

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 16th November 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/87801864060?pwd=REFTNGtFREIHSnNEVE82V1dtYi93UT09>

Or by telephone: +441314601196 /Meeting ID: 878 0186 4060 & password: 804623

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' Dispensations
4. **Minutes of previous meeting** - To receive and confirm the minutes of the meeting held on 19th October 2020 and any matters arising
5. **Public participation**- The meeting is adjourned to enable members of the public 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. No person may speak on more than two items and in total for no longer than 3 minutes. 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 time permitted 15 minutes. *This is the only opportunity during the meeting, for members of the public to address Councillors*
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. **Partner Funded PCSO Services** - To note end of the SLA (31/03/2021) and consider renewal of the agreement
10. **Draft budget proposal** - To receive a draft proposal for the Finance & Policy Committee for the 2021/2022 budget (herewith)
11. **Town Council Constitution** - To review policy documents
 - a) To review existing policies: Corporate Strategy, IT Website and E-mail Policy
 - b) To consider a new policy: Protocol for Online Meetings (to follow)

12. **Public Consultation** - Committee on Standards in Public Life
13. **Health and safety** – To receive a monthly report (to follow)
14. **Correspondence**
15. Date of next meeting **Monday 14th December 2020**
16. To note items for consideration at the next meeting

Signed *D. Baines*

Debbie Baines, Town Clerk

DATE 10/11/2020

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 19th October 2020 at 7:00pm via Zoom

Attendance:

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

Councillor J Borda
Councillor R Hood
Councillor C O'Neill

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO(Minutes), Councillor K Yarrow, Members of the Public.

	Minute	Action by
F/20/10/1	<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/20/10/2	<u>APOLOGIES FOR ABSENCE</u> No apologies were received. Cllr Bowen was absent.	
F/20/10/3	<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/20/10/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21ST SEPTEMBER 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 21st September 2020 and the following was agreed: <u>F/20/10/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 21st September 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.</u> There were no matters arising.	
F/20/10/5	<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 member of the public spoke to Item 15.

**F/20/10/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION
CB1 - CB4 FOR (SEPTEMBER 2020)**

Members reviewed CB1 - CB4 and the following was agreed:

F/20/10/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/09/2020 – 30/09/2020 (Cash Book 1 - 4) be received and adopted.

**F/20/10/7 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 stated that he had not yet scrutinised the bank reconciliations relating to the end of 30/09/2020 (month 6) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks. They would be scrutinised and countersigned by the Chairman of the F&P Committee as soon as possible.

**F/20/10/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR SEPTEMBER
2020**

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

F/20/10/9 DRAFT BUDGET PROPOSAL

The draft budget for the F&P Committee for 2021/2022 was considered and the following was agreed:

F/20/10/9.01 Recommendation

That, subject to some amendments being made, the draft budget for the F&P Committee for 2021/2022 be approved.

**F/20/10/10 TOWN COUNCIL CONSTITUTION – TO REVIEW POLICY
DOCUMENTS**

F/20/10/10.01 Recommendation

That a Working Group be set up to review the Risk Management Scheme and risk score ratings; to include Councillors Jefferys, O'Neill, and Appleby.

The review of the Corporate Strategy, Medium Term Financial Strategy, IT Website and E-mail Policy was deferred.

**F/20/10/11 TOWN COUNCIL BANK ACCOUNTS COMPENSATION LEVEL
THRESHOLDS**

The Financial Services Compensation Scheme threshold levels were noted and the following was agreed:

F/20/10/11.01 Recommendation

That, subject to clarification of the ability to operate the accounts online, four

accounts would be opened with Cambridge & Counties Bank, The Cambridge Building Society, Nationwide Building Society and Nationwide Building Society; each to receive £85,000 from council funds.

F/20/10/12 HIGH STREET BANNER INCOME 220/21

A request to waive the COVID- 19 banner fees for 2020 was considered. Newmarket Town Council is very grateful to The Jockey Club for the Covid-19 response banners on the High Street. The following was agreed:

F/20/10/12.01 Recommendation

That the request for banner fees to be waived for 2020 be approved and that the council looks forward to The Jockey Club utilising this facility in the coming years.

F/20/10/13 LOCAL COUNCIL AWARDS SCHEME

The criteria for the scheme was considered and the following was agreed:

F/20/10/13.01 Recommendation

That Newmarket Town Council will work towards achieving Quality Award status under the Local Council Awards Scheme.

F/20/10/14 STUDLANDS LIGHTING

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

F/20/10/14.01 Recommendation

That quote from Electrical Testing Ltd for £2,214.45 be accepted to carry out structural testing on the Studlands Park lighting columns which are under the responsibility of Newmarket Town Council; utilising funds from the Studlands Ear-marked Reserve as necessary.

F/20/10/15 DISCOVER NEWMARKET

The end of the existing contributions plan was noted. A presentation will be requested for the November council meeting.

F/20/10/16 HEALTH & SAFETY

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

F/20/10/17 CORRESPONDENCE

None noted.

F/20/10/18 DATE OF NEXT MEETING

Monday 16th November 2020 via Zoom.

