

Membership from May 2020

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



Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the

FINANCE & POLICY COMMITTEE

Monday 19th October 2020 at 7.00pm on Zoom

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

The meeting is held on the online Zoom platform, no special software is required. The link to join the meeting is as follows: <https://us02web.zoom.us/j/85901183721?pwd=R0lUTGpKc214WkdIakNvUGdtV0lyZz09>

Or by telephone: +442039017895/Meeting ID: 859 0118 3721 & password: 805416

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 Chairman determining whose turn it is to speak. Voting will be orally, by roll call.

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

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

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

The meeting will be recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

AGENDA

1. **CHAIR TO ANNOUNCE** that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak
2. **APOLOGIES** To receive and accept apologies for absence
3. **REGISTER OF INTERESTS** Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispositions.
4. **MINUTES OF PREVIOUS MEETING** To receive and confirm the minutes of the meeting held on 21st September 2020 and any matters arising.
5. **PUBLIC PARTICIPATION** An invitation to members of the public to put questions or statements of not more than 3 minutes duration. Resolutions can only be made on items that are on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention
6. **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION** To review cashbooks 1-4 for the previous month (herewith)
7. **BANK STATEMENTS** To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
8. **INCOME & EXPENDITURE** To receive the Income & Expenditure for the Finance & Policy Committee for the previous month (herewith)
9. **DRAFT BUDGET PROPOSAL** To receive a draft proposal for the Finance & Policy Committee for the 2021/2022 budget (herewith)
10. **TOWN COUNCIL CONSTITUTION** To review policy documents
 - a) 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.
 - b) Corporate Strategy, Medium Term Financial Strategy, IT Website and E-mail Policy

11. **TOWN COUNCIL BANK ACCOUNTS & COMPENSATION LEVEL THRESHOLDS** – To note the levels for compensation and authorise any actions
12. **HIGH STREET BANNER INCOME 2020/21** – To review the charging for current financial year
13. **LOCAL COUNCIL AWARDS SCHEME** – To note the criteria for the scheme and authorise any actions
14. **STUDLANDS LIGHTING** – To receive quotation for structural inspection and testing service
15. **DISCOVER NEWMARKET** – To note end of existing contributions plan and authorise any actions
16. **HEALTH AND SAFETY** – To receive a monthly report (to follow)
17. **CORRESPONDENCE**
18. Date of next meeting **Monday 16th November 2020**
19. To note items for consideration at the next meeting

Signed *D. Baines*

Debbie Baines, Town Clerk

DATE 13/10/2020

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 21st September 2020 at 7:00pm via Zoom

Attendance:

Councillor M Jeffreys (Chairman)
 Councillor A Appleby
 Councillor A Drummond

Councillor J Borda
 Councillor R Hood
 Councillor C O'Neill

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant, Cllr Yarrow- NTC, Sofie Able and Margo Walsh – Jockey Club and 4 Members of the Public.

	Minute	Action by
F/20/09/1	<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 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.	
F/20/09/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Kerby. Cllr Bowen was absent.	
F/20/09/3	<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> Cllr Borda declared a nonpecuniary interest in item F/20/09/13.	
F/20/09/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 17TH AUGUST 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 17th August 2020 and the following was agreed: <u>F/20/09/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 17th August 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. There were no matters arising.	
F/20/09/5	<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</u>	

TO THEIR ATTENTION

A resident spoke to item F/20//9/4.

F/20/09/6

JOCKEY CLUB PRESENTATION – CAMBRIDGESHIRE MEETING AT NEWMARKET RACECOURSES

Sophie Able, General Manager gave a presentation on the plans to manage spectators at the race meeting scheduled to be held 24th – 26th September at Newmarket.

The plans had been reviewed in detail and will follow the latest guidance on social distancing. The course will be split into three zones for personnel (green), owners and hospitality (amber) and Annual Members (blue) with one-way systems put in place to maintain social distancing at bars and food outlets. There will also be separate parking zones with no movement between them and all attendees will use private transport. The gates will be opened 2 hours prior to the start of the racing to allow for a staggered approach with face masks being worn, 2m distancing and no groups of more than 6.

There will be no tickets available on the day and all booking must be pre-registered with contact details, photo ID and post codes being supplied. All post codes will be checked and any that are found to be in a regional lockdown area will not be admitted. Attendees will be required to sign a strict Code of Conduct policy and monitors comprising of senior members of the racecourse team wearing high-vis vests will be onsite.

The Police are part of the Safety Advisory Group and have been informed of these plans. They will manage public conduct following the meeting. The plans have been formed by the Safety Advisory Group including Public Health England and will be subject to change if the advice changes.

The Mayor thanked Sophie for the update and Members wished her every success.

Margo Walsh (Racing Operations Manager) advised that the Covid-19 Steering Group had been put forward for the Suffolk Awards and had been listed as finalists.

Sophie Able and Margo Walsh left the meeting

F/20/09/7

**SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1 - CB4 FOR (AUGUST 2020)**

Members reviewed CB1 - CB4 and the following was agreed:

F/20/09/7.01 Recommendation

That the ratification of the schedules of payments for the period 01/08/2020 – 31/08/2020 (Cash Book 1 - 4) be received and adopted.

F/20/09/8

TO CONFIRM THE BANK STATEMENT BALANCES & RELATED BANK RECONCILIATION HAVE BEEN SIGNED BY THE CHAIRMAN OF F&P COMMITTEE

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/08/2020 (month 5) 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/20/09/9 **TO RECEIVE THE INCOME AND EXPENDITURE FOR AUGUST 2020**
Members received and noted the income and expenditure for August 2020. RFO confirmed that the signatories needed to sign the form to close the Barclay's staff salary account, which has a zero balance.

F/20/09/10 **TOWN COUNCIL CONSTITUTION – TO REVIEW FINANCIAL REGULATIONS AND HEALTH & SAFETY POLICY**
The Financial Regulations and Health & Safety Policy were reviewed and the following was agreed:

F/20/09/10.01 Recommendation
That the amended Financial Regulations be adopted.

F/20/09/10.02 Recommendation
That the reviewed Health & Safety Policy be adopted.

F/20/09/11 **MEMORIAL GARDENS KIOSK**
RFO presented the invoice for cleaning and removal of equipment which will be added to the outstanding rent giving a total of £1275.60. The equipment includes two freezers, a microwave and quality shelving. The following was agreed:

F/20/09/11.1 Recommendation
That the removed equipment be retained and the costs for cleaning be added to the outstanding rent invoice bringing the total to £1275.60 and if payment is not received that the matter be referred to the Small Claims Court.

F/20/09/12 **WEATHERBY CROSSING LEGAL COSTS**
RFO advised that in order to cover the shortfall in the legal costs for the Weatherby crossing hearing, a number of virements would be required.

