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

Newmarket
TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
FINANCE & POLICY COMMITTEE to be held at
Memorial Hall, High Street, NEWMARKET on
Monday 16th March 2020 at 7.15pm

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

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

AGENDA

1. Chairman to read Fire Safety Notice and ask if anyone intends to film or record the meeting
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATION OF MEMBERS' INTERESTS** & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
4. **MINUTES** - To receive and confirm for accuracy the Minutes of the Meeting held on 17th February 2020 and any matters arising.
5. **PUBLIC PARTICIPATION** 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions may only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION** – to review cashbooks for the previous month (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 for the previous month (herewith)
9. **MEETING START TIME** – To review
10. **NTC LAND ADJACENT TO FIELD TERRACE ROAD -** To review the rent & terms of lease (to be tabled)
11. **BUSINESS CONTINUITY PLAN** – to adopt (herewith)
12. **PAPER POLICY** - To consider a Paper Policy for NTC (verbal)
13. **HEALTH AND SAFETY –** to receive a monthly report (to be tabled)
14. **CORRESPONDENCE**:
15. Date of next meeting **Monday 20th April 2020**
16. To note items for consideration at the next meeting

Signed Deborah Sarson, Acting Town Council Manager DATE 10/03/2020

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

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Newmarket TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee
Held on Monday 17th February 2020 at 6:55pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)	Councillor R Hood
Councillor S Caesar	

Also Present: Cathy Whitaker – RFO and Julie Ashton – Minute Assistant.

	Minute	Action by
F/20/02/1	**CHAIRMAN TO READ THE FIRE SAFETY NOTICE AND ASK IF ANYONE INENDS TO FILM OR RECORD THE MEETING** The Chairman opened the meeting and advised that the Fire Safety Notice was not required and asked if anyone intended to record the meeting. There were no requests.	
F/20/02/2	**APOLOGIES FOR ABSENCE** Apologies were received from Cllrs De'Ath, Kerby and Lay.	
F/20/02/3	**DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION** None noted.	
F/20/02/4	**TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20TH JANUARY 2020 AND ANY MATTERS ARISING** Members received the minutes of the Finance & Policy Committee meeting held on 20th January 2020 and the following amendments were made Page 1 – spelling of Cllr Caesar's name was corrected. Page 3 – F/20/01/12 "Viring" was change to read "the virement of funds" in the title. Page 3 – F/20/01/12 – Recommendation numbering changed to F/20/01/12.01 Subject to the amendments being made, the following was agreed: **F/20/02/4.01 Resolved** **That the minutes of the Finance & Policy Committee meeting held on 20th January 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.** There were no matters arising.	
F/20/02/5	**PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN**	

3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION
None noted.

F/20/02/6 **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (JANUARY 2020)**
Members reviewed CB1, CB2 and CB4 and the following was agreed:

F/20/02/6.01 Recommendation
That the ratification of the schedules of payments for the period 01/01/2020 – 31/01/2020 (Cash Book 1 and 2) be received and adopted.

F/20/02/7 **FINANCE**
The Chairman of the Finance & Policy Committee confirmed that the bank reconciliations relating to the end of 31/01/2020 (month 10) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

The Income and Expenditure reports for January 2020 were received and noted.

The Committee noted that account signatories had been updated so that there were now 5 Cllrs able to sign cheques. The RFO would work on setting up online accounts for the signatories to pay by BACS for the start of the Financial Year 20/21. Following this, the Barclays Bank Salaries Account would be closed and balances transferred to the Unity Trust Salaries Account.

The Committee noted the RBS scheduled shut down of accounts software for the financial year end for 28th April 2020.

The Committee discussed how to settle the WSC invoice for the Scaltback by-election £6,395.22 as the remaining funds in Election Costs £1,015 were insufficient and the following was agreed:

F/20/02/7.01 Resolved
That funds from the following F&P budget be transferred to 4097 Election Costs:
- **4008 – Staff Training £1,000**
- **4026 – Insurance £2,300**
- **4180 – Civic Functions £1,000**
- **4077 – Marketing £1,100**

To settle the West Suffolk invoice for the Scaltback by-election £6,395.22.

F/20/02/8 **TO RECEIVE THE PCSO MONTHLY REPORT AND TO CONSIDER THE TERMS OF REFERENCE**
The January 2020 PCSO report was not available and would be presented to full Council. The Terms of Reference were reviewed and the RFO was asked to send it to all Cllrs for comments at the next full Council meeting.

F/20/02/9 **HEALTH AND SAFETY MONTHLY REVIEW**
The Health and Safety Monthly report was received and noted.