F/20/10/19 ITEMS FOR THE NEXT AGENDA

Discover Newmarket – presentation
Review of Corporate Strategy, Medium Term Financial Strategy, IT Website and E-mail Policy

Meeting closed at 7.42pm

Signed _____ Date _____

DRAFT

Date: 09/11/2020

Newmarket Town Council

Page: 1

Time: 13:02

Cashbook 1

User: CEW

Current Account

For Month No: 7

Receipts for Month 7

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 :		693,604.98					693,604.98	
	Banked: 05/10/2020	460.00						
	Sales Recpts Page 2223	460.00	460.00		101			Sales Recpts Page 2223
	Banked: 06/10/2020	1,996.80						
	Sales Recpts Page 2222	1,996.80	1,996.80		101			Sales Recpts Page 2222
	Banked: 11/10/2020	1,824.00						
	Sales Recpts Page 2225	1,824.00	1,824.00		101			Sales Recpts Page 2225
	Banked: 12/10/2020	3,300.00						
	Sales Recpts Page 2224	3,300.00	3,300.00		101			Sales Recpts Page 2224
	Banked: 14/10/2020	8,363.73						
DC	HMRC	8,363.73			105		8,363.73	VAT refund Q2
	Banked: 19/10/2020	1,275.60						
	Sales Recpts Page 2226	1,275.60	1,275.60		101			Sales Recpts Page 2226
	Banked: 23/10/2020	48.00						
	Sales Recpts Page 2227	48.00	48.00		101			Sales Recpts Page 2227
bacs	Banked: 27/10/2020	422.50						
bacs	Zurich Insurance	422.50			4037	202	422.50	Zurich Ins claim stolen bench
Total Receipts for Month		17,690.63	8,904.40	0.00			8,786.23	
Cashbook Totals		<u>711,295.61</u>	<u>8,904.40</u>	<u>0.00</u>			<u>702,391.21</u>	

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/10/2020	Phs Group Plc	67753862	177.58	177.58		501			67753862/2895/CONTRACT Gro
07/10/2020	Phs Group Plc	67753861	66.46	66.46		501			67753861/2896/CONTRACT Gro
07/10/2020	Simplicity	618712	296.46	296.46		501			618712/2897/CONTRACT/Si
07/10/2020	Abbey Security Services Ltd	33744	192.00	192.00		501			33744/2898/CONTRACT/Ab Secu
07/10/2020	Complete Business Solutions Gr	02453667	52.33	52.33		501			SINV02453667/2899/MH20/
07/10/2020	Cooleraid Ltd	1515069	136.50	136.50		501			1515069/2900/CONTRACT/
07/10/2020	Phillip Green	02102020	110.00	110.00		501			2/10/20/2901/CONTRACT/P
07/10/2020	New Heath Autos Ltd	25305	272.75	272.75		501			25305/2902/New Heath Autos Ltd
07/10/2020	Setter Limited	2668	15,874.29	15,874.29		501			2668/2904/MH20/063/Setter Limi
07/10/2020	Level Up Print Ltd	14	59.99	59.99		501			14/2905/MH20/105/Level Up Prin
07/10/2020	Rialtas Business Solutions Ltd	22348	807.60	807.60		501			SM22348/2906/CONTRACT/
07/10/2020	Rialtas Business Solutions Ltd	22349	355.20	355.20		501			SM22349/2907/CONTRACT/
07/10/2020	Ridgeons Ltd	712770	164.39	164.39		501			IA712770/2908/MH120/104
07/10/2020	Routewise Consulting	029	1,500.00	1,500.00		501			029/2909/MH20/065/Route Co
07/10/2020	Staff Salary Account	SALARIES	50,000.00			204		50,000.00	for salaries
08/10/2020	RBL Poppy Appeal	EJB10	105.00			4079	101	105.00	RBL Poppy Appeal/6 wreaths
12/10/2020	Heightsafe Systems Ltd	22611	474.00	474.00		501			22611/2911/CONTRACT/Hei
12/10/2020	Viking Direct Ltd	856609	505.15	505.15		501			856609/2912/MH20/092/Viki Di
12/10/2020	Simplicity	619871	296.46	296.46		501			619871/2915/CONTRACT/Si
12/10/2020	Anglian Water Business Nationa	229789301	183.71	183.71		501			229789301/7898024/2917/
12/10/2020	N-CIS	DDR	566.96	566.96		501			7968/2903/CONTRACT/N-CIS
15/10/2020	West Suffolk Council	20051637OC	599.00			4011	120	599.00	WSC Rates installment
15/10/2020	West Suffolk Council	20051613	355.00			4011	202	355.00	WSC Rates installment
19/10/2020	West Suffolk Council	1137482	4,754.30	4,754.30		501			1137482/2918/CONTRACT/Suf
19/10/2020	Activ Security (UK) Ltd	5004165	1,194.00	1,194.00		501			5004165/2919/CONTRACT/Se
19/10/2020	Abbey Security Services Ltd	33775	849.94	849.94		501			33775/2920/MH20/116/Abb Secu
19/10/2020	N-CIS	7979	204.58	204.58		501			7979/2921/DELEGATED/N-CIS
22/10/2020	card/Banana Print	CC85	15.85			4023	101	15.85	card/WSC&SCC contact