The Mayor proposed that sharing the costs with other Authorities who will benefit from the crossing remaining open should be explored. The virements were considered and the following was agreed:

F/20/09/12.01 Recommendation
That neighbouring Authorities be requested to donate funds to total costs as follows:

SCC 20%, West Suffolk 10%, East Cambs 10% Cheveley and Wooditton Parish Councils 5% each.

That the proposed virements be made to cover 50% of the total costs by NTC.

Cllr Borda declared a nonpecuniary interest and did not vote

F/20/09/13 **GRANT**
The request for a grant for the SOS bus was considered and owing to the

uncertainty of the strains on the budget for this year, the following was agreed:

F/20/09/13.01 Resolved

That the request for a grant from the SOS Bus be reconsidered in January 2021 and that funds for this project be considered for allocation in 2021/2022 when the budget is set October/November 2020.

F/20/09/14 STUDLANDS LIGHTING

The report on the Studlands Lighting was considered and the following was agreed:

F/20/09/14.01 Recommendation

That quotes for structural testing be sought and to consider an upgrade to LED lighting.

F/20/09/15 VIRTUAL MEETINGS

Town Clerk advised that there was no change to the NALC guidance and virtual meetings would continue.

F/20/09/16 HEALTH & SAFETY

The monthly Health & Safety reports for August 2020 were received and noted.

F/20/09/17 CORRESPONDENCE

None noted.

F/20/09/18 DATE OF NEXT MEETING

Monday 19th October 2020 via Zoom.

F/20/09/19 ITEMS FOR THE NEXT AGENDA

None noted

Meeting closed at 7:45

Signed _____ Date _____

Date: 05/10/2020

Newmarket Town Council

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Time: 16:45

Cashbook 1

User: CEW

Current Account

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		712,958.58					712,958.58	
	Banked: 14/09/2020	456.00						
	Sales Recpts Page 2221	456.00	456.00		101			Sales Recpts Page 2221
Total Receipts for Month		456.00	456.00	0.00			0.00	
Cashbook Totals		<u>713,414.58</u>	<u>456.00</u>	<u>0.00</u>			<u>712,958.58</u>	

Payments for Month 6					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2020	Barclaycard Account	DDR	186.11			208		186.11	July Barclaycard Statement
02/09/2020	Total Gas and Power Ltd	DDR	312.78	312.78		501			219292507/20/2838/CONTR
07/09/2020	Norfolk Parish Training & Supp	18741	50.00	50.00		501			18741/2862/MH20/071/Norf Pa
07/09/2020	Kallkwik	83822	1,650.00	1,650.00		501			83822/2863/MH20/095/Kallk
10/09/2020	British Telecom	ddr	46.80	46.80		501			CORRECTION/2860/CORRE
12/09/2020	N-CIS	DDR	558.85	558.85		501			7891/2869/CONTRACT/N-CIS
14/09/2020	Crach Cleaner Ltd	0001	675.60	675.60		501			0001/2878/MH20/091/Crach Clean
14/09/2020	Iliffe Media Publishing Ltd	I90996	120.00	120.00		501			CR2223/2874/MH19/332/Iliff Me
14/09/2020	Camera Press Ltd	215903	165.60	165.60		501			215903/2872/MH20/100/Ca Pr
14/09/2020	Simplicity	614627	296.46	296.46		501			614627/2871/CONTRACT/Si
14/09/2020	Ellis Whittam Ltd	019924	205.86	205.86		501			SINV019924/2870/CONTRA
14/09/2020	Ellis Whittam Ltd	019750	7,344.55	7,344.55		501			SINV019750/2868/CONTRA
14/09/2020	Ken Booth & Co Ltd	346771	166.45	166.45		501			346771/2867/MH20/099/Ke Booth
14/09/2020	Phillip Green	2/09/20	110.00	110.00		501			2/09/20/2866/CONTRACT/P
15/09/2020	West Suffolk Council	DDR	599.00			4011	120	599.00	WSC Rates installment
15/09/2020	West Suffolk Council	DD	355.00			4011	202	355.00	WSC Rates installment
21/09/2020	RBL NEWMARKET	BACS	15.00			4079	101	15.00	poppywreath for VJ service
21/09/2020	Kallkwik	83912/2879	216.00	216.00		501			83912/2879/CONTRACT/Kal
21/09/2020	West Suffolk Council	1136152	250.00	250.00		501			1136152/2880/MH20/103/W Suf
21/09/2020	Simplicity	615617	237.17	237.17		501			615617/2881/CONTRACT/Si
21/09/2020	Activ Security (UK) Ltd	5004064	234.00	234.00		501			5001064/2883/MH20/107/A Se
21/09/2020	Quadient UK Limited	83039276	500.00	500.00		501			83039276/2884/CONTRACT/
21/09/2020	Simplicity	616603	296.46	296.46		501			616603/2885/CONTRACT/Si
21/09/2020	Cooleraid Ltd	1513000	115.68	115.68		501			1513000/2886/CONTRACT/
21/09/2020	Ken Booth & Co Ltd	347894	37.10	37.10		501			347894/2887/MH20/108/Ke Booth
21/09/2020	Total Gas and Power Ltd	DDR	869.77	869.77		501			219618787/20/2865/CONTR
28/09/2020	Dorans Plumbing	2069/2888	294.77	294.77		501			2069/2888/MH20/109/Doran Plum
28/09/2020	Mrs Hart	23SEPT20	250.00	250.00		501			23SEPT2020/2889/CONTRA

Payments for Month 6					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									H
28/09/2020	Ken Booth & Co Ltd	348756	78.32	78.32		501			348756/2890/MH20/110/Ke Booth
28/09/2020	Complete Business Solutions Gr	02428370	70.14	70.14		501			SINV02428370/2891/NH20/
28/09/2020	Cooleraid Ltd	1504166	211.20	211.20		501			1504166/2892/CONTRACT/
28/09/2020	Simplicity	617612	296.46	296.46		501			617612/2893/CONTRACT/Si
28/09/2020	Kallkwik	83823	1,866.00	1,866.00		501			83823/2894/MH20/095/Kallk
28/09/2020	Total Gas and Power Ltd	DDR	57.50	57.50		501			220291550/20/2882/CONTR
29/09/2020	Total Gas and Power Ltd	DDR	47.47	47.47		501			220779091/20/2875/CONTR
29/09/2020	Total Gas and Power Ltd	DD	334.83	334.83		501			220779070/20/2876/CONTR
29/09/2020	Total Gas and Power Ltd	ddr	32.94	32.94		501			20779080/20/2877/CONTR
29/09/2020	Barclaycard Account	DD	503.53			208		503.53	August statement payment
30/09/2020	Petty Cash	300763	118.45			210		118.45	Sept PCash
30/09/2020	Unity Trust Bank	BANKCHARG	33.75			4051	101	33.75	Unity Trust Bank/service chg
Total Payments for Month			19,809.60	17,998.76	0.00			1,810.84	
Balance Carried Fwd			693,604.98						
Cashbook Totals			713,414.58	17,998.76	0.00			695,415.82	

