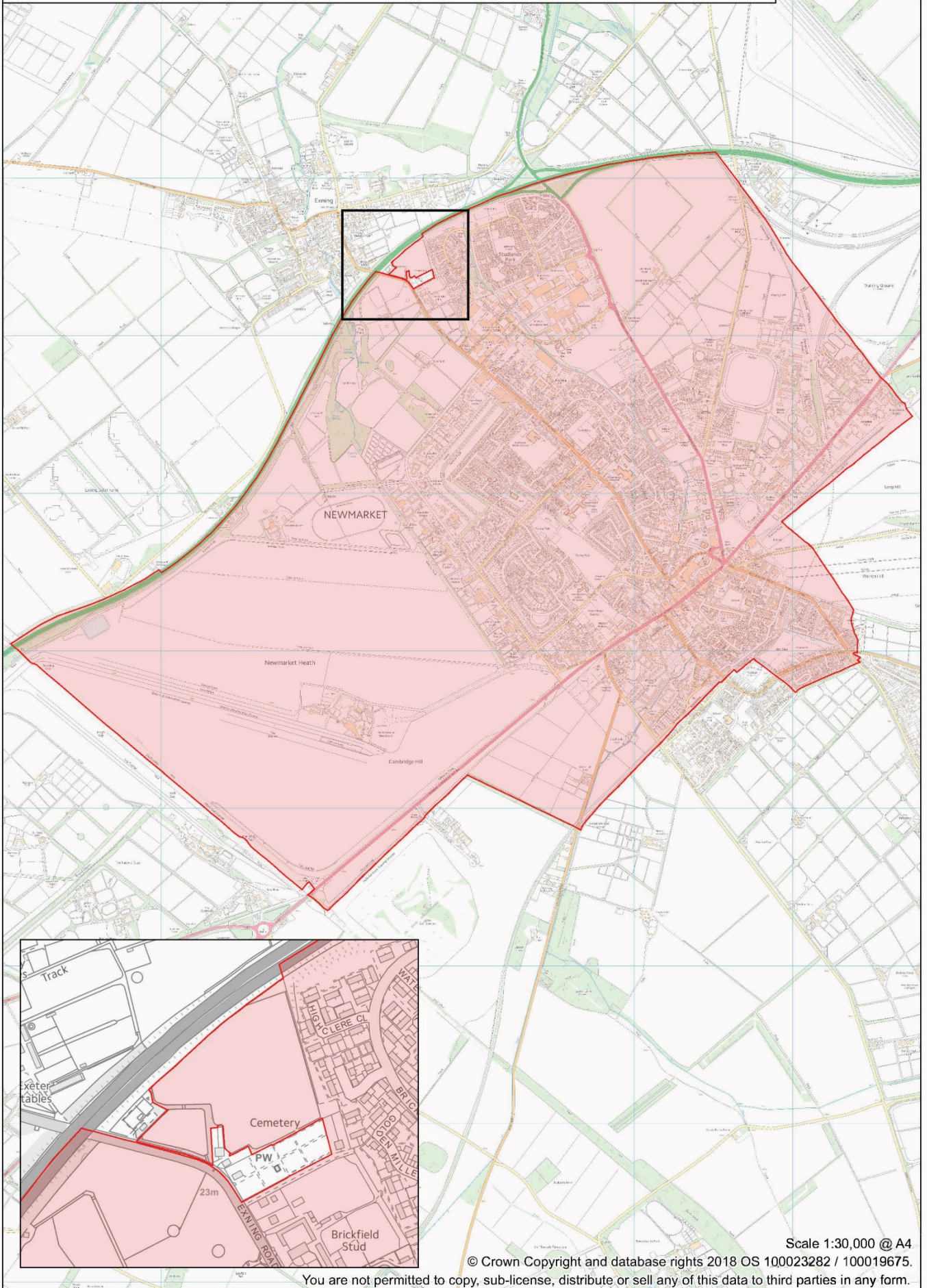
The Newmarket Neighbourhood Plan along with this decision statement and other supporting documents may be inspected the council's website – www.westsuffolk.gov.uk/newmarketplan

Julie Baird – Assistant Director - Growth

**West Suffolk Council
3 July 2020**

Please note that all references to primary and secondary legislation are to those enactments as amended.

PLAN A - Newmarket Neighbourhood Plan Area



Scale 1:30,000 @ A4

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NEWMARKET TOWN COUNCIL
CORONAVIRUS RESPONSE COSTS BREAKDOWN

as at 9/7/2020

Date	Details	Cost	
16/03/2020	TCM extra hours w/beg. 16/3 42hrs	£ 1,260.00	via payroll
	RFO extra hours w/beg. 16/3 23hrs	£ 338.36	
18/03/2020	Heavy Duty Wipes and Sprays	£ 118.25	
19/03/2020	SD card for camera (ID cards)	£ 14.16	
	Batteries for camera (ID photos)	£ 2.99	
	SNOM x 3 telephone power cables for WFH	£ 20.79	
22/03/2020	CV new domain name	£ 29.59	
	New domain reg 12 months	£ 9.99	
23/03/2020	Masks and sterile gloves	£ 32.01	
	Laminating Sheets for ID cards	£ 51.65	
	TCM extra hours w/beg. 23/3 x31hrs	£ 930.00	via payroll
	RFO extra hours w/beg. 23/3 36 hrs	£ 607.72	
24/03/2020	CV 20,000 flyers for doorstep drop	£ 298.00	
	Database Structure work	£ 375.00	
	Website Design for CV website	£ 499.00	
	TCM accommodation at Newmarket x 2 nights	£ 85.00	
	ADMIN - additional hours 9hrs(16th) / 35 hrs (23rd) = 44hrs	£ 590.04	via payroll
23/03/2020	badge making supplies	£ 141.72	
25/03/2020	wifi mouse and ethernet cable for TCM WFH	£ 32.15	
	website misc costs	£ 19.80	
29/03/2020	Zoom conferencing licence (1 month)	£ 11.99	
31/03/2020	VPN costs for WFH	£ 78.84	
	Database Creation	£ 225.00	
05/04/2020	TCM extra hrs w/beg. 30/3 - 17.5 hrs	£ 525.00	
06/04/2020	WFH Host Seating fees	£ 162.98	
09/04/2020	Amendments to NTC website relating to CV	£ 40.00	
	MINSEC extra hrs March - 15.25hrs x £9.24	£ 165.17	via payroll
14/04/2020	Cubiq for second leaflet design and print	£ 758.00	
17/04/2020	TCM extra hrs w/beg. 6/4 & 13/4 - 30.5 hrs	£ 915.00	
21/04/2020	Amendments to NTC website relating to CV	£ 40.00	
23/04/2020	RFO extra hours 1-13 April- 24hrs	£ 469.54	via payroll
30/04/2020	WFH Host Seating fees & purchase of a VPN licence	£ 192.34	
	MINSEC extra hrs April - 18hrs x £9.24	£ 166.32	
01/05/2020	TCM extra hrs w/beg 20/4 - 10.5 hrs	£ 315.00	
	Zoom conferencing licence (1 month)	£ 11.99	
10/05/2020	Facebook promotion of NTC CV website	£ 23.63	
19/05/2020	Ink Cartridges for ADMIN WFH	£ 66.66	
27/05/2020	CV cleansing & safety supplies for re-opening prep	£ 608.54	
01/06/2020	WFH Host Seating fees	£ 133.50	
01/06/2020	Zoom conferencing licence (1 month)	£ 11.99	
10/06/2020	Ink Cartridges for ADMIN WFH (double pack)	£ 133.32	
	Facebook promotion of NTC CV website	£ 6.37	
11/06/2020	Signage, tape, etc. for Office Re-Open Preparation	£ 51.79	
19/06/2020	Expenditure incurred by CV Support Group (database / ticketing system, etc)	£ 243.54	
	CV poster design & printing (CUBIQ DESIGN)	£ 168.50	
28/06/2020	CV Defence Treatment of Memorial Hall	£ 1,250.96	
29/06/2020	Bins (covid secure project)	£ 9.14	
	Zoom conferencing licence (1 month)	£ 11.99	
30/06/2020	Bins for toilets (covid secure project)	£ 17.47	
	Laminating Sheets for covid secure signage	£ 18.33	
	Paper hand towels	£ 10.17	
01/07/2020	WFH Host Seating fees	£ 133.50	
15/07/2020	15 x Hand Sanitiser Gel Wall Dispensers	£ 254.85	
TOTAL COSTS TO DATE		£ 12,687.64	

Funded from:

£10,000 from general reserves for CV Response Costs (general)
£5,000 from 'Other Project Reserve' for CV Response Costs (general)

**Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting
Tuesday 7th July 2020 at 6.00pm via Zoom video conferencing**

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

1: Welcome & Introductions.