F/20/02/10 **CORRESPONDENCE**
None noted.

F/20/02/11 **DATE OF NEXT MEETING**
Monday 16th March 2020 at the Memorial Hall, High Street, Newmarket.

F/20/02/12 **ITEMS FOR THE NEXT AGENDA**

- To review the meeting start time
- To review the rent & terms of lease for NTC land at Field Terrace Road
- To review the Paper Policy for NTC

Meeting closed at 7:25pm

Signed ______________________________ Date ________________________

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Receipts for Month 11 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**376,805.02**					**376,805.02**	
000090	Banked: **03/02/2020**	**271.90**							
000090	Teadance Income		271.90		45.32	1043	301	226.58	Teadance Income/ 31Jan2020
000091	Banked: **03/02/2020**	**200.00**							
000091	Friends of All Saints School		200.00			1101	306	200.00	AllSaintsSch./sponsor a tree
bacs	Banked: **03/02/2020**	**240.00**							
	Sales Recpts Page 2185		240.00	240.00		101			Sales Recpts Page 2185
bacs	Banked: **04/02/2020**	**80.00**							
bacs	Lorna Raynor		80.00		13.33	565		66.67	h.dep. 16/5 bkg L Raynor
	Banked: **06/02/2020**	**672.00**							
	Sales Recpts Page 2183		672.00	672.00		101			Sales Recpts Page 2183
bacs	Banked: **10/02/2020**	**48.00**							
bacs	Newmarket Real Tennis Club		48.00		8.00	565		40.00	hdep.Nmkt Tennis 10/3/20
	Banked: **12/02/2020**	**640.00**							
	Sales Recpts Page 2186		640.00	640.00		101			Sales Recpts Page 2186
bacs	Banked: **13/02/2020**	**1,850.00**							
bacs	West Suffolk Council		1,850.00			1181	101	1,850.00	WSC grant for CCTVsolicitorfee
	Banked: **17/02/2020**	**6,441.11**							
	Sales Recpts Page 2187		6,441.11	6,441.11		101			Sales Recpts Page 2187
	Banked: **17/02/2020**	**222.06**							
	Sales Recpts Page 2188		222.06	222.06		101			Sales Recpts Page 2188
	Banked: **20/02/2020**	**30.00**							
	Sales Recpts Page 2189		30.00	30.00		101			Sales Recpts Page 2189
	Banked: **21/02/2020**	**3,600.00**							
	Sales Recpts Page 2190		3,600.00	3,600.00		101			Sales Recpts Page 2190
	Banked: **25/02/2020**	**599.90**							
	Sales Recpts Page 2191		599.90	599.90		101			Sales Recpts Page 2191
bacs	Banked: **25/02/2020**	**279.00**							
bacs	Jeremy Bendall		279.00		46.50	565		232.50	h.dep/J Bendall-bkg27/2/2020
000094	Banked: **27/02/2020**	**36.00**							
	Sales Recpts Page 2192		36.00	36.00		101			Sales Recpts Page 2192
000094	Banked: **27/02/2020**	**288.00**							
	Sales Recpts Page 2193		288.00	288.00		101			Sales Recpts Page 2193
	Banked: **27/02/2020**	**180.00**							
	Sales Recpts Page 2196		180.00	180.00		101			Sales Recpts Page 2196
	Banked: **28/02/2020**	**90.00**							
	Sales Recpts Page 2194		90.00	90.00		101			Sales Recpts Page 2194

Continued on Page 2

Receipts for Month 11 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: **28/02/2020**	**240.00**							
	Sales Recpts Page 2195		240.00	240.00		101			Sales Recpts Page 2195
	Total Receipts for Month	16,007.97		13,279.07	113.15			2,615.75	
	Cashbook Totals	392,812.99		13,279.07	113.15			379,420.77	