Receipts for Month 6				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		150.00					150.00	
Banked: 30/09/2020		118.45						
300763	Current Account	118.45			201		118.45	Sept PCash
Total Receipts for Month		118.45	0.00	0.00			118.45	
Cashbook Totals		<u>268.45</u>	<u>0.00</u>	<u>0.00</u>			<u>268.45</u>	

Payments for Month 6				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/09/2020	Petty Cash Sept 2020	PETTYCASH	118.45			4051	101	6.85	PCash/interest on Barclays acc
						4020	102	11.60	PCash/staff parking
						4037	202	100.00	PCash/mobile welding for cem
Total Payments for Month			118.45	0.00	0.00			118.45	
Balance Carried Fwd			150.00						
Cashbook Totals			268.45	0.00	0.00			268.45	

Receipts for Month 6				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	27,819.22					27,819.22	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>27,819.22</u>	<u>0.00</u>	<u>0.00</u>			<u>27,819.22</u>	

Payments for Month 6				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/09/2020	Peoples Pension	DDR	281.76			514		281.76	Peoples Pension/M6 WPP
24/09/2020	Net Salaries M6	BACS	8,885.40			516		8,885.40	Net Salaries M6
28/09/2020	HM Cumbernauld	0011086606	2,745.76			515		2,745.76	HMRC/M6 PAYE/NICs
30/09/2020	Unity Trust Bank	BANKCHARG	18.00			4051	101	18.00	Unity Trust Bank/service chg
Total Payments for Month			11,930.92	0.00	0.00			11,930.92	
Balance Carried Fwd			15,888.30						
Cashbook Totals			27,819.22	0.00	0.00			27,819.22	

Receipts for Month 6			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 01/09/2020	186.11						
	DDR Current Account	186.11			201		186.11	July Barclaycard Statement
	Banked: 29/09/2020	503.53						
	DD Current Account	503.53			201		503.53	August statement payment
	Total Receipts for Month	689.64	0.00	0.00			689.64	
	Balance Carried Fwd	794.09						
	Cashbook Totals	1,483.73	0.00	0.00			1,483.73	

Date: 05/10/2020

Newmarket Town Council

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Time: 16:46

Cashbook 4

User: CEW

Barclaycard Account

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :		601.74					601.74	
02/09/2020	card/Adobe acropro	CCLIC0209	15.17		2.53	4025	101	12.64	card/Adobe acropro monthly lic
03/09/2020	card/Homebase	CC52	72.73		12.12	4036	202	18.33	card/padlocks for chapel
						4036	120	42.28	card/painting window sills
10/09/2020	card/All Saints Conv Store	CC53	0.75			4020	102	0.75	card/staff refr
10/09/2020	card/West suffolk Council	CC54	231.00			4025	101	231.00	card/Cert of Lawful Dev.Pav
10/09/2020	card/All Saints Conv Stores	CC62	7.80			4028	101	7.80	card/paper bill25/7-29/8/2020
11/09/2020	card/Banana Print	CC55	15.85			4023	101	15.85	card/Bus.Cards May/TC
14/09/2020	card/Telefonica UK Ltd	CC56	30.00		5.00	4021	101	25.00	card/topup TK mobile
15/09/2020	card/Tesco	CC57	20.00		3.33	4039	200	16.67	card/van fuel
15/09/2020	card/Wickes	CC58	16.00		2.66	4029	200	13.34	card/cutters&woodglue
18/09/2020	card/Amazon	CC64	21.98		3.66	4029	200	18.32	card/plugs
20/09/2020	card/Adobe Acropro	CCLIC2009	25.28		4.21	4025	101	21.07	card/Adobe Acropro monthly lic
23/09/2020	card/Amazon	CC63	21.69		3.62	4018	101	18.07	card/ink RFO
24/09/2020	card/TK Maxx	CC59	19.99		3.33	4010	102	16.66	card/TK fleece
29/09/2020	card/Mountain Warehouse	XX60	37.38		6.23	4018	101	31.15	card/laptopBag&cover
29/09/2020	card/CEX	CC61	265.00		44.17	4019	101	220.83	card/TK laptop
29/09/2020	card/Zoom	CC66	14.39		2.40	4115	101	11.99	card/virtual conferencing fees
30/09/2020	card/Amazon	CC65	66.98		11.17	4019	101	55.81	card/TK laptopcover & screen
Total Payments for Month			881.99	0.00	104.43			777.56	
Cashbook Totals			1,483.73	0.00	104.43			1,379.30	

05/10/2020

Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading as at 30/9/2020

Month No: 6

Committee Report FINANCE & POLICY

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy								
100 Precept								
1176 Precept Received	0	665,114	665,114	0			100.0%	
Precept :- Income	0	665,114	665,114	0			100.0%	0
Net Income	0	665,114	665,114	0				
101 Administration								
1003 Banner Income	0	0	1,000	1,000			0.0%	
1103 Rent Receivable	0	0	75	75			0.0%	
1190 Interest Received	0	1	50	49			2.3%	
Administration :- Income	0	1	1,125	1,124			0.1%	0
4008 Staff Training	436	1,196	2,500	1,304		1,304	47.8%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	49	184	1,500	1,316		1,316	12.3%	
4019 New IT System/Hardware	277	277	2,030	1,753		1,753	13.6%	
4021 Telephone and Fax	124	776	2,000	1,224		1,224	38.8%	
4022 Postage	500	1,107	2,100	993		993	52.7%	
4023 Stationery	74	488	2,000	1,512		1,512	24.4%	
4025 Subscriptions&Licences	265	2,844	4,000	1,156		1,156	71.1%	
4026 Insurance	195	195	11,100	10,905		10,905	1.8%	
4028 Office Maintenance	679	4,395	7,500	3,105		3,105	58.6%	
4030 Recruitment Advertising	0	0	406	406		406	0.0%	
4051 Bank Charges/Interest	59	136	600	464		464	22.7%	
4056 Legal Expenses	3,184	12,174	21,965	9,791		9,791	55.4%	
4057 Audit & Accountancy Fees	0	1,005	3,500	2,495		2,495	28.7%	
4058 Professional Fees	0	100	0	(100)		(100)	0.0%	
4059 web site	3,110	3,148	3,050	(98)		(98)	103.2%	
4060 Councillors Training	50	50	508	458		458	9.8%	
4061 Councillors Expenses	0	0	254	254		254	0.0%	
4062 Civic Regalia	0	0	305	305		305	0.0%	
4064 Town Mayor's Allowance	0	96	1,000	904		904	9.6%	
4075 Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076 Grants	0	10,000	11,300	1,300		1,300	88.5%	
4077 Marketing	100	100	785	685		685	12.7%	
4079 Grant to Royal British Legion	15	15	25	10		10	60.0%	
4083 PCSO	0	17,000	34,000	17,000		17,000	50.0%	
4090 Biodegradable Dog Poo Bags	0	0	964	964		964	0.0%	
4097 Election Costs	0	0	12,790	12,790		12,790	0.0%	