The Chairman welcomed everyone and made introductions where necessary. He thanked JG for setting up the meeting and sending out the paper work.

2: To agree the minutes and discuss any matters arising

The minutes were agreed.

Matters arising

Page 1 – Future Sustainability - MJ confirmed that the letter to volunteers had been sent.

Page 1 – Helpline – CO confirmed that the posters were now available and that some had been distributed. DH and JG would assist with the distribution.

Page 2 – Grant Funding – MJ confirmed that he had contacted Newmarket Festival and they had confirmed that the remaining funds would be ring-fenced and reviewed.

3: Future Sustainability

JG – reported that the draft constitution was ready to go out for feedback. Following feedback, it would then be put into practice. He would invite all stakeholders to nominate a representative to develop the new group and he would send out the documents for feedback with a view of starting when the Steering Group stands down. It was noted that people were asking if the support would still be available. The existing helpline number would continue to be used and an additional extension number for other services would be investigated. The calls would continue to be covered by a mixture of Cllrs and volunteers.

MK – advised that the Discover Newmarket tours would resume in August and the hot meals service would change from Friday to Wednesday. The Churches Together service would run until children return to school in September when the Jockey Club deliveries will be reassessed.

4: Helpline – to receive an update including promotion

DH – reported that calls were tailing off and were hovering around 50 per week. He confirmed that only the calls that are passed to volunteers are included in the figures.

5: Volunteers

DH confirmed that he still had availability with some new registrations joining via WhatsApp.

6: Grant Funding – Newmarket Festival Grant Funding and allocation

The spreadsheet was noted and the ring-fenced funds would be reconsidered in the future.

7: Hardship in the community

JG – reported that there was now a core group requiring support and that a new project was being looked at by the Racing Centre.

8: Tesco Box Scheme

MK – reported that there had been no change and expected that requests would tail off towards September. There is a possibility that Tesco could carry on with the deliveries.

9: Safeguarding

JG – reported that all was in hand and there was nothing further to report.

10: Items for future agenda

It was noted that item 3 would start to cover the handover and the other items would stay as they are.

11: To review frequency of meeting and set the date for the next meeting

It was noted that people were starting to drop off and It was agreed to hold a meeting in 2 weeks' time to look towards winding down the Steering Group and hand over to the new Voluntary Group.

AHR - reported that a house of multiple occupation had its licence revoked and would result in 21 people being made homeless on 21st August. West Suffolk were obliged to handle the situation and find alternative accommodation.

The Chairman thanked everyone involved for their efforts and work in this time of crisis and we can be proud of what has been achieved.

12. Date for a future meeting

Tuesday 21st July at 6pm on Zoom

End 18:36



Item 18a

Newmarket

TOWN COUNCIL

STANDING ORDERS

These Standing Orders were adopted by Council on 22nd May 2017 and were amended by the Full Town Council on ~~24th June 2019~~ 27th July 2020. They replace all previous versions.

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Comment [T1]: SUMMARY OF CHANGES

- 1) Item 6d – voting during virtual meetings
- 2) Item 31a – membership of working groups
- 3) Item 32c – voting during virtual meetings (committees)
- 4) Town Council Manager, replaced by Town Clerk

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

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

1. MEETINGS

- a. **Meetings of the Council shall be held in each year on such dates as the Council may direct. In addition to the Statutory Annual Meeting at least three other statutory meetings shall be held in each year.**
- b. Meetings of the Council shall be held at the King Edward, Newmarket, on the fourth Monday of the month (except December when it will be held earlier in the month), unless the Council otherwise decides at a previous meeting, or the Mayor (or Deputy Mayor in the Mayor's absence) takes the decision in advance of the notice of the meeting, as a matter of expediency. In accordance with the Coronavirus Act 2020 and subject to certain conditions set out in the legislation, meetings may be held virtually during the pandemic.
- c. **Additional meetings shall be held as required by the Town Council. The Mayor (or Deputy Mayor in the Mayor's absence) may convene an extraordinary meeting at any time. Any two Members may convene an extraordinary meeting, having previously requisitioned the Mayor and received a refusal or where the Mayor has omitted to call such a meeting within seven days of requisition.**
- d. **Meetings of Council shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- e. Meetings shall not exceed a period of 2 hours unless the Council resolve to continue. In which case a break of 10 minutes may be permitted before business is resumed.

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

2. THE STATUTORY ANNUAL MEETING

- a. **In an election year, the annual meeting of Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of Council shall be held on such day in May as the Council may direct.**

3 MINUTES

- a. **The minutes of a meeting of Council, committee or sub-committee shall record all resolutions made and in the case of committees and sub committees, all recommendations to Council.**
- b. **The minutes of a meeting shall record the names of councillors present** and absent. Members are expected to give their apologies in advance of the meeting if they are unable to attend and their reason for non-attendance. These must be recorded in the Minutes.

4 **CHAIRMAN OF THE MEETING**

- a. The Mayor will preside at the Council meeting if present. In the Mayor's absence, the Deputy Mayor will preside.
- b. If both the Mayor and deputy Mayor are absent, the Council will approve a chairman from amongst the Councillors present.
- c. The person presiding at a meeting may exercise all the powers and duties of the Mayor in relation to the conduct of the meeting.

5 **QUORUM OF THE COUNCIL**

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

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

6 **VOTING**

- a. Unless Standing Orders provide otherwise, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- b. Members shall vote by show of hands or, if a member so requires, the ~~Town Council Manager~~**Town Clerk** shall record the names of the members who voted on any question so as to show whether they voted for or against it, or abstained. Such a request may be made before or after the vote but in any event before moving on to the next business.
- c. Subject to (i) and (ii) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.
 - (i) The Chairman may not give an original vote in the election of the Chairman on any occasion when he/she will immediately after such election, retire from the Council.
 - (ii) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.
- d. **Voting in Virtual Meetings**
 - (ii) Voting in a virtual meeting will be undertaken audibly by roll call, to ensure no disadvantage to those participating by telephone link.

7 **ACCEPTANCE OF OFFICE**

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

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8 ORDER OF BUSINESS –ANNUAL MEETING

At each Annual Council Meeting the first business shall be:

- a. **To elect the Town Mayor. The retiring Mayor, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the annual meeting of the Council.**
- b. To receive the elected Town Mayor's declaration of acceptance of Office or, if not then received, to decide when it shall be received.
- c. **To elect a Deputy Town Mayor. The retiring Deputy Mayor shall, unless he/she resigns or becomes disqualified, hold office until immediately after the election of the Mayor at the annual meeting of the Council.**
- d. To receive the Deputy Mayor's declaration of acceptance of Office or, if not then received, to decide when it shall be received.
- e. To receive apologies for absence.
- f. To receive declarations of interest and applications for dispensations.
- g. **In the ordinary year of election of the Council, to decide how to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- h. **Confirmation of the accuracy of the minutes of the last meeting of the Council.**

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

- (a) To dispose of business, if any, remaining from the last meeting.
- (b) Public participation (Meeting adjourned for this item)
- (c) Reports from County Councillors and District Councillors (Meeting adjourned for this item).
- (d) To receive such communications as the Mayor may wish to bring before the Council.
- (e) To review terms of reference and any delegation arrangement to committees and sub-committees if appropriate.
- (f) To appoint statutory or standing committees as may be required by the Town Council, make nominations to them and to appoint Chairmen and Vice Chairmen.
- (g) To appoint representatives to outside bodies.
- (h) To review any other parts of the Constitution, governance document and policies as necessary.
- (i) **To decide on the Council's eligibility to exercise the General Power of Competence.**

- (j) To agree the annual calendar of meetings, unless this has been done at a previous meeting.
- (k) To answer questions from councillors.
- (l) To consider motions or recommendations in the order in which they have been notified.
- (m) **To receive and note minutes of and/or to determine recommendations made by committees.**
- (n) To receive a Performance Management Report.
- (o) To receive and consider reports from officers of the Council.
- (p) To consider reports from councillors representing the authority on outside bodies and from Ward Councillors.
- (q) **To authorise the approval of payments** unless considered as part of a Report from Finance & Policy Committee.

