Membership from May 2020
Councillor Appleby
Councillor Borda
Councillor Bowen
Councillor Drummond
Councillor Hood
Councillor Jefferys - Chairman
Councillor Kerby – Vice Chairman
Councillor O'Neill
Councillor Yarrow

Newmarket TOWN COUNCIL

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

Councillors, you are hereby summoned to attend a meeting of the

Finance & Policy committee

Monday 14th December 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/83931154825?pwd=d2FZcytEeVZGSW1pN0s0Wm9vU2Uxdz09

Or by telephone: +441314601196/Meeting ID: 839 3115 4825 & password: **566298**

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. **Chairman's announcement -** That the proceedings are being recorded. 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. **Declaration of interests**
   a) Councillors are invited to raise any declarations of interest concerning items on the agenda
   b) To consider any requests for dispensation
4. **Minutes of previous meeting held 16th November 2020**
   a) To consider and adopt the minutes, as a true record of the proceedings
   b) To consider any matters arising
5. **Public participation –** an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
   Rules of public participation: no person may speak on more than two items and for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **To receive a presentation from Discover Newmarket**
7. **Submission of schedules of payments for information** - To review and approve cashbooks 1-4 for the previous month (to follow)
8. **Bank Statements** - To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
9. **Income & expenditure** - To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month (to follow)
10. **To receive and note conclusion of external audit**

11. **Town Council Constitution**
    a) Internal Control Working Group - To receive a report and consider amended policies (to follow)
    b) To receive and approve amended policies
        i. Merging of C2 Social Media Guide for Councillors and P6 IT Website and E-mail (herewith)
        ii. Corporate Strategy (to follow)
    c) Standing Orders - to consider a review of NTC Standing Orders
12. **Health and safety –** To receive a monthly report (to follow)
13. **Correspondence**
14. Date of next meeting **Monday 18th January 2021**
15. To note items for consideration at the next meeting

Signed *D. Baines* Debbie Baines, Town Clerk DATE 08/12/2021

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 16th November 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, 1 Member of the Press and 3 Members of the Public.

Minute

F/20/11/1 **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**

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/20/11/2 **Apologies For Absence**

No apologies were received. Cllrs Bowen and Kerby were absent.

F/20/11/3 **Declaration Of Member's Interests And To Remind Councillors Of The Need To Keep Up To Date Their Register Of Member's Interests And To Consider Any Requests Received For Members Dispensation**

Cllr Borda declared a nonpecuniary interest in item 14 Correspondence (Churches Together)

F/20/11/4 **To Confirm The Minutes Of The Meeting Held On 19th October 2020 And Any Matters Arising**

Members received the minutes of the Finance & Policy Committee meeting held on 19th October 2020 and the following was agreed:

F/20/11/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 19th October 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

It was noted that a presentation from Discover Newmarket had been postponed until the next meeting.

F/20/11/5 **Public Open Session**

Resident, Ian Young spoke regarding councillor attendance at the Remembrance Day Service. The Mayor confirmed that Cllrs Drummond and Hood were in attendance to represent SCC and that he would be taking up the matter of councillor attendance at the event.

F/20/11/6 **Submission Of Schedules Of Payments For Information CB1 - CB4 For (October 2020)**

Members reviewed CB1 - CB4 and the following was agreed:

F/20/11/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/10/2020 – 31/10/2020 (Cash Book 1 - 4) be received and adopted.

F/20/11/7 **To Confirm The Bank Statement Balances & Related Bank Reconciliation Have Been Signed By The Chairman Of F&P Committee**

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/10/2020 (month 7) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/20/11/8 **To Receive The Income And Expenditure For October 2020**

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

F/20/11/9 **Partner Funded PCSO Services**

It was noted that the current SLA would expire 31st March 2021 and could either be renewed or terminated. Both options were considered taking the costs, lack of meetings to give direction and the civil parking enforcement now in place into account. The following was agreed:

F/20/11/9.01 Recommendation

That the SLA for the PCSO not be renewed and the contract be terminated.

F/20/11/10 **Draft Budget Proposal**

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

F/20/11/10.01 Recommendation

That the draft budget for the F&P Committee for 2021/2022 be approved.

F/20/11/11 **Town Council Constitution – To Review Policy Documents**

The Corporate Strategy was reviewed, it was agreed that the Mayor would write an introduction regarding a commitment to implement the NNP Community Actions and report back at the next meeting.

The IT Website and E-mail Policies were reviewed and it was noted that they overlapped with the Social Media Policy. Merging the policies would be looked at and be brought back to the Committee.

A new Policy for a Protocol for Online Meetings was considered and the following was agreed:

F/20/11.11.01 Recommendation

That the Protocol for Online Meetings Policy be adopted.

F/20/11/12 **Public Consultation – Committee on Standards in Public Life**

A Working Group consisting of Cllrs Jefferys, O'Neill and Appleby would meet to prepare a response to the NALC Consultation and report to the November meeting of full Council.

F/20/11/13 **Health & Safety**

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

F/20/11/14 **Correspondence**

An e-mail received from Ellis Whittam, the council's health and safety and human resource advisors announced that their company had been acquired by the Marlowe Group.

Cllr Borda declared a nonpecuniary interest in the following item and did note vote.