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4113 Rolling Capitol Reserve	0	0	20,000	20,000		20,000	0.0%	
4114 Other Projects / Reserves	0	0	8,799	8,799		8,799	0.0%	
4115 Coronavirus Response Costs	323	7,252	5,000	(2,252)		(2,252)	145.0%	6,263
4180 Civic Functions	0	0	2,000	2,000		2,000	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 Yellow Brick Road	0	457	2,000	1,543		1,543	22.9%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	9,439	70,995	173,231	102,236	0	102,236	41.0%	6,263
Net Income over Expenditure	(9,439)	(70,994)	(172,106)	(101,112)				
6000 plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(9,439)	(64,730)						
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	0	250	250		250	0.0%	
4028 Office Maintenance	0	0	250	250		250	0.0%	
4058 Professional Fees	2,500	2,500	2,500	0		0	100.0%	
Health & Safety :- Indirect Expenditure	2,500	2,500	3,000	500	0	500	83.3%	0
Net Expenditure	(2,500)	(2,500)	(3,000)	(500)				
Finance & Policy :- Income	0	665,115	666,239	1,124			99.8%	
Expenditure	11,939	73,495	176,231	102,736	0	102,736	41.7%	
Net Income over Expenditure	(11,939)	591,620	490,008	(101,612)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(11,939)	597,884						
Grand Totals:- Income	0	665,115	666,239	1,124			99.8%	
Expenditure	11,939	73,495	176,231	102,736	0	102,736	41.7%	
Net Income over Expenditure	(11,939)	591,620	490,008	(101,612)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(11,939)	597,884						

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021	2020/2021	2021/2022	% change
		Budget	Spend	Budget	Spend	Budget	Year To Date	Proposed Draft Budget	
101	Administration								
4008	Staff Training	£ 2,500.00	£ 4,488.00	£ 1,500.00	£ 1,631.00	£ 2,500.00	£ 1,196.00	£ 2,500.00	0%
4009	Staff Travel	£ 350.00	£ 130.00	£ 200.00	£ 315.00	£ 250.00	£ -	£ 250.00	0%
4018	Software/Computer Consumables	£ 1,007.00	£ 1,147.00	£ 1,500.00	£ 1,375.00	£ 1,500.00	£ 135.00	£ 1,500.00	0%
4019	New IT System/Hardware	£ 2,993.00	£ 3,686.00	£ 2,030.00	£ 3,926.00	£ 2,030.00	£ -	£ 2,030.00	0%
4021	Telephone and Fax	£ 7,100.00	£ 11,761.00	£ 2,500.00	£ 1,979.00	£ 2,000.00	£ 751.00	£ 2,000.00	0%
4022	Postage	£ 3,000.00	£ 1,726.00	£ 2,000.00	£ 1,783.00	£ 2,100.00	£ 607.00	£ 2,100.00	0%
4023	Stationery	£ 2,200.00	£ 2,416.00	£ 2,233.00	£ 2,186.00	£ 2,000.00	£ 414.00	£ 2,000.00	0%
4025	Subscriptions&Licences	£ 1,800.00	£ 3,088.00	£ 2,800.00	£ 4,953.00	£ 4,000.00	£ 2,579.00	£ 5,700.00	43% Underbudgeted historically
4026	Insurance	£ 12,000.00	£ 7,593.00	£ 8,680.00	£ 8,590.00	£ 11,100.00	£ 195.00	£ 10,000.00	-10% re-align after previous over-budgeting
4028	Office Maintenance	£ 5,000.00	£ 6,335.00	£ 5,750.00	£ 10,781.00	£ 7,500.00	£ 4,115.00	£ 11,500.00	53% re-align after previous under-budgeting
4030	Recruitment Advertising	£ 400.00	£ -	£ 1,606.00	£ 1,671.00	£ 406.00	£ -	£ 500.00	23%
4051	Bank Charges/Interest	£ 500.00	£ 1,123.00	£ 900.00	£ 672.00	£ 600.00	£ 78.00	£ 200.00	-67%
4056	Legal Expenses	£ 8,000.00	£ 3,591.00	£ 8,000.00	£ 3,793.00	£ 13,750.00	£ 12,174.00	£ 10,000.00	-27% Ellis Whittam plus Weatherby contingency
4057	Audit & Accountancy Fees	£ 2,500.00	£ 2,746.00	£ 2,538.00	£ 3,526.00	£ 3,500.00	£ 1,005.00	£ 3,850.00	10% re-align after previous under-budgeting
4058	Professional Fees	£ -	£ 1,183.00	£ -	£ -	£ -	£ 100.00	£ 200.00	new
4059	web site	£ 500.00	£ 2,628.00	£ 508.00	£ 253.00	£ 3,050.00	£ 1,413.00	£ 1,000.00	-67% allowing for further work on new website
4060	Councillors Training	£ 500.00	£ -	£ 508.00	£ 404.00	£ 508.00	£ 50.00	£ 550.00	8%
4061	Councillors Expenses	£ 250.00	£ 54.00	£ 254.00	£ -	£ 254.00	£ -	£ 275.00	8%
4062	Civic Regalia	£ 300.00	£ 237.00	£ 305.00	£ -	£ 305.00	£ -	£ 325.00	7%
4064	Town Mayor's Allowance	£ 1,000.00	£ 144.00	£ 1,000.00	£ 457.00	£ 1,000.00	£ 96.00	£ 1,000.00	0%
4075	Grant to CAB	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	0%
4076	Grants	£ 8,000.00	£ 7,200.00	£ 3,000.00	£ 2,250.00	£ 11,300.00	£ 10,000.00	£ 5,000.00	-56%
4220	Discover Newmarket Stakeholder Fee	£ -	£ -	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	0%
4221	Yellow Brick Road	£ -	£ -	£ 2,000.00	£ 1,800.00	£ 2,000.00	£ 457.00	£ 2,000.00	0%
4222	Tourism Stakeholder Fee	£ -	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	0%
4077	Marketing	£ 5,000.00	£ 1,718.00	£ 2,900.00	£ 1,696.00	£ 2,500.00	£ 100.00	£ 3,000.00	20%
4079	Grant to Royal British Legion	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 15.00	£ 25.00	0%
4083	PCSO	£ 22,000.00	£ -	£ 34,000.00	£ 33,346.00	£ 34,000.00	£ 17,000.00	£ 34,000.00	0%
4090	Biodegradable Dog Poo Bags	£ 950.00	£ 806.00	£ 964.00	£ 614.00	£ 964.00	£ -	£ 1,000.00	4%