10 ORDER OF BUSINESS – OTHER COUNCIL MEETINGS

- a. **At every meeting other than the Annual Meeting, the first business shall be to appoint a chairman if the Mayor and Deputy Mayor are absent and to receive such declarations of acceptance of office outstanding from the Annual Meeting.** The business will where applicable, generally follow a similar order to the Annual Meeting. The ~~Town Council Manager~~Town Clerk may amend the order as necessary to facilitate the smooth transaction of business.
- b. Any annual review of the pay and conditions of service of existing employees shall be undertaken by Human Resources Committee in accordance with the national pay negotiations. Any review outside of this Committee's delegated authority shall be referred to Council for ratification.

11 URGENT BUSINESS

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

- a. May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b. Shall be put to the vote without discussion.
- c. **If urgent business is added to the Agenda, the item may be discussed but no formal decision may be made. The ~~Town Council Manager~~Town Clerk does have delegated authority to deal with urgent matters in consultation with specified Members.**

12 MOTIONS REQUIRING WRITTEN NOTICE

- a. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the ~~Town Council Manager~~Town Clerk or the mover has given notice in writing of its terms and has delivered the notice to the ~~Town Council Manager~~Town Clerk at least 7 clear days before the next meeting of the Council.
- b. The ~~Town Council Manager~~Town Clerk shall date every notice of motion or resolution when received by him/her, shall number each notice in the order in which it was received and shall record it in a form which shall be open to the inspection of every member of the Council.

- c. ~~The Town Council Manager~~ Town Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he/she intends to move it at some later meeting or that he/she withdraws it.
- d. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- e. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Mayor, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- f. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties or which affects its area.

13 MOTIONS NOT REQUIRING WRITTEN NOTICE

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

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

14 QUESTIONS

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

- b. A Member may ask the chairman of a committee, sub-committee or working party any question concerning the business of the committee, sub-committee or working party, provided 7 clear days notice of the question has been given to the person to whom it is addressed.
- c. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- d. Every question shall be put and answered without discussion.
- e. A person to whom a question has been put may decline to answer or opt to provide a written answer before the next meeting.
- f. A member without notice may ask the Chairman of a Committee any question upon the business of the Committee then before the Council, if the question is put before the Council's consideration of those proceedings is finished.

15 **MINUTES**

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

16 **RULES OF DEBATE**

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A resolution or amendment shall not be discussed unless it has been proposed and seconded and unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- b. A member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his speech until a later period of the debate.
- c. A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- d. No speech shall exceed 3 minutes except by consent of the Council.
- e. An amendment shall be either:
 - (i) To leave out words.
 - (ii) To leave out words and insert or add others
 - (iii) To insert or add words.
- f. An amendment shall not have the effect of negating the resolution before the Council.
- g. If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the substantive resolution upon which any further amendment may be moved.
- h. A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

- i. The mover of a resolution or of an amendment shall have a right of reply, not exceeding 3 minutes.
- j. A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- k. A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confirmed to some material part of a former speech by him/her which may have been misunderstood.
- l. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- m. When a resolution is under debate no other resolution shall be moved except the following:-
 - (i) To amend the resolution.
 - (ii) To proceed to the next business.
 - (iii) To adjourn the debate.
 - (iv) That the question be now put.
 - (v) That a member named be not further heard.
 - (vi) That a member named do leave the meeting.
 - (vii) That the resolution be referred to a committee.
 - (viii) To exclude the public or press or both.
 - (ix) To adjourn the meeting.
- n. The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- o. Members shall address the Chairman.
- p. If two or more members begin to speak, the Chairman shall call upon one of them to speak and the others to defer.
- q. Whenever the Chairman rises during a debate all other members shall be seated and silent.
- r. All councillors will stand when addressing the Council.

17 CLOSURE

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

18 DISORDERLY CONDUCT

- a. All members must behave in a manner required by the Code of Conduct currently adopted by the Council.
- b. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into disrepute.
- c. If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) or (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- d. If either of the motions mentioned in paragraph (c) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

19 RIGHT OF REPLY

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

20 ALTERATION OF RESOLUTION

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

21 RESCISSION OF PREVIOUS RESOLUTION

- a. A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 50% of members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b. When a special resolution or any other resolution moved under the provisions of paragraph a. of this Order has been disposed of, no similar resolution may be moved within a further six months.

22 VOTING ON APPOINTMENTS

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

23 DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

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

24. PROPER OFFICER

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

Duties of the Proper Officer will include:

- a. To receive and retain declarations of acceptance of office.
- b. To forward a copy of each Member's Declaration of interests and any changes to it, to the Monitoring Officer. To retain a copy and any changes to it and to keep available for inspection and displayed on the Council's Website.
- c. To receive and record declarations of Ordinary interests (local non-pecuniary interests) and Disclosable Pecuniary interests, declared at the meeting, in accordance with the Councillors' Code of Conduct.
- d. To receive and retain plans and documents.
- e. To sign notices or other documents on behalf of the Council.
- f. To arrange legal deeds to be signed by two councillors and witnessed.
- g. To receive & retain copies of bylaws made by the principal Council.
- h. To certify copies of bylaws made by the Town Council.
- i. To keep proper records of meetings of the Council and committees and make available for inspection.
- j. To process any communications or requests under the Freedom of Information Act 2000 and Data Protection Act 1998.
- k. To sign and serve on councillors by post, delivery or electronic means, a summons confirming the time, date and venue and the agenda of a meeting of the Council or committee or sub-committee at least 3 clear days before the meeting. (3 clear days excludes the day on which the notice is served, the day of the meeting, Sundays, a day of the Christmas or Easter breaks or a bank holiday, or a day appointed for public thanksgiving or mourning). Councillors who are not members of a committee will receive agendas and non-confidential reports for information.
- l. To give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, committee or sub-committee.
- m. To receive and send general correspondence and notices, on behalf of the Council except where there is a regulation to the contrary.
- n. To manage the organisation, storage and access to information held by the Council in paper and electronic form.
- o. To action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

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

25. RESOLUTIONS ON EXPENDITURE

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

26. EXPENDITURE

- a. Approved cheques and other Orders for the payment of money, including instructions for electronic payments, shall be signed by two members, from a minimum of four Members nominated by Council at the start of the four-year cycle but reviewed annually.
- b. Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations. The Financial Regulations shall be reviewed at least once a year.
- c. The Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an officer. Payments made under delegated authority must be included in a report in accordance with Order 27.

27. ACCOUNTS AND FINANCIAL STATEMENT

- a. All payments by the Council shall be authorised, approved and paid in accordance with the Financial Regulations and must be reported to the next ordinary Council meeting.
- b. Where it is appropriate in the efficient execution of Council business to make a payment before it has been authorised by the Council, or Finance & Policy Committee, but it is not a payment delegated to the ~~Town Council Manager~~Town Clerk or Responsible Financial Officer (RFO) for approval, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the ~~Town Council Manager~~Town Clerk or RFO (if different) for payment in consultation with the Chairman or Vice-Chairman of the Finance & Policy Committee.
- c. All payments ratified under sub-paragraph (b) of this Standing Order shall be separately identified in the next schedule of payments before the Council.

28. ESTIMATES / PRECEPTS

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

29. SEALING OF DOCUMENTS

- a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b. Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

30. COMMITTEES & SUB COMMITTEES

- a. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision in that behalf:
 - (i) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
 - (ii) May appoint persons other than Members of the Council to any Committee (**Except Finance & Policy Committee**), but such persons will not have power to vote; and
 - (iii) May subject to the provisions of Standing Order 21 above at any time dissolve or alter the membership of committee.
 - (iv) An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
 - (v) All committees are open to membership by all councillors except the Human Resources Committee which has membership numbers limited to nine.
- b. The Chairman and Vice-Chairman of each committee shall be elected annually at the first meeting of each committee following the Annual Town Council meeting held in May of each year.
- c. The Mayor and Deputy Mayor (ex-officio) shall be members of every committee of which they are not ordinary members, and may vote.
- d. The Chairman of a committee or the Mayor may summon an additional meeting of that committee at any time. An additional meeting may also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- e. Every committee may appoint sub-committees for purposes to be specified by the committee.
- f. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- g. The quorum of a committee or sub-committee shall be four Members or a third of its total membership whichever is the larger.
- h. The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

31. **WORKING PARTIES & ADVISORY COMMITTEES**

- a. The Council may create working parties to look at specified issues and advise it accordingly. It must determine the terms of reference and membership as for a committee, however as any working group is not a formally constituted committee and is not open to the public, it may not have any delegated authority to make decisions. Usually working groups will operate on a task and finish basis.
 - (i) Voting in a working group will be as for a committee. see Standing Order **32** below.