Payments for Month 7					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									bus cards
22/10/2020	card/Bananaprint corr	CC85CXL	-15.85			4023	101	-15.85	card/Bananaprint corr
23/10/2020	Total Gas and Power Ltd	DDR	23.21	23.21		501			221921969/20/2910/CONTR
23/10/2020	card/My Photoshop	CC86	7.99		1.33	4059	101	6.66	card/website photo
23/10/2020	card/My Photoshop corr	CC86CXL	-7.99		-1.33	4059	101	-6.66	card/My Photoshop corr
27/10/2020	Total Gas and Power Ltd	DD	35.41	35.41		501			222956002/20/2913/CONTR
27/10/2020	Total Gas and Power Ltd	ddr	365.11	365.11		501			222955991/20/2916/CONTR
27/10/2020	card/My Fotoshop	CC87	7.99		1.33	4059	101	6.66	card/website photo
27/10/2020	card/B&M	CC88	8.97		1.50	4115	101	7.47	card/wastebins for pav.toilets
27/10/2020	card/My Fotoshop corr	CC87CXL	-7.99		-1.33	4059	101	-6.66	card/My Fotoshop corr
27/10/2020	card/B&M corr	CC88CXL	-8.97		-1.50	4115	101	-7.47	card/B&M corr
29/10/2020	Barclaycard Account	BCDPAYMENT	794.09			208		794.09	Sept statement
30/10/2020	card/My fotoshop	CC89	7.99		1.33	4059	101	6.66	card/website photo
30/10/2020	card/WHSmith	CC90	3.50		0.58	4023	101	2.92	card/greeting card
30/10/2020	card/UAL Short Courses Ltd	CC91	540.00		90.00	4008	101	450.00	card/EM Social Media Mktg crse
30/10/2020	card/ My fotoshop corr	CC89CXL	-7.99		-1.33	4059	101	-6.66	card/ My fotoshop corr
30/10/2020	card/WSHmith corr	CC90CXL	-3.50		-0.58	4023	101	-2.92	card/WSHmith corr
30/10/2020	card/UAL Short Courses Ltdcorr	CC91CXL	-540.00		-90.00	4008	101	-450.00	card/UAL Short Courses Ltdcorr
31/10/2020	Anglian Water Business Nationa	290307401	42.66	42.66		501			290307401/7985042/2922/
31/10/2020	Ken Booth & Co Ltd	351185	109.36	109.36		501			351185/2923/MH20/119/Ke Booth
31/10/2020	Simplicity	620987	296.46	296.46		501			620987/2924/CONTRACT/Si
31/10/2020	West Suffolk Council	1137677	499.99	499.99		501			1137677/2925/MH20/117/W Suf
31/10/2020	West Suffolk Council	1137509	250.00	250.00		501			1137509/2926/MH20/117/W Suf
31/10/2020	Simplicity	622179	306.35	306.35		501			622179/2927/CONTRACT/Si
31/10/2020	Newprint Ltd	I519467	42.00	42.00		501			I519467/2928/MH20/111/Ne
31/10/2020	Ken Booth & Co Ltd	352219	50.69	50.69		501			352219/2929/MH20/122/Ke Booth
31/10/2020	Suffolk Police & Crime Commiss	9422005188	17,000.00	17,000.00		501			9422005188/2930/CONTRA
31/10/2020	Ambit Catering Ltd	22055	99.76	99.76		501			22055/2931/MH20/046/Ambi Cate
31/10/2020	Mrs Hart	23OCT2020	310.00	310.00		501			23OCT2020/2932/CONTRA Ha
31/10/2020	Complete Business Solutions Gr	02471283	40.74	40.74		501			SINV02471283/2933/MH20/
31/10/2020	Abbey Security Services Ltd	33898	240.00	240.00		501			33898/2934/MH18/63/Abbe Secur
31/10/2020	Anglian Water Business	C354535901	-11.74	-11.74		501			Purchase Ledger Payment

Payments for Month 7

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>
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Nationa

Total Payments for Month	100,647.74	48,794.65	0.00	51,853.09
Balance Carried Fwd	610,647.87			
Cashbook Totals	711,295.61	48,794.65	0.00	662,500.96

Receipts for Month 7				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:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>150.00</u>	<u>0.00</u>	<u>0.00</u>			<u>150.00</u>	

Payments for Month 7				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>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
	Balance Carried Fwd		150.00						
	Cashbook Totals		150.00	0.00	0.00			150.00	

Receipts for Month 7				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 :	15,888.30					15,888.30
	Banked: 07/10/2020	50,000.00					
SALARIES	Current Account	50,000.00			201		50,000.00 for salaries
Total Receipts for Month		50,000.00	0.00	0.00			50,000.00
Cashbook Totals		<u>65,888.30</u>	<u>0.00</u>	<u>0.00</u>			<u>65,888.30</u>

Payments for Month 7				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>
19/10/2020	HMRC	BACS	3,632.85			515		3,632.85	HMRC M7
20/10/2020	People's Pension	DD	384.18			514		384.18	People's Pension M7
23/10/2020	Net Salaries Oct 2020	BACS	10,060.45			516		10,060.45	Net Salaries Oct 2020 M7
Total Payments for Month			14,077.48	0.00	0.00			14,077.48	
Balance Carried Fwd			51,810.82						
Cashbook Totals			65,888.30	0.00	0.00			65,888.30	

Date: 09/11/2020

Newmarket Town Council

Page: 1

Time: 13:03

Cashbook 4

User: CEW

Barclaycard Account

For Month No: 7

Receipts for Month 7

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>
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Banked: 29/10/2020	794.09							
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BCDPAYMENT	Current Account	794.09			201		794.09	Sept statement
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Total Receipts for Month	794.09		0.00	0.00			794.09	
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Balance Carried Fwd	1,524.49							
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Cashbook Totals	<u>2,318.58</u>		<u>0.00</u>	<u>0.00</u>			<u>2,318.58</u>	
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Date: 09/11/2020