4091	Elections Expenses	-£ 1,500.00	£ -	£ -	£ -		£ -	£ -		
4095	Assets Purchased	£ -	£ 2,875.00	£ -	£ -		£ -	£ -		
4097	Election costs	£ -	£ 2,815.00	£ 17,900.00	£ 17,871.00	£ 12,790.00	£ -	£ 5,000.00	-61%	for bi-elections or save into bi-election EMR
4180	Civic Functions	£ 4,000.00	£ 2,101.00	£ 15.00	£ -	£ 2,000.00	£ -	£ 2,000.00	0%	Civic function costs around £2K
4113	Capital Reserve	£ -	£ -	£ -	£ -	£ 20,000.00	£ -	£ 20,000.00	0%	Recommended by the int auditors to increase general reserve
4115	Coronavirus Response Costs			£ -	£ 3,737.00	£ 5,000.00	£ 7,174.00	£ 5,000.00	0%	
4114	Other Projects / Reserves	£ -	£ -	£ -	£ -	£ 8,799.00	£ -	£ 30,000.00	n/a	to be vired to relevant codes on resolution
	Expenditure	£ 93,375.00	£ 74,616.00	£ 114,616.00	£ 118,634.00	£ 166,731.00	£ 67,654.00	£ 173,505.00	4%	
1003	Lamppost banner Income	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	0%	Jockey Club Racecourses
1005	Misc Income	£ -	£ 1,201.00	£ -	£ -	£ -		£ -		
1103	Rent receivable	£ -	£ 75.00	£ -	£ 75.00	£ 75.00	£ -	£ 75.00	0%	land adj to allotments
1174	Grants Received SCC	£ -	£ 2,875.00	£ -	£ -	£ -		£ -		
1190	Interest Received	£ 250.00	£ 221.00	£ 254.00	£ 35.00	£ 50.00	£ 1.00	£ -	-100%	interest is minimal
	Income	£ 250.00	£ 5,372.00	£ 1,254.00	£ 1,110.00	£ 1,125.00	£ 1.00	£ 1,075.00	-4%	
103	Health & Safety									
4020	Misc. Staff Costs	£ -	£ 120.00	£ -	£ 189.00	£ 250.00	£ -	£ 250.00	0.00%	
4028	Office Maintenance	£ -	£ 70.00	£ 250.00	£ 95.00	£ 250.00	£ -	£ 250.00	0.00%	
4058	Professional Fees	£ 2,500.00	£ 2,500.00	£ 500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	0.00%	
	Expenditure	£ 2,500.00	£ 2,690.00	£ 750.00	£ 2,784.00	£ 3,000.00	£ 2,500.00	£ 3,000.00	0.00%	
4200	Capital Expenditure	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	Expenditure	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	Total Expenditure	£ 95,875.00	£ 77,306.00	£ 115,366.00	£ 121,418.00	£ 169,731.00	£ 70,154.00	£ 176,505.00	3.99%	
	Total Income	£ 250.00	£ 5,372.00	£ 1,254.00	£ 1,110.00	£ 1,125.00	£ 1.00	£ 1,075.00	-4.44%	
	Net Income	-£ 95,625.00	-£ 71,934.00	-£ 114,112.00	-£ 120,308.00	-£ 168,606.00	-£ 70,153.00	-£ 175,430.00	4.05%	£6,824

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Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading as at 30/9/2020

Month No: 6

Committee Report FINANCE & POLICY

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy								
100 Precept								
1176 Precept Received	0	665,114	665,114	0			100.0%	
Precept :- Income	0	665,114	665,114	0			100.0%	0
Net Income	0	665,114	665,114	0				
101 Administration								
1003 Banner Income	0	0	1,000	1,000			0.0%	
1103 Rent Receivable	0	0	75	75			0.0%	
1190 Interest Received	0	1	50	49			2.3%	
Administration :- Income	0	1	1,125	1,124			0.1%	0
4008 Staff Training	436	1,196	2,500	1,304		1,304	47.8%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	49	184	1,500	1,316		1,316	12.3%	
4019 New IT System/Hardware	277	277	2,030	1,753		1,753	13.6%	
4021 Telephone and Fax	124	776	2,000	1,224		1,224	38.8%	
4022 Postage	500	1,107	2,100	993		993	52.7%	
4023 Stationery	74	488	2,000	1,512		1,512	24.4%	
4025 Subscriptions&Licences	265	2,844	4,000	1,156		1,156	71.1%	
4026 Insurance	195	195	11,100	10,905		10,905	1.8%	
4028 Office Maintenance	679	4,395	7,500	3,105		3,105	58.6%	
4030 Recruitment Advertising	0	0	406	406		406	0.0%	
4051 Bank Charges/Interest	59	136	600	464		464	22.7%	
4056 Legal Expenses	3,184	12,174	21,965	9,791		9,791	55.4%	
4057 Audit & Accountancy Fees	0	1,005	3,500	2,495		2,495	28.7%	
4058 Professional Fees	0	100	0	(100)		(100)	0.0%	
4059 web site	3,110	3,148	3,050	(98)		(98)	103.2%	
4060 Councillors Training	50	50	508	458		458	9.8%	
4061 Councillors Expenses	0	0	254	254		254	0.0%	
4062 Civic Regalia	0	0	305	305		305	0.0%	
4064 Town Mayor's Allowance	0	96	1,000	904		904	9.6%	
4075 Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076 Grants	0	10,000	11,300	1,300		1,300	88.5%	
4077 Marketing	100	100	785	685		685	12.7%	
4079 Grant to Royal British Legion	15	15	25	10		10	60.0%	
4083 PCSO	0	17,000	34,000	17,000		17,000	50.0%	
4090 Biodegradable Dog Poo Bags	0	0	964	964		964	0.0%	
4097 Election Costs	0	0	12,790	12,790		12,790	0.0%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4113 Rolling Capitol Reserve	0	0	20,000	20,000		20,000	0.0%	
4114 Other Projects / Reserves	0	0	8,799	8,799		8,799	0.0%	
4115 Coronavirus Response Costs	323	7,252	5,000	(2,252)		(2,252)	145.0%	6,263
4180 Civic Functions	0	0	2,000	2,000		2,000	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 Yellow Brick Road	0	457	2,000	1,543		1,543	22.9%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	9,439	70,995	173,231	102,236	0	102,236	41.0%	6,263
Net Income over Expenditure	(9,439)	(70,994)	(172,106)	(101,112)				
6000 plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(9,439)	(64,730)						
103 Health & Safety								
4020 Misc. Staff Costs	0	0	250	250		250	0.0%	
4028 Office Maintenance	0	0	250	250		250	0.0%	
4058 Professional Fees	2,500	2,500	2,500	0		0	100.0%	
Health & Safety :- Indirect Expenditure	2,500	2,500	3,000	500	0	500	83.3%	0
Net Expenditure	(2,500)	(2,500)	(3,000)	(500)				
Finance & Policy :- Income	0	665,115	666,239	1,124			99.8%	
Expenditure	11,939	73,495	176,231	102,736	0	102,736	41.7%	
Net Income over Expenditure	(11,939)	591,620	490,008	(101,612)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(11,939)	597,884						
Grand Totals:- Income	0	665,115	666,239	1,124			99.8%	
Expenditure	11,939	73,495	176,231	102,736	0	102,736	41.7%	
Net Income over Expenditure	(11,939)	591,620	490,008	(101,612)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(11,939)	597,884						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	7,384	
105	Vat Due	8,364	
201	Current Account	693,605	
204	Staff Salary Bank Account	15,888	
208	Barclaycard Account	(794)	
210	Petty Cash	150	
	Total Current Assets		724,597
	<u>Current Liabilities</u>		
515	Paye/NI Due	0	
516	Wages Control	(0)	
565	Bookings Deposit	553	
	Total Current Liabilities		553
	Net Current Assets		724,044
	Total Assets less Current Liabilities		724,044
	<u>Represented by :-</u>		
301	Current Year Fund	407,156	
310	General Fund	132,860	
312	EMR Street Light Maintenance	1,500	
313	EMR Town Regeneration	43,557	
316	EMR Clocks/Memorials	7,205	
317	EMR Buildings-M Hall Fund	19,632	
318	EMR Buildings - Pavilion Fund	25,000	
319	EMR Disused Churchyard	2,836	
320	EMR Cooper Memorial	2,008	
322	EMR Studland Park Timers	3,500	
323	EMR Allotments	4,839	
327	EMR Legends of the Turf	2,844	
330	EMR Cemetery	31,296	
332	EMR Human Resources	13,646	
333	EMR Carnival	5,267	
334	EMR Christmas Lights	2,275	
342	EMR Memorial Gardens Masterplan	8,857	
343	EMR Workwear	818	
344	EMR Asset Sales	8,950	
	Total Equity		724,044