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- b. The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
 - (i) The Council shall determine the terms of reference of the committee.
 - (ii) An advisory committee may make recommendations and give notice thereof to the Council
 - (iii) An advisory committee may consist wholly of persons who are not members of the Council.

32. VOTING IN COMMITTEES

- a. **Members of committees and sub-committees entitled to vote shall by show of hands, or, if at least one member so requests, by named ballot.**
- b. **Chairman of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**
- c. **Voting in Virtual Meetings**
Voting in a virtual meeting will be undertaken audibly by roll call, to ensure no disadvantage to those participating by telephone link.

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

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

34. RESPONSIBLE FINANCIAL OFFICER

- a. The Responsible Financial Officer (R.F.O.) of the Council shall a permanent or temporary officer of the Council. It may be combined with the role ~~Town Council Manager~~Town Clerk/Proper Officer upon a resolution of Council, but is currently a separate officer. The ~~Town Council Manager~~Town Clerk (Proper Officer), RFO and other officers of the Council shall have the authority and duties given to them under the Council's Scheme of Delegation.
- ~~b.d.~~ The duties of the R.F.O. shall be as set out in the Financial Regulations 1.9.

35. CODE OF CONDUCT AND INTERESTS

- a. **All councillors shall observe the Code of Conduct adopted by the Council.**
- b. **If a member has a Disclosable Pecuniary interest, or Ordinary Interest (Local Non-Pecuniary Interest) as defined by the Code of Conduct currently adopted by the Council, then he/she shall**

declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required. All interests declared at a meeting must be recorded in the Minutes.

- c. If a member has declared a Disclosable Pecuniary interest, he/she must withdraw from the meeting during consideration of the item to which the interest relates. If the member has been granted a dispensation by the Council, he/she must still declare the interest but may take part in the discussion and vote.
- d. Councillors must, in accordance with the Code of Conduct currently adopted by the Council, register in Forest Heath District Council's Register of Councillors' Interests details of their Disclosable Pecuniary Interests by completing the appropriate form and delivering this to the ~~Town Council Manager~~ Town Clerk, who will forward it to the Monitoring Officer.
- e. Councillors must keep their registered interests up to date by completing the appropriate form and delivering this to the ~~Town Council Manager~~ Town Clerk, who will forward it to the Monitoring Officer.
The ~~Town Council Manager~~ Town Clerk will send out forms prior to the Annual Town Council meeting each year, to give members the opportunity to update their interests in the Register.
- f. The ~~Town Council Manager~~ Town Clerk shall hold a copy of the Register of Member's Disclosable Pecuniary Interests in accordance with the Councillors' Code of Conduct and ensure it is displayed on the Town Council's Website (or have a direct link to ~~Forest Heath~~ West Suffolk District Council's Website).
- g. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- i. A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or by the Proper Officer in accordance with the Council's Scheme of Delegation and that decision is final.
- j. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- k. A dispensation may be granted in accordance with standing order 35i above, if having regard to all relevant circumstances the following applies:
 - i. without the dispensation, the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business, or

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

iii. it is otherwise appropriate to grant a dispensation.

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

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

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

o. The Council may:

- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

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

36. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

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

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

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

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

38. INSPECTION OF DOCUMENTS

- a. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b. All minutes kept by the Council and by any committee or sub-committee shall be open for the inspection of any member of the Council.
- c. All requests for information held by the Council shall be processed in accordance with the Council's Publication Scheme and Information Guide and the Freedom of Information Act 2000, but also in compliance with Data Protection legislation.

39. UNAUTHORISED ACTIVITIES

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

- a. Inspect any lands or premises which the Council has a right or duty to inspect; or
- b. Issue orders, instructions or directions; or
- c. Issue or make a statement to the press or media; unless authorised to do so by the Council or the relevant committee or sub-committee.

40. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

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

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

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

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

41. PUBLIC PARTICIPATION

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

- a. Each member of the public who wishes to speak should signify to the Chairman at the beginning of the session.
- b. When invited to speak in turn by the Mayor/Chairman, each speaker will give his/her name and state the subject matter on which he/she requests to speak.

- c. No person may speak on more than two items and in total for no longer than 3 minutes.
- d. If a person is making substantially the same points or asking questions that have previously been asked, the Mayor/chairman may ask the person wind up.
- e. The Mayor/Chairman may decline to accept a question for the reason that the reply would include the disclosure of confidential information.
- f. If having heard the response to a question, the person who asked it may ask one related, supplementary question.

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

- a. a direct oral answer;
- b. where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c. where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

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

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

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

- 43. Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council or committee, but otherwise may:**
- a. film, photograph or make an audio recording of the meeting;**
 - b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
 - c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.**
- The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.**

44. PUBLIC ORDER

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

45. PETITIONS

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

- a. A Member wishing to present a petition shall give notice of his/her intention to do so to the ~~Town Council Manager~~ Town Clerk at least twenty-four hours before the beginning of the meeting at which it is to be presented.
- b. The presentation of a petition will last for no more than three minutes.
- c. No discussion will take place on any petition, but any Member may move that a matter raised by a petition be referred to the appropriate committee or sub-Committee. Once seconded, such a motion will be voted on without discussion.

46. CONFIDENTIAL BUSINESS

- a. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council, any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b. Any member in breach of the provisions of paragraph (a) of this Standing Order shall be excluded from the confidential part of any meeting of the Council and may also be in breach of the Members Code of Conduct.

47. LIAISON WITH COUNCILLORS OF THE DISTRICT AND COUNTY AUTHORITY

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

48. PLANNING APPLICATIONS

- a. The ~~Town Council Manager~~ Town Clerk shall, as soon as it is received, keep a file copy of every planning application notified to the Council.
- b. The ~~Town Council Manager~~ Town Clerk shall refer every planning application received to the members of the Development and Planning Committee for consideration, and arrange a meeting of the Committee where appropriate and in accordance with the Planning Guidance.
- c. During public participation at Development and Planning Committee, equal opportunity shall be given to persons supporting an application and to persons opposing.

49. COMPLAINTS PROCEDURE

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

50. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

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

- b. A resolution at a meeting to permanently add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.
- c. Standing Order 50b will not apply where the proposed amendment is a response to a written report on a review of Standing Orders, circulated in advance with the Agenda of the Meeting.

51. STANDING ORDERS TO BE GIVEN TO MEMBERS

- a. A copy of these Standing Orders shall be given to each member by the ~~Town Council Manager~~ Town Clerk as part of the Constitution upon delivery by him of the member's declaration of acceptance of office and written undertaking to comply with the Code of Conduct adopted by the Council.
- b. The chairman's decision as to the application of Standing Orders at meetings shall be final.

52. CONSTITUTION

- a. The Council shall maintain and periodically update a Constitution to advise Members and the public how the Council conducts its business and how decisions are made.
- b. The contents of the Constitution will be determined by Council but will always contain Standing Orders, Standing Orders for Contracts, Financial Regulations, Members' Code of Conduct and the Publication Scheme.

53. TOWN MEETING

- a. The Council will facilitate the annual Town Meeting, to be held between the 1st March and 1st June (both inclusive) each year.
- b. The Town Council will fix the day and time of the Town Meeting but it must not commence earlier than 6pm.
- c. At least 7 days public notice must be given of the meeting, specifying the time and place thereof and the business to be transacted.
- d. The press and public have the same rights of admission as they have to a meeting of the Town Council.
- e. The Town Mayor, if present presides at the Town meeting or in his/her absence the Deputy Mayor. If neither are present, the meeting elects a chairman from the local government electors for the Town who are present.