Newmarket Town Council

Page: 2

Time: 13:03

Cashbook 4

User: CEW

Barclaycard Account

For Month No: 7

Payments for Month 7

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 :			794.09					794.09	
02/10/2020	card/Adobe Acropro	CCSUBS	15.17		2.53	4025	101	12.64	card/Adobe Acropro monthllysubs
06/10/2020	card/Tindalls	CC67	19.83		3.30	4023	101	16.53	card/dividers
06/10/2020	card/Newmarket Framing	CC68	65.60			4028	101	65.60	card/frame for portrait
07/10/2020	card/Homebase	CC69	40.00		6.67	4038	120	33.33	card/draught excluders for MH
07/10/2020	card/Newmarket Electrical Ltd	CC70	126.00		21.00	4036	120	105.00	card/Lightbulbs for MHall
08/10/2020	card/Argos	CC71	12.00		2.00	4037	306	10.00	card/bolts,screws bench repair
13/10/2020	card/Newmarkt Electrical	CC72	14.40		2.40	4036	120	12.00	card/StripLight for lift/tape
13/10/2020	card/AV Unit	CC83	339.06		56.51	4056	101	282.55	card/HearingLoopW.Crossi
14/10/2020	card/B&M	CC73	9.00		1.50	4036	120	7.50	card/plug extension
14/10/2020	card/NewTax	CC74	4.20			4056	101	4.20	card/taxi for WCrossingWitness
14/10/2020	card/Cafe Nero	CC75	21.30		0.85	4056	101	20.45	card/WCrossing expenses
14/10/2020	card/Post Office	CC76	21.12		3.52	4056	101	17.60	card/WCrossing files postage
14/10/2020	card/Post Office	CC77	5.10			4181	307	5.10	card/postage for twinning
15/10/2020	card/All Saints Conv Store	CC78	6.50			4028	101	6.50	card/Nmkt Journal delivery
15/10/2020	card/Cafe Nero	CC79	23.45		1.12	4056	101	22.33	card/WCrossing expenses
15/10/2020	card/Suffolk County Council	CC84	100.00			4025	101	100.00	card/lic for inst dog bin
19/10/2020	card/Amazon	CC81	11.37			4115	101	11.37	card/Covid signage
19/10/2020	card/Amazon	CC82	5.53			4028	101	5.53	card/Anthem CD for LB
19/10/2020	card/Amazon	CC96	22.90		3.82	4019	101	19.08	card/USBmic for RFO
20/10/2020	card/O2	CC80	30.00		5.00	4021	101	25.00	card/TK-CT mobile topups
20/10/2020	card/Adobe Acropro	CCSUBS	25.28		4.21	4025	101	21.07	card/Adobe Acropro monthllysubs
22/10/2020	card/Banana Print	CC85	15.85			4023	101	15.85	card/WSC&SCC contact cards
23/10/2020	card/My Fotoshop	CC86	7.99		1.33	4059	101	6.66	card/website photo
27/10/2020	card/My Fotoshop	CC87	7.99		1.33	4059	101	6.66	card/website photo
27/10/2020	card/B&M	CC88	8.97		1.50	4115	101	7.47	card/bins for Pav toilets
29/10/2020	card/Zoom Video Communications	CC95	14.39		2.40	4115	101	11.99	card/Zoom conf subs
30/10/2020	card/My Fotoshop	CC89	7.99		1.33	4059	101	6.66	card/website photo
30/10/2020	card/WHSmith	CC90	3.50		0.58	4023	101	2.92	card/greeting card
30/10/2020	card/UAL Short Courses Ltd	CC91	540.00		90.00	4008	101	450.00	card/EM Social Media course
Total Payments for Month			1,524.49	0.00	212.90			1,311.59	
Cashbook Totals			2,318.58	0.00	212.90			2,105.68	

04/11/2020

Newmarket Town Council

Page 1

12:10

Detailed Income & Expenditure by Budget Heading as at 31/10/2020

Month No: 7

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	450	1,646	2,500	854		854	65.8%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	37	221	1,500	1,279		1,279	14.7%	
4019 New IT System/Hardware	64	341	2,030	1,689		1,689	16.8%	
4021 Telephone and Fax	130	906	2,000	1,094		1,094	45.3%	
4022 Postage	0	1,107	2,100	993		993	52.7%	
4023 Stationery	113	601	2,000	1,399		1,399	30.1%	
4025 Subscriptions&Licences	122	2,965	4,000	1,035		1,035	74.1%	
4026 Insurance	0	195	11,100	10,905		10,905	1.8%	
4028 Office Maintenance	3,565	7,960	7,500	(460)		(460)	106.1%	
4030 Recruitment Advertising	0	0	406	406		406	0.0%	
4051 Bank Charges/Interest	0	136	600	464		464	22.7%	
4056 Legal Expenses	1,847	14,022	23,965	9,943		9,943	58.5%	
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	20	3,167	3,050	(117)		(117)	103.9%	
4060 Councillors Training	0	50	508	458		458	9.8%	
4061 Councillors Expenses	0	0	254	254		254	0.0%	
4062 Civic Regalia	50	50	305	255		255	16.4%	
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	0	100	785	685		685	12.7%	
4079 Grant to Royal British Legion	105	120	25	(95)		(95)	480.0%	
4083 PCSO	17,000	34,000	34,000	0		0	100.0%	
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	6,799	6,799		6,799	0.0%	
4115 Coronavirus Response Costs	337	7,588	5,000	(2,588)		(2,588)	151.8%	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	457	914	2,000	1,086		1,086	45.7%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	24,297	95,292	173,231	77,939	0	77,939	55.0%	6,263
Net Income over Expenditure	(24,297)	(95,291)	(172,106)	(76,815)				
6000 plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(24,297)	(89,028)						
103 Health & Safety								
4020 Misc. Staff Costs	0	0	250	250		250	0.0%	
4028 Office Maintenance	0	0	250	250		250	0.0%	
4058 Professional Fees	0	2,500	2,500	0		0	100.0%	
Health & Safety :- Indirect Expenditure	0	2,500	3,000	500	0	500	83.3%	0
Net Expenditure	0	(2,500)	(3,000)	(500)				
Finance & Policy :- Income	0	665,115	666,239	1,124			99.8%	
Expenditure	24,297	97,792	176,231	78,439	0	78,439	55.5%	
Net Income over Expenditure	(24,297)	567,323	490,008	(77,315)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(24,297)	573,586						
Grand Totals:- Income	0	665,115	666,239	1,124			99.8%	
Expenditure	24,297	97,792	176,231	78,439	0	78,439	55.5%	
Net Income over Expenditure	(24,297)	567,323	490,008	(77,315)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(24,297)	573,586						