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	0	665,115	666,239	1,124			99.8%
Expenditure	11,939	73,495	176,231	102,736	0	102,736	41.7%
Net Income over Expenditure	<u>(11,939)</u>	<u>591,620</u>					
plus Transfer from EMR	0	6,263					
Movement to/(from) Gen Reserve	<u>(11,939)</u>	<u>597,884</u>					

Community Services

Income	4,964	19,427	71,650	52,223			27.1%
Expenditure	708	64,917	202,038	137,121	0	137,121	32.1%
Net Income over Expenditure	<u>4,256</u>	<u>(45,490)</u>					
plus Transfer from EMR	0	4,050					
Movement to/(from) Gen Reserve	<u>4,256</u>	<u>(41,440)</u>					

Leisure Services

Income	1,842	5,365	34,900	29,535			15.4%
Expenditure	4,090	67,802	207,520	139,718	0	139,718	32.7%
Net Income over Expenditure	<u>(2,248)</u>	<u>(62,438)</u>					
plus Transfer from EMR	13,290	17,700					
Movement to/(from) Gen Reserve	<u>11,042</u>	<u>(44,738)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	12,150	76,377	184,000	107,623	0	107,623	41.5%
Movement to/(from) Gen Reserve	<u>(12,150)</u>	<u>(76,377)</u>					

Development & Planning

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

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	6,806	689,907	772,789	82,882			89.3%
Expenditure	28,887	282,751	772,789	490,038	0	490,038	36.6%
Net Income over Expenditure	<u>(22,082)</u>	<u>407,156</u>	<u>0</u>	<u>(407,156)</u>			
plus Transfer from EMR	13,290	28,013					
Movement to/(from) Gen Reserve	<u>(8,791)</u>	<u>435,169</u>					

Cathy Whitaker

From: Starkey, Amy <Amy.Starkey@thejockeyclub.co.uk>
Sent: 23 September 2020 17:13
To: Cathy Whitaker
Cc: [REDACTED]
Subject: RE: NTC High Street Banners

Hi Cathy,

We used the banners this year to promote the COVID19 support effort. We would therefore appreciate if the fee could be waived. However, if not, we will pay as we wish to retain the banner slots in 2021 and beyond.

With thanks and best wishes
Amy

Amy Starkey
Regional Director, Jockey Club Racecourses - East Region

Newmarket, Huntingdon, Market Rasen and Nottingham Racecourses

T: +44 (0)1638 675501
M: +44 (0)7901 716233
W: www.newmarketracecourses.co.uk

From: Cathy Whitaker [<mailto:Cathy.whitaker@newmarket.gov.uk>]
Sent: 23 September 2020 16:19
To: Starkey, Amy <Amy.Starkey@thejockeyclub.co.uk>
Subject: NTC High Street Banners

Hello Amy,
Hope you are well.

I'm catching up on some invoicing here and wondering if the usual High Street Banner contribution is still applicable as things have been a bit strange this year?

Many thanks

Regards,

Cathy Whitaker
Finance Manager
Newmarket Town Council

King Edward VII Memorial Hall
High Street
Newmarket
CB8 8JP
01638 675915
cathy.whitaker@newmarket.gov.uk

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A guide to the Local Council Award Scheme 2016



Published by the National Association of Local Councils (NALC) on behalf of the Improvement and Development Board (IDB).

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THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL.

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB).

Councils can apply for an award at one of three levels:

The Foundation Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.

The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Quality Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

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06 AWARD CRITERIA

This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

18 ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for County Associations (CALCs) managing the process for accreditation. These are not strict rules, and CALCs can tailor this to local need in consultation with NALC.

21 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

22 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

A COUNCIL CAN REGISTER TO TAKE PART IN THE
LOCAL COUNCIL AWARD SCHEME BY VISITING
WWW.NALC.GOV.UK/LOCALCOUNCILAWARDScheme

THE STEP BY STEP PROCESS FOR APPLYING TO THE AWARD
SCHEME CAN BE FOUND IN THE ACCREDITATION PROCESS
SECTION ON PAGE 18.