54. HONORARY TITLES

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

55. TRAINING AND DEVELOPMENT

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

56. CERTIFICATES IN RECOGNITION OF OUTSTANDING SERVICE

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

57. YOUTH COMMITTEE

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

58. GENERAL POWER OF COMPETENCE

- a. The General Power of Competence permits principal councils and eligible local councils to do anything that individuals generally may do. It is in the Localism Act 2011, s1(1) and becomes the power of first resort.
- b. Before exercising the General Power of Competence, the full Council must have passed a resolution at an ordinary meeting, that they meet the relevant eligibility criteria: a ~~Town Council Manager~~ Town Clerk who holds a recognised qualification and the number of councillors elected at the last ordinary election or subsequent by-elections is equal to or exceeds two thirds of the total number of councillors.
- c. Local councils are also required by regulation to pass a resolution at each subsequent relevant annual meeting that it meets the conditions of eligibility. Relevant annual meeting is one following an ordinary election.

59. PRAYERS AT COUNCIL MEETINGS

- a. If the Council has adopted the General Power of Competence, it may if it wishes include prayers as part of the meeting.
- b. If the Council is not eligible to adopt the General Power of competence and it wishes to hold prayers, prayers may take place before commencement of the meeting, but Members cannot be summoned to attend.

Planned Revision Date: May 2020



Social Media Guide for Councillors

Presented to Full Council for adoption on 27th July 2020.

1. Introduction

- 1.1 Social media is the term for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests.
- 1.2 For the purposes of this guide, the term “social media” covers sites and applications including but not restricted to Facebook, Twitter, Flickr, LinkedIn, blogs, and any similar sites which develop after the creation of this guide. It also includes comments on online newspaper articles.
- 1.3 An overview of the main types of social media can be found at the end of this guide.

2. Benefits and Risks

2.1 The following potential benefits have been identified with the use of social media:

- Ability to connect with harder-to-reach groups;
- Real-time updates on emerging situations (i.e. as they happen);
- Heightened level of interactivity;
- Low cost in comparison with traditional forms of media;
- Enhanced transparency;
- Building a sense of belonging in a neighbourhood;
- Increased resident satisfaction levels;
- Help to reduce social problems like vandalism or racism.

2.1 The following risks have been identified with the use of social media:

- Virus or other malware (malicious software) infection from infected sites;
- Disclosure of confidential information;
- Damage to the reputation of the Council;
- Social engineering attacks or “phishing”. This is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client;
- Bullying or witch-hunting;
- Civil or criminal action relating to breaches of legislation;
- Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.
- Instant reaction without the usual thought.

3 Who this Guide covers

3.1 This guide covers all Councillors. It should be considered in conjunction with the Council’s Code of Conduct for Councillors.

3.2 It relates to all use of social media, whether inside or outside of official capacities.

4 Who can use Social Media

4.1 The Town Clerk will have control of any social media sites set up for the Council as a corporate body. It is recommended that in the case of Facebook and similar sites, Councillors wishing to keep their personal life and official capacities separate should create separate accounts.

5 Users Responsibilities

5.1 Councillors using social media should make use of stringent privacy settings if they do not wish them to be accessed by the press and public.

5.2 In any biography where the Councillor is identified as a Councillor, the account should state that the views are those of the Councillor in question and may not represent the views of the Council. Use of the Council's logo on a personal account or website should only occur with the written permission of the Town Clerk.

5.3 The logo should not be used on sites or applications which are unrelated to or not representative of the Council's official position. If in doubt, contact the Town Clerk.

5.4 Where possible, a Councillor should make clear who they are in the profile of any account and whether they are an authorised representative of the Council, unless there are exceptional circumstances, such as a potential threat to personal security. In such instances, the Council's Town Clerk must be consulted.

5.5 Councillors are personally responsible for the content which they publish on any form of social media. Publishing – or allowing to be published (in the form of a comment) – an untrue statement about a person which is damaging to their reputation may amount to libel.

5.6 Councillors must treat others with respect, avoid personal attacks and not make disrespectful, rude or offensive comments.

5.7 Councillors must comply with equality laws contained within the Equality Act 2010, associated legislation and the Council's Equality Policy. They must not publish anything that might be considered sexist, racist, ageist, homophobic or anti-faith.

6 Anonymous Postings

6.1 When commenting online on any matter relating to the Council, Councillors should identify themselves as a Councillor (for instance in their profile) and make it clear whether or not they are representing the views of the Council. They must not make anonymous posts nor use a pseudonym when making such comments so as to hide their identity.

6.2 Councillors who fail to identify themselves as a Councillor in breach of this obligation will be deemed to be acting in their official capacity for the purposes of the Code of Conduct and such failure may lead to a breach of the Code of Conduct for Councillors.

7 Safety

7.1 Councillors must be aware of their own safety when placing information on the Internet and should not publish information which could give details which could leave them vulnerable.

7.2 Any Councillor receiving threats, abuse or harassment via their use of social media should report it to their political group leader, Town Clerk and/or the police.

7.3 They should use a secure password (generally more than eight characters long and using a mixture of letters and numbers) and never share their password with anyone.

8 Information and Protection

8.1 Councillors must not disclose information, make commitments or engage in activity on behalf of the Council unless they are authorised to do so.

8.2 They should not cite or reference customers, partners or suppliers without their prior written consent.

8.3 They must handle any personal or sensitive information in line with the Council's data protection policies.

8.4 Social media sites are in the public domain and it is important that Councillors ensure that they are confident of the nature of the information they publish. Comments posted online are permanently available and can be used by media such as newspapers.

8.5 Councillors must not publish or report on meetings which are private or internal or publish exempt committee reports or private papers.

8.6 Copyright laws still apply online. Councillors must not use images to which they do not hold the copyright. Information shared should be attributed to the source (i.e. via web link). Councillors must respect fair-use and financial disclosure laws.

9 Elections

9.1 The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature – and this includes web advertising. There are additional requirements, such as imprint standards, for materials which can be downloaded from a website. Full guidance for candidates can be found at www.electoralcommission.org.uk. Accounts may need to be closed for a defined period before local and national elections in order to comply with legislation which affects local authorities.

9.2 Political blogs cannot be linked from the Council's website and the Council will not promote Councillors' Twitter accounts during the election purdah period.

10 Best Practice

10.1 Councillors must not use insulting or offensive language or engage in any conduct that would not be acceptable in a workplace. They must show consideration for others' privacy and for topics that may be considered controversial, such as politics or religion.

10.2 Social media must not be used to publish content which may result in action for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to, material of an illegal, sexual or offensive nature that may bring the Council into disrepute.

10.3 Corporate social media must not be used for party political purposes nor specific campaigning purposes as the Council is not permitted to publish material which "in whole or part appears to affect public support for a political party" (Local Government Act 1986). The Council's corporate social media accounts must not be used for such purposes by a Councillor.

10.4 Councillors must not use the Council's social media accounts to promote personal financial interests, commercial ventures or personal campaigns, whether or not related to the function of the Council.

10.5 Social media must not be used in an abusive or hateful manner.

10.6 Social media must not be used for actions that would put Councillors in breach of the Code of Conduct for Councillors.

10.7 Use of social media must not breach the Council's misconduct, equal opportunities or bullying and harassment policies.

11 Breaches of this Guide

11.1 Failure to comply with this guide may result in a formal complaint being made to the Monitoring Officer to be dealt with under the Council's Standards Procedures.

11.2 Other violations of this guide, such as breaching the Data Protection Act 1988, could lead to criminal or civil action being taken against the individual(s) involved.

11.3 The Council reserves the right to request the closure of any applications or removal of any content published by Councillors deemed inappropriate or which may adversely affect the reputation of the Council, or put it at risk of legal action.

Appendix 1

Examples of Social Media

The types and numbers of social media tools are constantly growing and this guide is intended to cover all emerging brands of social media account as well as those listed below.

Facebook: A website and accompanying mobile application on which users create a profile or timeline for themselves where they send and receive requests from “friends” which link their accounts, enabling them to share photos, information and common interests. Accounts can be set to “private” which prevents anyone but a user’s approved friends seeing the content.

Blogs: Short for “weblog”, this is an online diary and can take the form of a personal website created from scratch and designed by the user, or a template hosted on a site such as Blogger, Wordpress or BlogsToday. It is effectively an online diary which can be themed or personal, surrounding an individual’s interests or opinions.

Twitter: A microblogging site where users communicate in 140-character statements, including images and links to websites if required. Unlike Facebook (which is essentially private unless you grant access to a ‘friend’), Twitter accounts are generally public unless restrictions are placed by the user to make them private. Users attract followers, who do not require permission to read a user’s ‘tweets’ (the name of the messages) unless they are blocked. It can be compared with sending a text message to a virtual message board.

Messages can be further shared by ‘re-tweeting’ and public messages exchanged using the “@” symbol and a user’s Twitter name or ‘handle’.