The request for funding for the Churches Together Drive in Carol Service 12th December 2020 at 3:00pm at the Rowley Mile Carpark was considered and the following was agreed:

F/20/11/14.01 Recommendation

That NTC supports the request for funding for the Churches Together Drive in Carol Service 12th December 2020 and agreed to provide a grant of £1,000 from the Events budget.

F/20/11/15 **Date Of Next Meeting**

Monday 14th December 2020 via Zoom.

F/20/11/16 **Items For The Next Agenda**

- Discover Newmarket.

Meeting closed at 7:32

Signed ______________________________ Date _________________________

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **NEWMARKET TOWN COUNCIL – SF0285**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature  Date 10/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

NEWMARKET TOWN COUNCIL

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

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

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

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

27/7/2020.

and recorded as minute reference:

20/07/16.01

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

Chairman M Jeffery

Clerk D Barnes

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

www.newmarket.gov.uk

Section 2 – Accounting Statements 2019/20 for

NEWMARKET TOWN COUNCIL

	Year ending 31 March 2019 £	Year ending 31 March 2020 £	Notes and guidance: *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	411,091	273,886	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	550,174	565,779	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	392,405	148,648	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	154,998	153,717	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	77,435	89,878	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	847,351	427,830	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	273,886	316,888	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	280,049	342,857	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	4,452,315	4,481,701	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	940,673	889,349	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

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

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

Ewester.

Date 30/4/2020

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

27/7/2020

as recorded in minute reference:

20/07/17.01

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

M Jeffery

Annual Internal Audit Report 2019/20

NEWMARKET TOWN COUNCIL

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

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

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

	Yes	No	Not applicable
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken: 12/12/2019 30/06/2020

Name of person who carried out the internal audit: S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date: 03/07/2020

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

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

Item 11b

Social Media & Electronic Communication Policy

Newmarket Constitution

Merging of Social Media (C2) and Guide for Councillors and IT, Website and Email Policy (P6)
Duplication of subject matter removed and additional text shown in red.

*This Protocol was adopted by Council on ******

Document type and number: C2	
Review History	
Adopted	To F&P 14/12/20
Date of next review	January 2022

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1. Introduction

The use of digital and social media and electronic communication enables the 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 inform and provide information updates regarding activities and opportunities within our Town and promote our community positively.

2. Use of Social Media

For the purposes of this guide, the term "social media" covers sites and applications including but not restricted to Facebook, Twitter, Flickr, LinkedIn, blogs, and any similar sites which develop after the creation of this guide. It also includes comments on online newspaper articles.

This guidance applies to all Councillors and should be considered in conjunction with the Code of Conduct. It relates to all use of social media, whether inside or outside of official capacities.

2.1 **Who can use Social Media**

The Town Clerk[1] will have control of any social media sites set up for the Council as a corporate body. It is recommended that in the case of Facebook and similar sites, Councillors wishing to keep their personal life and official capacities separate should create separate accounts.

2.2 **Users Responsibilities**

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

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

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

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

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

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

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

[1] [1] Or her nominated representative (applicable throughout this policy)

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

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

2.4 **Safety**
Councillors must be aware of their own safety when placing information on the Internet and should not publish information which could give details which could leave them vulnerable. Any Councillor receiving threats, abuse or harassment via their use of social media should report it to their political group leader, Town Clerk and/or the police. They should use a secure password (generally more than eight characters long and using a mixture of letters and numbers) and never share their password with anyone.

2.5 **Information and Protection**
Councillors must not disclose information, make commitments or engage in activity on behalf of the Council unless they are authorised to do so. They should not cite or reference customers, partners or suppliers without their prior written consent. They must handle any personal or sensitive information in line with the Council's data protection policies.

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

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

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

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

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

2.7 **Best Practice**
Communications from the Council, should be civil, tasteful and relevant. Insulting or offensive language or any conduct that would not be acceptable in a workplace, should be avoided. Consideration should be given to others' privacy and for topics that may be considered controversial, such as politics or religion

.

Social media must not be used to publish content which may result in action for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to, material of an illegal, sexual or offensive nature that may bring the Council into disrepute. Social media must not be used in an abusive or hateful manner and must not breach the Council's Code of Conduct, or policies for misconduct, equal opportunities or bullying and harassment.

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

The Council's social media accounts should not be used to promote personal financial interests, commercial ventures or personal campaigns, whether or not related to the function of the Council.

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

2.8 **Breaches of this Guide**

Failure of councillors to comply with this guide may result in a formal complaint being made to the Monitoring Officer to be dealt with under the Council's Standards Procedures. Other violations of such as breaching the Data Protection Act 1988, could lead to criminal or civil action being taken against the individual(s) involved.

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

3. Town Council E-mails

The Town Clerk 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 Town Clerk, and/or otherwise will always be copied to him/her. E-mails which create obligations or give instructions on behalf of the Council must be sent by officers only.

All councillors have been issued with a Town Council "newmarket.gov.uk" email address, which should be used for communicating and discussing matters of council business.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, copied to the Town Clerk if appropriate. Email should be regarded as written paper documents for the purposes of production, use, retention and disclosure and can be called upon under the Freedom of Information Act 2000. Personal information should be treated in accordance with General Data Protection Regulations and should not be forwarded on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers. Any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

Adherence to these procedures will ensure that a complete and proper record of all correspondence is kept and recipients/senders details processed in a fair and lawful manner.