	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	24,297	97,792	176,231	78,439	0	78,439	55.5%
Net Income over Expenditure	<u>(24,297)</u>	<u>567,323</u>					
plus Transfer from EMR	0	6,263					
Movement to/(from) Gen Reserve	<u>(24,297)</u>	<u>573,586</u>					

Community Services

Income	12,029	31,456	71,650	40,194			43.9%
Expenditure	17,054	81,971	202,038	120,067	0	120,067	40.6%
Net Income over Expenditure	<u>(5,025)</u>	<u>(50,515)</u>					
plus Transfer from EMR	0	4,050					
Movement to/(from) Gen Reserve	<u>(5,025)</u>	<u>(46,465)</u>					

Leisure Services

Income	2,729	8,093	34,900	26,807			23.2%
Expenditure	17,063	84,865	207,520	122,655	0	122,655	40.9%
Net Income over Expenditure	<u>(14,334)</u>	<u>(76,771)</u>					
plus Transfer from EMR	0	17,700					
Movement to/(from) Gen Reserve	<u>(14,334)</u>	<u>(59,071)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	14,751	91,128	184,000	92,872	0	92,872	49.5%
Movement to/(from) Gen Reserve	<u>(14,751)</u>	<u>(91,128)</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	14,758	704,665	772,789	68,124			91.2%
Expenditure	73,165	355,916	772,789	416,873	0	416,873	46.1%
Net Income over Expenditure	<u>(58,407)</u>	<u>348,749</u>	<u>0</u>	<u>(348,749)</u>			
plus Transfer from EMR	0	28,013					
Movement to/(from) Gen Reserve	<u>(58,407)</u>	<u>376,762</u>					

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	1,619	
105	Vat Due	4,027	
201	Current Account	610,648	
204	Staff Salary Bank Account	51,811	
208	Barclaycard Account	(1,524)	
210	Petty Cash	150	
	Total Current Assets		666,730
	<u>Current Liabilities</u>		
501	Creditors	540	
515	Paye/NI Due	0	
516	Wages Control	(0)	
565	Bookings Deposit	553	
	Total Current Liabilities		1,093
	Net Current Assets		665,637
	Total Assets less Current Liabilities		665,637
	<u>Represented by :-</u>		
301	Current Year Fund	348,749	
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		665,637

		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	£ -	£ 13,176.00	-34%	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	£ -	£ 18,964.00	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	£ 155,645.00	-7%	
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	£ 158,645.00	-6.53%	
	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	-£ 157,570.00	-6.55%	£11,036.00



“ALL OUT FOR A BETTER NEWMARKET”- CORPORATE STRATEGY 2017-2020



FOREWORD

Welcome to Newmarket Town Council's first Corporate Strategy. It sets out our vision for the future of the town and our aims and priorities over the next three years to help take it in that direction. As you would expect, it builds on the Newmarket Vision 2013 and the emerging Newmarket Neighbourhood Development Plan and supports the aims of “Love Newmarket”, the Business Improvement District for the Town Centre.

In this document, we have firmly nailed our direction of travel by highlighting the role of the Town Council in achieving our Vision for the Town. In doing so, we acknowledge it will take a strong partnership of a number of organisations to attain our goals. As the local authority closest to the people of the town, we are uniquely situated to best represent the views of our communities and to coordinate the actions of those who can deliver improvement. “**All out for a better Newmarket**” is the recognition of where we are and what needs doing. It is a commitment to tackle the issues identified with vigour, over a reasonable period of time. The Council will be careful with public money but will not be afraid to invest in the future. We are backing this up by reviewing our governance, increasing transparency in our decision making and recruiting a new officer team to implement our strategy.

We have deliberately kept the Strategy simple, it is summarised on one page. We will supplement this with our Business Plan, which will add the “how” we are going to deliver our Strategy and give more detail about the many actions we will take to achieve our aims. This will be accompanied by a 5-year financial plan to identify the longer term fiscal implications of our decisions. We will report back to you regularly on progress

We of course have a number of statutory duties and services to administer and intend to centre “quality” into our ethos, to ensure we fulfil our role in the most efficient and cost-effective way. This has commenced by outsourcing the delivery of burial services and grounds maintenance, which will enable us to channel the cost savings in to the other priorities.

Newmarket has a number of distinctive features which makes it attractive and unique, a strong heritage and most importantly a friendly community that enjoy the benefits the Town offers. Great as our Town is, there are a number of issues which require attention if it is to truly benefit from its global recognition. The planned growth of the Town will bring benefits but will also provide challenges.

We now feel able to shape Newmarket as a place which homogenises and meets the expectations of its residents, businesses and community organisations.

Councillor A Drummond
Mayor 2016 – 2018

Councillor R Hood
Mayor 2018 -

Reviewed August 2018

Our vision:

Our Town will savour and capitalise on its history, heritage and global identity by becoming an affluent, vibrant and elegant place with a proud, engaged and empowered community. It will seek to become more a master of its own destiny through localised planning and decisive stakeholder action to develop in to a thoroughly modern town which protects its environment and amenities.