YouTube: A video-sharing website, where users can view and upload their own videos.

[Planned Review Date: July 2022](#)



June 2020 Monthly Parish Newsletter



Visit suffolk.gov.uk/coronavirus for health advice, service changes, business support and schools' guidance.

Keep up to date on the latest guidance on COVID-19 from central government here: www.gov.uk/coronavirus

COVID-19 related news

New plan sets out how Suffolk will prevent and respond to COVID-19 outbreak

A plan which sets out how Suffolk would prevent and respond to a localised outbreak of COVID-19 was published on 30 June.

Suffolk's Local Outbreak Control Plan will be triggered where there are suspected or confirmed COVID-19 outbreaks in any setting or community within the county.

The plan, a requirement of Government of all local authorities, outlines measures to prevent, manage, and contain outbreaks of Coronavirus and protect the public's health. It builds on existing relationships and processes in place with partner agencies across Suffolk.

The plan outlines how complex cases will be managed in more than 30 high-risk places, locations, and communities, particularly care homes and schools. It also outlines local testing capacity, use of data to identify and proactively manage outbreaks, and contact tracing in complex settings. An outbreak is defined when there are two or more cases in high-risk settings, or a greater than expected occurrence of COVID-19 compared with the usual level for a particular place and time.

Stuart Keeble, Director of Public Health at Suffolk County Council, who is leading this outbreak plan, said: “COVID-19 has had a significant impact on all of our lives and, sadly, we will be living with the threat of the virus for many months to come.

“Whilst this plan outlines how Suffolk will best respond to outbreaks, prevention of the virus is absolutely vital in making sure the number of new cases continues to decline in Suffolk. We must all continue to follow social distancing guidelines and ensure we wash our hands regularly, to avoid a second wave of the pandemic. If you develop symptoms of coronavirus, make sure you get a test and isolate at home.”

Delivery of the Local Outbreak Control Plan will be co-ordinated by the Suffolk COVID-19 Coordination Centre. All information (including outbreak notifications) and national guidance will be received here, which enables a co-ordinated response and allows tasks to be allocated to the most appropriate partners.

Suffolk has received £2.79million from a £300million Government fund to support delivery of the Local Outbreak Control Plan.

A copy of the plan can be available [here](#).

Suffolk’s resilience partners continue to provide PPE equipment where most needed

As Suffolk’s response to the Covid-19 pandemic enters its fourth month, the team set up in March to source and distribute personal protective equipment (PPE) to support service providers across the county continues to operate from Suffolk County Council’s offices in Ipswich.

To date, this PPE ‘cell’ of the Suffolk Resilience Forum (SRF) has distributed over 2.3 million items of PPE across Suffolk. Over 1.9 million of these items have been distributed for use in the care sector to support some of Suffolk’s most vulnerable residents.

This equipment is directly supporting a range of staff every day, providing them with the masks, gloves and other disposable protective items needed to ensure safe working and effective infection control in care settings, social care, special schools, emergency services, and health organisations.

As service providers increase contact with residents and reopen, or plan for buildings to reopen in weeks to come, Suffolk’s PPE team will continue to purchase and distribute equipment where there is a shortfall in supply, or where organisations identify an urgent need.

Speaking on behalf of the SRF, Suffolk's Director for Public Health, Stuart Keeble said:

"As the pandemic really took hold in late March, it was vitally important that we quickly established a team to source and distribute PPE where it was needed most. This was especially important given the increased demand for personal protective equipment across the UK, and the world at that point.

"Suffolk's team continues to operate and the SRF is keeping a close eye on levels of demand to understand if, and when, we need to scale back operations.

"We have worked hard to source and supply PPE equipment where it is needed across Suffolk and have been able to provide PPE to all those who have requested it, to continue to protect residents and staff and reduce the risk of infection."

Temporary relaxation of concessionary travel arrangements in Suffolk to end next month

As more people return to work, public transport operators face the challenge of meeting this extra demand and ensuring adherence to Government guidance.

Passenger numbers are highest at the beginning and end of the day, so people who need to make essential journey for shopping, care or health reasons are being encouraged to travel after 9.30am when buses are currently quieter.

Suffolk County Council and bus operators in the county have agreed to **end the temporary relaxation of concessionary travel rules from Monday 6 July 2020.**

The relaxation was introduced across Suffolk in late March and allowed those with concessionary passes to travel on buses for free before 9:30am. The aim was to provide more flexibility for older people, and those with disabilities, to visit supermarkets during the lockdown.

Andrew Reid, Suffolk County Council's Cabinet Member for Highways, Transport and Rural Affairs, said:

"Now that more people are returning to their workplaces and children are going back to school, it is important that we take steps across the county to protect passengers. It is vital we help bus operators balance the need to get people to work and children to school, while maintaining social distancing and adhering to Government guidelines, so this means staggering the times when passengers travel.

"The relaxation of the concessionary travel scheme was a temporary measure to address the situation at the time. The situation has changed, and we are now facing a new set of challenges. Therefore, I urge people to only use public buses for essential journeys and to travel after 9:30am where possible."

From Monday 6th July concessionary bus passes in Suffolk will only be valid Monday to Fridays 9.30am to 11pm, and all day on Saturdays, Sundays and Bank Holidays. Also, all passengers are now required to wear a face covering on public transport. For more information about concessionary travel in Suffolk, visit suffolkonboard.com.

An alternative travel option for elderly and vulnerable passengers is the county's Connecting Communities demand responsive services, which operate Monday to Friday 7am to 7pm. Further details can be found at communities.suffolkonboard.com or by calling **0345 606 6171**.

Looking after the vulnerable is top priority

**Article by Councillor Beccy Hopfensperger, Cabinet Member for Adult Care.
Published 23 June 2020.**

Nationally the focus of Covid-19 within the care sector has been on care homes. In Suffolk, we recognise that the experience is the same in all care settings, including extra care housing and supported housing, although the prevalence has not been as great. Care settings have been on the frontline in terms of our local response to Covid-19. News of cases, the need for testing, and sadly people passing away as a result of this virus, has been widely reported.

I want to share what has been happening within homes to protect residents and give an update on the support the county council is continuing to provide care homes as they face this challenge.

While we are seeing a gradual decrease in the number of cases within Suffolk's care homes, and the number of deaths due to Covid-19 appear to be reducing, providers are still in the response phase of this pandemic.

Suffolk's care homes continue to care for residents with the utmost professionalism and kindness. They are following national guidance regarding social distancing, hygiene standards and the correct use of personal protective equipment (PPE). Testing is available for all care homes - for the entire home, including staff and residents who are not displaying any symptoms.

Ahead of a national testing site being available, we started testing residents in care homes. Since testing began in mid-April, over 2,300 people have been tested across all care settings and testing continues.

With more testing taking place, infection control and prevention measures can be more effective.

The county council, with its health partners, continues to have daily contact with care homes to support them and respond to their needs and concerns. This support has included help to source agency staff where there is staff absence, obtaining PPE, a dedicated infection prevention and control enquiry line, and a package of financial support.

While providers are responsible for sourcing their own supply of PPE and financial support has been provided to help meet the additional costs, the Suffolk Resilience Forum has supplied care providers with 1.7 million items of emergency PPE when they have encountered difficulty in sourcing their own supply.

The number of people who have died in care homes in Suffolk due to Covid-19 is decreasing on a weekly basis. However, this doesn't take away from the fact that people have died because of this virus. It is a tragedy that families are losing their

much-loved relatives and friends to this virus, and my deepest sympathies and condolences are with those who are grieving during this most difficult time.

In Suffolk, we are continuing to see a higher percentage of Covid-19 related deaths within care homes compared to some other areas. The reasons for this are complex, but factors we think are contributing to this are more people choosing to die in their usual place of residence and the high number of nursing beds that we have within care homes. These provide care for people with complex care needs who may be approaching the end of their life, and I would like to assure people that we have very good practices for providing end of life care in Suffolk.

Dying within a care home setting often reflects a person's wish to remain in their usual place of residence, in comfortable surroundings, with people around them who are familiar, as opposed to being in an unfamiliar hospital setting.

Although we no longer have any council-owned care homes in Suffolk, they are all privately owned and run, the county council still considers looking after the most vulnerable to be its top priority. The council is standing shoulder to shoulder with our care providers as we continue to face this crisis, and I want to take one final moment to praise their monumental efforts and their continued dedication and professionalism. The kindness and warmth that they show our most vulnerable each day, despite the pressures they face, is deeply moving.