THE CRITERIA IN THIS BOOKLET APPLY TO COUNCILS
SUBMITTING THEIR APPLICATIONS TO THEIR LOCAL
ACCREDITATION PANEL FROM 1 JANUARY 2016 - 31 DECEMBER
2016. THE CRITERIA FOR THE LOCAL COUNCIL AWARD SCHEME
ARE REVIEWED ANNUALLY.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council confirms by resolution at a full council meeting that it publishes online:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders and financial regulations	Council contact details and councillor information in line with the Transparency Code	
Its Code of Conduct and a link to councillors' registers of interests	Its action plan for the current year	
Its publication scheme	Evidence of consulting the community	
Its last annual return	Publicity advertising council activities	
Transparent information about council payments	Evidence of participating in town and country planning	
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		

The council also confirms by resolution at a full council meeting that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training new staff and councillors
Contracts for all members of staff		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

This evidence is not posted online, the panel may ask to see the evidence if it is considered necessary.

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body. It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.

- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices. The panel will check the minutes of meetings, financial regulations, the annual return (if relevant) and compliance with the Local Government Transparency Code.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making

and that all meetings allow the public to make representations to the council.

■ The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.

■ The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.

■ The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.

■ Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions

on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.

■ The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.

■ Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published.

■ A training policy for new staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, updating events, online courses, CPD activity and qualifications. Councillors should note that they should undertake training on financial management for which they are all responsible. In particular, the clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

TO ACHIEVE THE QUALITY AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT. THE QUALITY AWARD CRITERIA INCLUDE THE ELIGIBILITY CRITERIA FOR THE GENERAL POWER OF COMPETENCE.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Draft minutes of all council and committee meetings within four weeks of the last meeting	A community engagement policy involving two-way communication between council and community	
A Health and Safety policy	Councillor profiles	
Its policy on equality	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	
	Evidence of helping the community plan for its future	

The council also confirms by resolution at a full council meeting that it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election	A qualified clerk
Addressed complaints received in the last year	A printed annual report that is distributed at locations across the community	A clerk (and deputy) employed according to nationally or locally agreed terms and conditions
		A formal appraisal process for all staff
		A training policy and record for all staff and councillors

This evidence is not posted online, the panel may ask to see the evidence if it is considered necessary.

The council notifies the accreditation panel's co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Foundation Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Foundation award less than a year ago. Then the panel does not check the Foundation criteria again, but the council still confirms in a public meeting that it meets these criteria. It then considers the additional criteria for the Quality Award.

The panel assesses the quality of documents and information with a light touch, seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. For those documents that are not posted on the website, the panel may ask to see the evidence if it is considered necessary.

- All council policies should comply with current legislation and guidance and note the date of the next review.
- Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as possible after the meeting and within at least four weeks. The minutes will show that the council monitors its actions, internal controls and performance against the budget at least every three months.
- A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The council also gives grants to community organisations and publishes a grant awarding policy.
- Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.

■ The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.

■ Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.

■ The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.

■ The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.

- The annual report should be distributed widely. It is accepted that it cannot always be distributed to all households, but copies can be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.
- The panel seeks evidence from council documents and online information that it supports the community in planning for its future. This can include at least one contribution to creating, implementing or reviewing a parish or town plan, a design statement or a neighbourhood plan, holding community planning events, facilitating debate in the community about planning applications or registering community assets.
- The panel also seeks evidence of promoting elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor.
- At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below.
- The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.
- The panel may also seek evidence that any formal complaints received by the council during the last year have been properly addressed.
- A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.
- The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council. The clerk is expected to achieve at least 12 Continuous Professional Development Points every year. The CPD guidance on how points are allocated can be downloaded from NALC's or SLCC's websites.

Total council seats

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

4 4 5 6 6 7 8 8 9 10 10 11 12 12 13 14

Two thirds

TO ACHIEVE A QUALITY GOLD AWARD A COUNCIL
 DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS
 OF THE FOUNDATION AND QUALITY AWARDS,
 AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING
 AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE,
 COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material and at least four news bulletins a year with evidence of: — engaging with diverse groups in the community using a variety of methods — community engagement leading to positive outcomes for the community — At least four positive outcomes achieved for the community in the last six months and a broad range of council activities, including innovative projects — co-operating constructively with other organisations	

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of the council as a corporate body
Delivers best practice in meeting its duties in relation to bio-diversity and crime & disorder		Manages the performance of each individual staff member to achieve its business plan

The council notifies the accreditation panel when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online, and the prepared statements.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Foundation and Quality Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Quality Gold. The exception to this is if the council received a Foundation or Quality award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. Complying with the guidance below, the panel confirms that up-to-date documentation and information for Quality Gold is in place. The panel may ask for further information or talk to councillors and staff. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. Councils seeking the Quality Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

- In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.
- The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.
- The council works to a forward plan (or

business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.

- The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.
- These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four) of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy.
- The panel seeks at least four positive outcomes achieved for the community in the last six months and a broad range of council activities. The council is innovative; this is the case if the council undertakes actions that are still relatively unusual for a local council of its size in that county. The panel also checks that the council is co-operating with other organisations, including community

groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships.

■ The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk's role in serving the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.

■ The statement on duties related to biodiversity and crime & disorder demonstrates knowledge of the law and includes ways of reminding councillors of these duties and examples of how they are implemented.

■ The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.

■ Finally, the statement on performance management explains the process by which the performance of the council as a corporate body is constantly improved and shows how

the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. This includes confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme. It is important to show evidence that the council is a good employer.

A GUIDE TO THE ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of a local accreditation panel.

The aim of this accreditation process is to be as simple, efficient and flexible as possible. It also seeks to ensure that every council that wishes to take part in the scheme is able to, and is assessed in a reasonably consistent way.

REGISTRATION

1. The council registers its intention to apply for a specified award online at www.nalc.gov.uk/localcouncilawardscheme
2. The contact at NALC for this stage is the Improvement and Development Manager, Charlotte Eisenhart, who can also be contacted at charlotte.eisenhart@nalc.gov.uk or 020 7290 0319.
3. The council pays a registration fee to NALC to cover the costs of managing the national scheme, including: administration, national online resources, quality assurance and review processes.
4. NALC provides the applicant with a template application form and the contact details of the co-ordinator of the appropriate accreditation panel.
5. NALC provides the panel co-ordinator with information of the council's application.
6. When a council is ready to make its application to the accreditation panel, its clerk notifies the panel co-ordinator that the council has passed a resolution confirming that all the documentation and information is in place for a specified award and submits a completed application form with any additional documentation required.

7. The council pays the accreditation fee which covers the costs administering the local service.

8. The local panel co-ordinator keeps a record of all applications and monitors their progress.

9. When the accreditation panel makes its decision it informs the council. It also completes an online form to allow NALC to update national records.

ONLINE CONNECTIVITY

The Award Scheme requires councils to publish certain information and documents online. In exceptional circumstances a council may not be able to put documents online because of poor digital connectivity in the local area. In this case, the council applies to the panel co-ordinator for permission to submit evidence for an award in an alternative format. The co-ordinator must be confident that poor digital connectivity is the problem rather than an unwillingness to use an online service for publishing council documents.