Our purpose:

To exploit the wealth generating capacity of the town by coordinating the efforts of the key stakeholders to commit to it and invest in it. We will endeavor to promote community cohesion and to ensure that all our communities and citizens derive benefits prioritised by both need and choice. We will do this by facilitation, direct delivery, working collaboratively and becoming an effective advocate.

Our Core Values

Newmarket Town Council promise to be transparent, trustworthy and diligent; providing value for money whilst empowering, listening to and working with the community to achieve success for all.

Our Priorities

Our Main Priorities are:

Outward facing:

- Promoting and maintaining the unique character of the town.
- Building a single engaged and empowered Newmarket community.
- Sustaining, developing and promoting the Town's economy and employment
- Protecting and enhancing the town's environment

Inward facing:

- Developing the potential of the Council, increasing efficiency and financial control to enable it to tackle local issues, deliver better services and provide effective leadership.

Mission Statement

Our Mission is to:

Fulfil our legal responsibilities and uphold the democratic process.

Strive to improve the quality of life of the people of Newmarket, through the provision of services, activities and events.

To encourage and support community cohesion

Newmarket Town Council is committed to:

Supporting the economic vibrancy of the town as a whole.

Providing a forum for discussion and decision making, and a platform to represent the interests of the people of Newmarket.

Promoting environmentally friendly policies.

The continued professional development of the Councillors and Officers.

ABOUT NEWMARKET TOWN COUNCIL AND OTHER GOVERNMENT

Newmarket is a Suffolk market town approximately 65 miles (105 kilometres) north of London. It is generally considered the birthplace and global centre of thoroughbred horse racing. It is a major local business cluster, with annual investment rivalling that of the Cambridge Science Park. It had a mid 2015 population of 20,936.

Newmarket has three different tiers of local government, each democratically elected, independent of each other and with very different functions. **Newmarket Town Council** is known as a “local council” and is the tier of government closest to the people. It was established 1999 however the Town had not had its own council since the 1974 Local Government reorganisation had resulted in a merger of Newmarket Urban District and Mildenhall Rural District. The historic town had previously been at the centre of local government from 1894 to 1974, through the former Newmarket Urban District Council. The Town Council is uniquely placed to build a close relationship with residents, businesses and voluntary sector, to represent and lead the local community and provide services which are needed and desired in the town.

The Town Council is responsible for a number of community facilities throughout the town, including the public office at the King Edward VII Memorial Hall, 2 closed church yards, sponsored roundabouts, various flower beds, play areas, public toilets and allotments. It also maintains the Town Clock Tower, war memorials, a number of bus shelters, street benches, Birdcage Walk, the Cooper Memorial, Bill Tutte Memorial and the statue of The Queen with mare and foal as well as street planters and hanging baskets. It administers the Newmarket Cemetery and Chapel, the Severals grass area and Memorial Hall Grounds, as well as two venues-The Memorial Hall and the Severals Pavillion. It is involved in the promotion of the Town across various media and both running and facilitating events & festivals. The Council is also responsible for a number of street lighting columns.

Newmarket Town Council comprises 18 elected Councillors, who represent four different wards in the town, Studlands Park, St. Mary's, Severals and All Saints. Council elections take place in May every 4 years, when a new council is elected. The most recent ordinary election was held in May 2015. The terms of office of councillors is four years starting on the fourth day after being elected and finishing on the fourth day after the date of the regular election four years later. The overriding duty of councillors is to the whole community, but they have a special duty to their ward constituents, including those who did not vote for them.

All councillors meet together as the full council on the fourth Monday each month (except December when it is held earlier in the month, or if the date should fall on a bank holiday), including the annual council meeting in May. Here councillors decide the Council's overall policies, set the budget each year and deal directly with the more major issues. The Council has four principal committees with separate responsibilities: Finance & Policy, Development & Planning, Community Services and Leisure Services. It also has a Human Resources Committee and an Appeals Committee which meet as necessary.

The Town Council has a staff establishment of Town Council Manager, Finance Manager, Events Manager, Administrators, Town Keeper and Caretaker.

Further information about how the Town Council operates and makes decisions is available in our Constitution which you will find on our website www.newmarket.gov.uk.

Suffolk County Council is the administrative authority for the county of Suffolk. It is responsible for major services including trading standards, education, waste disposal, archaeological services, archives, fire and rescue service, registration services, social care, transport, highways and rights of way. The County Council has responsibility for mineral, waste and its own development planning. There are two county councillors who represent the town. The second “principal authority” having responsibilities for Newmarket is **Forest Heath District Council**. Based in Mildenhall, it provides many of its services together with St Edmundsbury Borough Council as West Suffolk. District Council functions include planning and building control, environmental health, benefits, refuse collection and street cleansing, leisure, strategic housing and council tax and business rates collection. There are eight district councillors who represent Newmarket. Newmarket is within the West Suffolk parliamentary Constituency and the East of England European Parliament constituency.

In 2017, Newmarket Town Council commissioned an independent review of how it compared with best practice. The headline conclusion in the Situation Analysis by LCS Ltd was of “of a local council in administrative crisis, with a great many strategic, operational and legal issues to address, but also of councillors who recognise this position and a tremendous desire to improve rapidly. There is a lack of a real strategic direction, but certain policy decisions have been taken recently which help to point to the future”

The Council has responded to this by undertaking facilitated strategic planning and producing this, its first corporate strategy. It has reviewed and revised the majority of its governance documents, decided on its staffing structure, commenced recruitment of staff and adopted a number of policies to add detail to its strategy. The Council has also instigated a programme of increased transparency.