I would ask people to please do what they can to protect our most vulnerable by continuing to follow government guidance around social distancing and hygiene to reduce the spread of the virus in our communities. Thank you for doing your bit and, please, Stick With It Suffolk.

Improving Suffolk's wellbeing and mental health with a simple 'thank you'

A new, colourful way for people across Suffolk to show their appreciation for others, is underway in Suffolk.



Suffolk Says Thanks recognises the small acts of kindness taking place across the county in response to the coronavirus pandemic.

The initiative was launched on 4 June by the Suffolk Resilience Forum, which has a specific group tasked with looking at emotional wellbeing in the community related to the pandemic.

As a direct result of the current situation, people may be experiencing mental health issues, or their emotional wellbeing may be affected. To help with this, the simple act of saying 'thank you' is known to have a positive effect on both the person giving thanks, as well as the person receiving it.

Stuart Keeble, Director of Public Health Suffolk, said:

"Coronavirus has changed our way of life in so many ways and, consequently, more people's mental health is likely to be affected.

"Suffolk residents have a huge range of mental health support available to them, and there is always someone available to talk to, 24/7. But sometimes, a simple 'thank you' is enough to make someone's day and can be the small boost that they need.

"Suffolk Says Thanks builds on the appreciation that we as a nation have been showing to key workers and NHS staff

"So let's say 'thank you' across Suffolk: the neighbour or volunteer who has put out your bins, the friend who collects your shopping, or the person on your street that waves every morning as they pass by your house."

Posters, cards and other colourful materials can be downloaded from www.suffolksaysthanks.com to provide inspiration for saying thank you in different ways. People are invited to share their messages with others, through the website and on social media, using the hashtag #suffolksaysthanks.

Gemma Levi, chair of Suffolk Resilience Forum's Emotional Wellbeing in the Community group, said:

"As a nation we've been great at thanking others and seen the positive impact it's had on our key workers. We now want to acknowledge the small acts of kindness and Suffolk Says Thanks gives people the materials and inspiration to thank those in their local community.

"We would like people to post their 'thank you's' as photos and videos on social media, to download materials to colour in and display in windows, or even print out one of the template letters to pop through someone's door.

"Research into actions for promoting happiness has shown that demonstrating an act of kindness once a week over a six-week period is associated with an increase in wellbeing.

"The act of giving is one of the 'five ways to wellbeing', which is an established framework setting out simple steps for improving day-to-day mental health."

If you are experiencing something that makes you feel unsafe, distressed, or worried about your mental health you can call the FirstResponse service on 0808 196 3494. This phoneline is provided by Norfolk and Suffolk NHS Foundation Trust, and is available 24 hours a day, seven days a week. It provides immediate advice, support and signposting.

Other news

Joint statement from Sizewell C Joint Local Authorities Group – acceptance of DCO

In a joint statement, published on 24 June, East Suffolk Council and Suffolk County Council outlined that, whilst EDF Energy has formally met the legal requirements for consultation on the Sizewell C proposals, they still have serious concerns about EDF Energy's consultations to date and its compliance with the Government's guidance and advice on the pre-application process.

The Councils were asked by the Government's Planning Inspectorate to provide their views on the adequacy of EDF Energy's consultation so far. In their 'Adequacy of Consultation Response', the Councils conclude that EDF Energy has complied with the legal requirements of the Planning Act 2008. However, the lack of a comprehensive set of documents up to this point has compromised the engagement that has taken place, and the Councils do not feel they have been able to complete their pre-application work with the Applicant (EDF Energy) to the extent set out by the Planning Act 2008. In their response, the Councils refer to several statutory consultees and many Town and Parish Councils having raised similar concerns about the level and quality of information that has been made available throughout the consultation exercises.

Given the ongoing lockdown restrictions relating to Covid-19, the councils strongly believe EDF Energy should carefully consider how and when the engagement period on the Development Control Order submission documents should take place, to ensure that all of the community can have their say.

Suffolk County Councillor Richard Rout, Chairman of Sizewell C Joint Local Authorities Group (JLAG) said:

"Whilst we accept that EDF Energy may have passed the legal requirement they needed to meet in regards to public consultation for their proposed development at Sizewell, we strongly believe that the consultations to date have been hindered by significant gaps of information in the documentation provided. There is still much more that needs to be done before EDF Energy can fully satisfy a range of outstanding questions and issues that remain unanswered up to this point.

"Our local communities have very strongly fed back to us their concerns about the consultations to date. It is now especially important that EDF Energy gives the local communities the fullest opportunity to ask relevant questions and understand plans for the new development at Sizewell C, given the period of lockdown and social distancing we all continue to experience in response to the Covid-19 pandemic.

"We will make our feelings clear to EDF Energy in regards to public engagement arrangements for such a development (known as Section 56) and if EDF Energy do decide to press on and start the process, we will be asking them to commit to an extended 84 day period at the very least.

“In advance of the DCO submission, stakeholders had not seen a full Environmental Statement relating to this proposal, nor draft copies of some of the most critical pre-planning documents EDF Energy will rely upon during construction. “Whilst we recognise EDF Energy’s engagement with the Councils on the principles and strategic approaches, we would have expected much greater detail of what they have in mind.

“I hope that we can have constructive discussions with EDF Energy and the Government’s Planning Inspectorate to address the important unresolved issues we have raised throughout the consultations that must be tackled if the development is going to be a success.”

East Suffolk Council Councillor Craig Rivett, Vice-Chairman of Sizewell C JLAG said:

“At last we have the opportunity to review and assess EDF Energy’s submission in full, including the complete Environmental Statement, which we had not seen to date. I acknowledge that there is a great deal of unease in some communities regarding the next stages of the process and I look forward to discussing with EDF Energy when it will be appropriate to start the public engagement and what measures they should take to ensure this engagement is effective so that everyone can understand the significant detail in the submission and make their views and concerns known.

“We shall be putting in place a rigorous programme of assessment and continuing our discussions with EDF Energy in advance of the examination in public. We will continue to listen to our towns and parishes and look forward to speaking with them in greater detail once we have all had an opportunity to review the submission in full.

“The decision on this application will be made by the Government’s Secretary of State for Business, Energy and Industrial Strategy, having regard to national policy and so, if it is consented, we need to ensure we get the best outcome for the communities of East Suffolk, both during construction and beyond, during the station’s operation for the next 60 years. The role of the Councils is hugely important to secure the best outcomes and we appreciate that there are many in our communities who object to the proposals in principle and/or have significant concerns on aspects of the proposal that will directly affect them. Be assured those concerns are understood and our role is to challenge the evidence against national policy, and the local impacts, and negotiate the best outcomes for the project as a whole but if the evidence does not stack up we will resist.”

The Adequacy of Consultation Response document, submitted by East Suffolk Council and Suffolk County Council, can be viewed in full alongside other related correspondence by visiting eastsuffolk.gov.uk

First business benefits from council's free solar panel scheme

A Lowestoft-based charity is the first organisation to benefit from free solar panels, as part of Suffolk County Council's Renewable Energy Fund.

Nirvana Health and Fitness, on Pinbush Road in Lowestoft, is now hosting a 70kWp solar panel installation and is benefitting from zero-carbon electricity.

The council's £400,000 Renewable Energy Fund is open to eligible businesses looking to reduce their energy costs and carbon footprint through solar power. Successful applicants will have solar panels supplied and installed for free.

Once the panels are installed, the business is sold electricity at a better rate than their existing tariff, so they will see immediate savings.

The Fund itself benefits from income generated by the sale of the solar-generated electricity. This means money goes back into the pot, allowing more solar panel applications to be considered by the Fund and installed across Suffolk.

Councillor Richard Rout, Cabinet Member for Environment & Public Protection at Suffolk County Council, said:

"This is a very exciting project to assist Suffolk's businesses with the costs of installing solar panels. I have heard from businesses who have previously considered solar panels, but the cost of equipment and installation put them off. With this new fund, they do not have to find this initial injection of cash; we'll do that for them.

"Now, more than ever, as local businesses look to recover from the impact of coronavirus, every penny counts. So not only will businesses be working towards a greener future, they can save overhead costs on their energy bill.

"Suffolk County Council has invested in its own buildings for a number of years, generating energy from solar power and finding ways of storing that energy. The Renewable Energy Fund gives Suffolk's businesses the opportunity to benefit from solar power too.