THE ACCREDITATION PANEL

The accreditation panel is set up by a County Association or a regional group of County Associations. The aim of any panel arrangement is to facilitate training, promote consistency and help manage the workload. Where an individual County Association is unable to support the scheme, a council will be able to submit their application to an appropriate neighbouring or regional panel.

County Association's may adapt the accreditation process to fit local need. They are able to discuss this with the Improvement and Development Manager at NALC, for support and

guidance.

The panel co-ordinator manages a pool of up to ten potential panel members, in the expectation that between three and five members are required to review each application. The panel includes experienced councillors and clerks as well as someone independent of the sector with an understanding of local government.

Panel membership should be reviewed by the panel co-ordinator every two years.

At the beginning of the accreditation process a panel is drawn together from the pool of potential members. The panel could choose a lead panellist or chair if needed to facilitate decision making.

All panel members are expected to use email or an online service to read a council's documents and also act in the spirit of a Code of Conduct; for example, they do not assess an award for their own or a neighbouring council.

The accreditation panel determines how often an accreditation process occurs, or an appropriate trigger for this to take place. For example, a panel may decide to convene every two months or may wait until the receipt of ten applications (as long as this is no later than two months after an application has been received). Panels should note that all costs of administering the panels must be met from application fees. So, to minimise costs, the panel can convene and conduct its business remotely rather than face-to-face. The resources provided by NALC will support this way of working.

The local panels have discretion over the detail of how they organise the accreditation process. In consultation with the panel co-ordinators,

NALC will provide regularly updated guidance and support for accreditation panels.

THE ACCREDITATION PROCESS

The emphasis of the scheme is on encouraging and supporting the improvement of councils. The aim of the panel is therefore to help councils to achieve awards and panels are urged to be constructive.

The panel checks that the criteria for the relevant award have been met in published and/or requested information. Most documents and information will be posted on a website. Where it is not appropriate for a document or information to be on a website, the panel is permitted to ask to see electronic versions.

As all information and documents are available online or in electronic format, the panel's work can be done without meeting. Each member of the panel completes a form showing their responses to the co-ordinator. The co-ordinator reviews the completed forms from the panel which decides whether additional information or documents are required.

Panel members do not need to examine every document in detail but are advised to carry out spot-checks enabling them to make recommendations.

For Quality Gold, the panel may wish to discuss the council's activities with councillors, or staff or visit the parish but the cost of doing so must be covered by the fee.

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel should let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council should be given some time to respond to that feedback.

The co-ordinator informs the council of the outcome within two months of being notified of the application. They also inform NALC of the outcome and successful councils are included in a published list. NALC issues a certificate and provides resources to help the council celebrate and promote their achievement which is sent to the council and panel co-ordinator.

Councils and accreditation panels will be contacted by NALC for feedback on the process and the benefits of receiving the awards. A council may appeal to the IDB (with an additional fee) if it feels that the panel's decision is unjustified. The IDB will appoint two

representatives to review the appeal and the IDB's decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.

- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process.

The registration fee paid to NALC is £50 paid by all councils for each level regardless of size.¹

The accreditation fee² varies according to:

- the award applied for
- the income of the council
- the council's accreditation history.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Foundation Standard	£50	£80
Quality Standard	£80	£100
Quality Gold	£100	£200

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications. Those services and fees will be determined locally.

The IDB will review fee levels annually.

The fee is reduced by 20% if the council sought accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

¹ All figures quoted are excluding VAT.

² The figures quoted are the discounted rates for members of NALC. Both the registration fee and accreditation fee are reduced by 50% for member councils. Non-member councils must pay the full fee ie double the figures quoted in this grid.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year.

These reviews will alternate between:

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.
- The IDB will oversee all changes to the scheme.



Report to	Finance & Policy
Subject	Studlands Street Lighting
Purpose	Decision
Classification	Unrestricted
Meeting date	19/10/2020
Item number	13
Written By	Cathy Whitaker, RFO

Summary: This report outlines details of the essential structural inspection and testing service for the 185 street light columns in the Studlands area.

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

1. Consider the quotation from Electrical Testing Ltd – attached.
2. Approve finance for the quotation.

1.	Introduction
a.	SCC Highways reported that a structural test on the lighting columns under the responsibility of the town council was overdue.
2.	Context
a.	At the September Finance & Policy meeting it was decided to gather quotes.
b.	Electrical Testing Ltd is the company that is used by SCC Highways to carry out the work.
3.	Proposal/Options
a.	SCC Highways have not supplied a quote for this work; following repeated requests to do so.
b.	A direct quote from ET Ltd is attached for £2,214.45 (£11.97 per unit).
4.	Financial/Resource Implications
a.	The Street Lighting Repairs budget account holds £1,000 for the current financial year.
b.	The Studlands Earmarked Reserve account holds £3,500.
5.	Next Steps/Recommendations
a.	To proceed with the quote from ET Ltd, in the absence of a comparable SCC quote.
b.	To approve the transfer of the balance required from the Studlands EMR account.



ELECTRICAL TESTING LTD, THE BRIDGE, ACLE, NORWICH, NORFOLK, NR13 3AT

Attention: Cathy Whittaker
 Newmarket Town Council
 Memorial Hall,
 High St,
 Newmarket
 CB8 8JP

Our reference: NEW200110_10285

Date 13 October 2020

Dear Cathy,

Structural Inspection and Testing Services - Quotation

Further to your recent request regarding our Periodic Structural Inspection and dipstik® technology Testing Services for highway electrical equipment, I am pleased to provide you with a quotation for approximately 180 units as requested.

Our understanding of your requirement is as follows:

- Quotation for TR22 Periodic Structural Inspection and Testing from Low Level
- Structural Group Report(s) and Risk Assessment(s)
- Application Software in Easyweb SL format

To achieve this we will require our Client to provide:

- Unrestricted access to the Street Furniture
- An inventory of the Street Furniture in electronic format
- Parking Dispensation/Permits for City Centre working

Please note that our service and quotation:

- Is based on a single Inspector being able to work without restrictions 8am to 4pm Monday to Friday
- Is based on inventory contained on a reasonably sequential route
- Is based on inventory contained within a reasonable geographic location
- Traffic Management – All works will be carried out according to page 83 and 84 Safety at Street Works and Road Works – A Code of Practice. (mobile works and short duration works) Any works falling outside the scope of the above will be referred back to the Client.

Our **2020/2021** costs to provide the above Service are:

Periodic **Structural** Inspection and Testing Services

£11.97 per unit

Please see reverse for payment terms and conditions

This Quotation is valid for 90 days

All costs are subject to the addition of VAT

To proceed please confirm acceptance by return of an Official Purchase Order.



May we take this opportunity to thank you for the request to provide a quotation and should you require further information or discussion, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in blue ink that reads "mcdonald".

Matthew McDonald
Sales Representative
Electrical Testing Ltd