FUTURE DIRECTION

Newmarket Town Council’s Corporate Strategy sets out initial priorities over a three-year period in which it will lay down the foundations to achieve a longer-term vision of the town. The Town Council intends to do this through four outward facing and one inward facing priority areas:

Each of these priorities will be delivered through one or more projects for which action plans will be developed within our annual business plans.

PRIORITY 1: PROMOTING AND MAINTAINING THE UNIQUE CHARACTER OF THE TOWN.

- a) Preserve and build on the unique history and heritage of the town and ensure its special features are properly maintained.
- b) Support proactive management of the town’s conservation area and ensure listed buildings remain used and maintained.
- c) Use the Neighbourhood Plan and planning process to ensure new buildings are sympathetic to the character of the town.
- d) To support Discover Newmarket
- e) To work with Forest Heath to restore the Weekly Market to a prominent site.
- f) Facilitate a Town Museum to communicate our heritage and compliment the National Horseracing Museum; and support organisations which develop the knowledge of our local history.
- g) Lobby for the Shop Front Policy to be enforced.

PRIORITY 2: BUILDING A SINGLE ENGAGED AND EMPOWERED NEWMARKET COMMUNITY.

- a) Become an influential participant in dealing with others, working with and holding to account partners and coordinating the activities of stakeholders, to create a shared agenda, manage and improve local services.
- b) Recognise the diversity of our communities of place, origin or interest, and proactively engage with them, ensuring they are consulted, and represented. Promote connectivity between neighbourhoods
- c) Develop a Neighbourhood Plan and use it to assert more control over local planning issues and to provide an effective voice for the town in planning decisions.
- d) Work with other public bodies to eradicate homelessness in our town.
- e) Lobby for a mix of housing to meet the whole-life needs of our residents and workforce, particularly affordable housing for the young and accommodation to allow others to downsize.
- f) Lobby for adequate infrastructure and social infrastructure to serve the level of development for the town.

- g) Seek to engage with the future generation and cater better for their needs in the town. Establish a Town Council Youth Committee.
- h) Support community and voluntary organisations which forward the aims of the Council, help them work better together and encourage multi-interest, cross-community groups such as Newmarket Vision.
- i) Encourage more people to take an active interest in and become engaged with the town, its local council and voluntary sector.
- j) Work with local education establishments to increase engagement with the Town Council and support the improved education in the Town.
- k) Strive to make our Town safer.
- l) Promote and support events which build community cohesiveness or promote the town.

PRIORITY 3: SUSTAINING, DEVELOPING AND PROMOTING THE TOWN'S ECONOMY AND EMPLOYMENT

- a) Engage with trade groups, local businesses, Newmarket BIDS and others to develop the town's economy and create high value jobs.
- b) Build economic development on the uniqueness and value of the Horseracing Industry, prioritising clusters, supportive services and digital industries.
- c) Encourage the retention or replacement of employment sites and ensure provision for starter businesses.
- d) Ensure sufficient infrastructure and utilities to support business developments.
- e) Ensure that the town centre is vibrant, and attractive with a niche offer and a night time economy which caters for a wide mix of people.
- f) To facilitate a coherent town centre parking strategy.
- g) Ensure there is no net loss in town centre parking and that new housing and business development provides for adequate parking within the site.
- h) Encourage sustainable modes of transport and facilitate a multi-modal transport plan for the town.

PRIORITY 4: PROTECTING AND ENHANCING THE TOWN'S ENVIRONMENT.

- a) Protect and enhance our local environment by preserving the natural environment, biodiversity and important landscapes.
- b) Be an exemplar of sustainability by setting ourselves high environmental standards and audit our impact on the environment.
- c) Work with like-minded organisations to make the town sustainable and will investigate the "transition town" approach.
- d) To seek additional public open space and green areas in locations with an identified deficit.
- e) To raise the standard of the public realm by tackling litter, fouling, graffiti and neglected or aesthetically displeasing areas.
- f) Encourage and facilitate walking and cycling in and around the town.
- g) To lobby for and facilitate a range of additional recreation and leisure facilities.

PRIORITY 5: DEVELOP THE POTENTIAL OF THE COUNCIL, INCREASING EFFICIENCY AND FINANCIAL CONTROL TO ENABLE IT TO TACKLE LOCAL ISSUES, DELIVER BETTER SERVICES AND EFFECTIVE LEADERSHIP.

- a) Develop the capacity and diverse skill base within the council.
- b) Deliver excellent services directly or in partnership, according to both need and consumer choice.
- c) Have forward-looking governance and robust processes and controls.
- d) Take an integrated approach to management and be transparent in our dealings.

HOW IT WILL BE DELIVERED

Newmarket Town Council recognises that it does not have either the legal powers or resources to bring about all of its goals on its own. It will partner and support all organisations and projects which share its vision and aims. The Princes Foundation report which led to Newmarket Vision suggested the need for the three tiers of councils to have common goals and one could add to this, other strong players such as Newmarket BIDs, the Horse Racing industry, Newmarket Vision Steering Group, Discover Newmarket etc. They have many shared visions as would be expected, but somehow this does not seem to be sufficiently coordinated to bring about swift delivery. It is this coordination and driving role that the Town Council sees necessary for itself. There will be a vital role here for the Town Manager.

The Town Council will therefore provide a voice for the town and argue strongly for others to contribute towards its vision for Newmarket. It will help fill gaps in provision, using its unique position to coordinate effort from all stakeholders and key drivers.

It will use its business plan to translate its strategy into actions, providing details of how it will achieve and fund its aims and specify targets against which its progress can be judged. Performance data will be collected regularly and reported to councillors and the public, together with financial management information.

The Council will robustly and with flair and vigour, tackle the challenges which lie ahead.