"The council declared a climate emergency last year and this fund is yet another way that we are working towards a carbon-free future, and also supporting local businesses recover from coronavirus."

The fund complements the council's and the Suffolk Climate Change Partnership's other established projects, which are supporting the county's ambition to be carbon neutral by 2030. For example, Business Energy Efficiency Anglia and the Carbon Charter have been helping local businesses to reduce their carbon emissions for a number of years.

In further support of local business, the solar panel installation at Nirvana Health and Fitness has been carried out by Ivy Solar, a Woodbridge-based solar PV specialist.

Businesses with a relatively high daytime energy demand and large roofspace, and who are interested in applying to the Renewable Energy Fund, can contact Sarah Gill at Groundwork Suffolk sarah.gill@groundwork.org.uk or call 07720 098980.

Council presses government to provide lifetime benefits from large energy project

Local communities and businesses should get the best possible deal, if projects such as offshore windfarms land in the county.

The council made its position clear as part of the government's recent consultation on its *Contracts for Difference* programme, which is associated with the nation's low carbon and renewable energy projects.

The response explains how local communities should receive the maximum financial benefits for the lifetime of these projects, not just while they are constructed. This is in addition to developers making the most of local suppliers and businesses, whilst developing the skills of local people so they can work on the projects too.

The response also included the need for more robust and structured relationships between developers and the communities that accommodate these large projects.

Councillor Matthew Hicks, leader of Suffolk County Council, said:

"Energy projects have always had the potential to boost our local economy – and they should be a key part of the post-Covid-19 economic recovery in Suffolk. But if they are realised in Suffolk, we must make sure that our affected communities are protected and see genuine benefits.

"There must be proper measures in place so that developers don't just roll into town and fail to support the local economy and residents. We must see long-term financial settlements, skills development for local people and contracts for local businesses."

"We will continue to lobby government ministers at every opportunity and represent the interests of Suffolk's residents."

Councillor Richard Rout, Cabinet Member for Environment and Public Protection at Suffolk County Council, said:

"I have always said that these large energy projects will not be at any cost to Suffolk and my position hasn't changed. Our latest response to the government is part of our wider campaign to protect our county, should these projects get approval – such as our demands earlier this year for better co-ordination of offshore windfarms, which was well-received.

"We share the commitment to being a net zero nation by 2050 and understand the importance, both locally and nationally, of low carbon and renewable energy projects. But I continue to uphold my responsibility to protect both the county's residents and natural environment."

Better Broadband for Suffolk reaches 100,000th customer as third phase contract is agreed

More than 100,000 households across Suffolk are already using faster broadband, thanks to the council-led Better Broadband for Suffolk programme.

The partnership - between Suffolk County Council, Openreach, the Department for Digital, Culture, Media and Sport (DCMS), the New Anglia Local Enterprise Partnership (NALEP) and local councils – has made faster broadband available to around 150,000 premises since being launched in 2010.

It means the current total superfast broadband coverage in Suffolk stands at more than 96 per cent, with plans currently in place to reach 98 per cent coverage before the end of the year.

The team has plans to go even further, after announcing, on 3 June, an additional phase of work to provide connectivity to approximately 5,000 more premises, including over 550 businesses, in some of the most rural parts of Suffolk.

The work will be carried out by Openreach – operator of the UK’s largest phone and broadband network, used by the likes of BT, Sky, Plusnet, and TalkTalk – and is set to start as soon as deployment under the current contract ends. Work will continue until September 2022.

Faster broadband provides many benefits including staying in contact with friends and family through video conferencing services, easier web browsing and online shopping, the ability to stream high definition video, and work from home. Covid-19 has led to many of these benefits becoming even more crucial during times of social distancing and will have a large part to play during the recovery phase.

Councillor Matthew Hicks, Leader of Suffolk County Council, said:

“It is incredible to think that over 100,000 homes and businesses in Suffolk are now using Superfast Broadband as a result of this project. Faster and more reliable broadband is more important now with many of us using digital devices to stay in contact with family and friends or working from home. As Suffolk, and the rest of the UK, begin to move into the recovery phase, Superfast Broadband will continue to play a crucial role. To find out if Superfast Broadband is available in your area please contact your service provider or visit the Better Broadband for Suffolk website.

Our ambition has always been, and will always be, to achieve total Superfast Broadband coverage across Suffolk. With the contract now being signed on the third phase of the programme, we are closer to realising that goal. This will mean that some of the most rural and hard to reach premises in Suffolk will enjoy equal or faster speeds than some major cities and towns across the UK.”

Laura Whelan, Openreach’s regional director for the East of England, said:

“We’ve already made a great deal of progress across Suffolk, making faster broadband available to thousands for the first time. We know there is more to do connecting up the most remote areas, and that’s why we’re delighted to be working with Suffolk County Council on extending that reach even further. Openreach has an important role within the East of England, with more than 3,400 of our people living and working here. We’ve also recently announced a great deal of work to build full fibre in some of the most ‘hard to reach’ rural areas, including Bungay, Saxmundham and Kentford.”

Minister for Digital Infrastructure Matt Warman said:

"We've invested almost £30 million into this project to deliver faster broadband to rural homes and businesses across Suffolk. I am pleased so many people have taken up superfast and full fibre internet connections for the economic and social benefits they bring.

"But there are more homes to connect in Suffolk and across the UK, so we have pledged a further £5 billion to make sure people in hard-to-reach areas get the high-quality broadband they deserve."



SUFFOLK CONSTABULARY

ITEM 26b



Welcome to my monthly Partnership Funded PCSO report.

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

ACTIVITIES THIS MONTH

- ❖ **PCSO Darvill and myself have been given training to be able to use a handheld speed measurement device. We have since carried out multiple high visibility speed watches on Edinburgh Road, Exning Road and Mill Hill following reports from local residents.**
- ❖ **I have been very involved with a few anti-social behaviour reports in Newmarket this month which has led to carrying out 'Street A Week' surveys and liaising with various housing associations to find the best outcomes for all parties involved.**
- ❖ **I made a visit to the traveller encampment at the Newmarket Leisure Centre along with my Sergeant to issue them with 'Code of Respect' letters and find out when they intended to move on. I followed this with regular patrols of the area to deter any issues arising. As you may know they have now left the area.**
- ❖ **Following reports of cold callers from Jack Jarvis Close, we have shared crime prevention material with residents in this area.**
- ❖ **As Government Restrictions have eased more and more, Newmarket town has become progressively busier. I have been actively patrolling the High Street and The Guineas as reassurance for staff and shoppers. Newmarket residents have been fantastic during what has been a very difficult time and have been open to instruction and guidance when necessary.**
- ❖ **As some of you may be aware there was a medical emergency on Wellington Street that required the use of the town's defibrillator, the incident just goes to show how valuable the defib is to the town! The ambulance staff expressed their gratitude towards the members of the public who stepped in to help and ultimately contributed to saving the patient's life**

POLICE ADVICE AND GUIDANCE

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

Cathy Whitaker

From: tcm
Sent: 30 June 2020 16:45
To: councillors
Cc: Townclerk; Cathy Whitaker
Subject: Joint NALC/SLCC Statement on Council Meetings

Local council meetings

Following the government announcement of further easing of lockdown restrictions from 4 July, as at 26 June, both NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face to face contact. The government rules still state that we should all work from home if we can.

Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology until May 2021 and so most councils will have no need to meet in person. Furthermore, local councils have the duty to allow the public to observe council meetings without placing restrictions on the number attending, which many council meeting venues will not be able to accommodate in a safe way at this time.

However, where a local council does have an identified need to hold a physical meeting, as they are unable to conduct council business any other way, they can consider doing so from 4th July. These meetings must be managed within the social distancing and 'safer workplaces' guidance produced by Government, which includes the requirement to conduct a risk assessment to determine if it is feasible and safe to hold a physical meeting.

It is important that this risk assessment is carried out, and any identified actions to reduce risk to attendees are implemented before any face to face meetings resume. Councils must keep documentation of this risk assessment and the reasons why the council has taken the decision to return to face to face meetings.

Available here: https://www.nalc.gov.uk/coronavirus?utm_source=Members&utm_campaign=5b47419d67-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-5b47419d67-323674613&mc_cid=5b47419d67&mc_eid=95dec26140

Kind regards,

Deborah Sarson
Acting Town Council Manager



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