Newmarket

TOWN COUNCIL

Social Media and Electronic Communication Policy.

Adopted 24/06/2019

Presented for review to Finance & Policy committee, 16/11/2020

The use of digital and social media and electronic communication enables the ~~Parish~~/Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves. The Council has a website, Facebook page, Twitter account and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our ~~Parish~~/Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the ~~Mayor~~Chair/Vice Chair/Deputy Mayor of the Council or the ~~TCM~~Town Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarly, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.

- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's ~~TCM~~ Town Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Parish/Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the website. The Council reserves the right to remove any or all of a local group's information from the website if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Parish/Town Council email.

Town Council staff have individual email addresses, these are monitored mainly during office hours, Monday – Friday, with the intention of responding as soon as is possible. An 'out of office' message will be used when appropriate. ~~The Town Council Manager has their own council email address tcm@newmarket.gov.uk~~
~~The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.~~

~~The TCM is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the TCM, and/or otherwise will always be copied to the TCM.~~

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copied to the Town Clerk ~~copy to the TCM. NB any emails copied to the TCM become official and will be subject to The Freedom of Information Act.~~

Comment [t1]: NB An email sent from a newmarket.gov address whether from a member of staff or a councillor, would be subject to the FOI Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting).

Members and the TCM may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype.

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council.

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.



26TH OCTOBER 2020 ([HTTPS://WWW.SALC.ORG.UK/2020/10/26/PUBLIC-CONSULTATION-COMMITTEE-ON-STANDARDS-IN-PUBLIC-LIFE/](https://www.salc.org.uk/2020/10/26/public-consultation-committee-on-standards-in-public-life/))
| BY SALLY LONGMATE ([HTTPS://WWW.SALC.ORG.UK/AUTHOR/CEOSALC-ORG-UK/](https://www.salc.org.uk/author/ceosalc-org-uk/))
IN NATIONAL CAMPAIGNS ([HTTPS://WWW.SALC.ORG.UK/CATEGORY/SALC-NEWS/NATIONAL-CAMPAIGNS/](https://www.salc.org.uk/category/salc-news/national-campaigns/)), SALC NEWS ([HTTPS://WWW.SALC.ORG.UK/CATEGORY/SALC-NEWS/](https://www.salc.org.uk/category/salc-news/))

Public consultation – Committee on Standards in Public Life

NALC have requested we circulate to all our members details of the Committee on Standards in Public Life's consultation as part of its review into the institutions, processes and structures in place to support high standards of conduct. The terms of reference of the review are to:

- review the evidence as to how well ethical standards are upheld in public life in the UK
- review the evidence on the strength of the UK's arrangements for regulating and promoting ethical standards
- review the adequacy and continuing relevance of the Seven Principles of Public Life,
- identify examples of best practice in the regulation of ethical standards
- identify examples of best practice in the promotion of cultures that celebrate and encourage high ethical standards.

The main consultation document is available here

(<https://www.gov.uk/government/consultations/standards-matter-2-public-consultation-and-public-sector-survey>).

NALC will be responding to the consultation questions as follows and are requesting feedback from local councils to help with this response. Please send representations to NALC by email to policycomms@nalc.gov.uk (mailto:policycomms@nalc.gov.uk) by 17.00 on 4 December 2020.

Question 1: Standards of Conduct in the UK

1. How well do you think ethical standards – as enshrined by the Seven Principles of Public Life – are upheld in public life today?
2. Do you believe that there have been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?
3. What do you see as the most significant threats to ethical standards in public life today?

Question 2: The Seven Principles of Public Life

1. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?
2. Would you amend or replace any of the principles or their descriptors? If so, how?

Question 3: The UK's arrangements for regulating standards

1. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?
2. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

Question 4: Best practice in standards regulation

1. What makes an effective standards regulator?
2. Do the UK's standards regulators have the right powers and remit to act effectively?
3. Should the independence of standards regulators be enhanced and protected, and if so, how?

Question 5: Creating ethical cultures

1. How can the Seven Principles best be embedded within a public sector organisation's working culture?
2. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

Townclerk

From: Gavin Snell <gavin.snell@elliswhittam.com>
Sent: 29 October 2020 10:34
To: Townclerk
Subject: Ellis Whittam acquired by Marlowe Plc.

Dear Debbie,

I am very pleased to let you know that EW has been acquired by Marlowe Plc. Marlowe is a leader in services which assure safety and regulatory compliance, whilst managing risk for businesses across the country. The different businesses within the group are focused on providing technology-enabled services across health & safety, compliance software, HR & employment law, fire safety, security, water & air hygiene and occupational health. Individually, the different companies within Marlowe are leaders in their respective fields but taken as a whole the group is able to deliver an end-to-end approach to safety & regulatory compliance.

I'm proud to say that EW will become Marlowe's platform for growth in employment Law, HR and safety compliance.

As far as our service to you is concerned, there will be no change, although I hope you will see some real improvements and exciting developments in due course. For now, it is very much business as usual. As CEO, I will continue to lead the business. EW's current directors will be continuing in their roles, as will the entire EW team. EW will keep its name and brand and we will continue to work hard to deliver a high-quality service to you.

Marlowe is investing in EW because it recognises that we are a strong business, with great client relationships and with great potential. Our plan is to become the UK leader in high quality subscription-based compliance services. In due course we will expand our service offering to provide you with a seamless, integrated way to manage all areas of compliance and safety, including hygiene, water treatment, fire safety and security and air quality and testing services.

We look forward to continuing to provide the same excellent service to you, as part of the Marlowe Group. If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Gavin Snell
CEO
[Ellis Whittam](#)

[Unsubscribe from all future emails](#)