Continued on Page 3

Payments for Month 11 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
10/02/2020	Activ Security (UK) Ltd	300714	159.24	159.24		501			5003177/2618/CONTRACT/Se
10/02/2020	Advanced Cleaning Technology L	300715	529.44	529.44		501			65354/2617/MH20/004/Adv C
10/02/2020	Ambit Catering Ltd	300716	227.62	227.62		501			21912/2625/MH20/017/Ambi Cate
10/02/2020	Cooleraid Ltd	300717	83.70	83.70		501			1482408/2619/MH20/008/C
10/02/2020	Dale Jeffery Electrical Servic	300718	531.14	531.14		501			18500/2615/Dale Jeffery Electr
10/02/2020	Deborah Sarson	300719	1,786.08	1,786.08		501			C017/2624/CONTRACT/Deb Sar
10/02/2020	Newmarket Electrical Wholesale	300720	38.16	38.16		501			A91260/2621/MH20/011/Ne
10/02/2020	Penguinos	300721	140.50	140.50		501			07022020/6/2623/Penguino
10/02/2020	Ridgeons Ltd	300722	45.89	45.89		501			IA201012/2620/MH20/010/R
10/02/2020	Anglian Water Business Nationa	300723	241.47	241.47		501			354447001-6677206/2628/CONTRAC
10/02/2020	E.On Energy	DD	178.01	178.01		501			H181476CAA/2608/CONTR
10/02/2020	Corona Corporate Solutions Ltd	DDR	695.90	695.90		501			150216/2629/CONTRACT/C Co
11/02/2020	Total Gas and Power Ltd	dd	370.08	370.08		501			206297613/20/2607/CONTR
12/02/2020	Siemens Financial Services	DD	200.84		33.47	4028	101	167.37	Siemens FS/Samsung Rental
12/02/2020	N-CIS	DDR	496.81	496.81		501			7345/2622/CONTRACT/N-CIS
17/02/2020	Complete Business Solutions Gr	300724	180.91	180.91		501			SINV02191546/2632/MH20/
21/02/2020	Peoples Pension WPP Feb2020	DDR	298.34			514		298.34	Peoples Pension WPP Feb2020
24/02/2020	Deborah Sarson	300725	1,489.50	1,489.50		501			C019/2634/CONTRACT/Deb Sar
24/02/2020	Neopost Ltd	300726	310.00	310.00		501			83039269/2639/CONTRACT
24/02/2020	Quadiant Finance UK Ltd	300727	95.69	95.69		501			2020011170/2640/CONTRA
24/02/2020	GeoXphere Ltd	300728	840.00	840.00		501			42UC023-0002/2636/CONTRACT/Geo
24/02/2020	Serviceline	300729	436.12	436.12		501			0452054/2637/MH20/016/S
24/02/2020	West Suffolk Council	300730	6,395.22	6,395.22		501			1107467/2638/N/A/West Suffolk
02/03/2020	CRC Pest Control	300731	78.00	78.00		501			3344/2643/MH20/033/CRC Pest Co
02/03/2020	Mr R Watts	300732	160.00	160.00		501			BobWatts/28FEB2020/2644/
02/03/2020	Mrs Hart	300733	290.00	290.00		501			24FEB2020/2642/CONTRAC Ha

Continued on Page 4

Total Payments for Month	16,298.66	15,799.48	33.47		465.71
Balance Carried Fwd	376,514.33				
Cashbook Totals	392,812.99	15,799.48	33.47		376,980.04

Receipts for Month 11 — Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		150.00					150.00	
	Banked:	0.00							
			0.00					0.00	
	Total Receipts for Month	0.00		0.00	0.00			0.00	
	Cashbook Totals	150.00		0.00	0.00			150.00	

Continued on Page 2

Payments for Month 11 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			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 11 — Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		15,788.48					15,788.48	
bacs	Banked: 03/02/2020	0.97							
bacs	Barclays Bank		0.97			1190	101	0.97	Barclays Bank/loyalty reward
	Total Receipts for Month	0.97		0.00	0.00			0.97	
	Cashbook Totals	15,789.45		0.00	0.00			15,789.45	

Continued on Page 2

Payments for Month 11 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/02/2020	Barclays Bank	BANKCHARG	10.85			4051	101	10.85	Barclays Bank commission charg
24/02/2020	Net Salaries Feb 2020	BACS	6,527.28			516		6,527.28	Net Salaries Feb 2020
24/02/2020	HMRC Feb2020	100458	1,620.89			515		1,620.89	HMRC Feb2020
	Total Payments for Month		8,159.02	0.00	0.00			8,159.02	
	Balance Carried Fwd		7,630.43						
	Cashbook Totals		15,789.45	0.00	0.00			15,789.45	

Receipts for Month 11 | Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked:	0.00						
		0.00					0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Balance Carried Fwd	2,079.95						
	Cashbook Totals	2,079.95	0.00	0.00			2,079.95	

Continued on Page 2

Payments for Month 11 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
		Balance Brought Fwd :	866.56					866.56	
31/01/2020	card/Indeed.Com	CC86	146.65			4030	101	146.65	card/TCM rec advertising
02/02/2020	card/Adobe Acropro	CCSUBS	15.17		2.53	4018	101	12.64	card/Adobe Acropro subs
03/02/2020	card/Mountain Warehouse	CC66	20.03		3.34	4010	102	16.69	card/2 x works fleeces TK/CT
03/02/2020	card/Frames.co.uk	CC67	43.39		7.23	4038	120	36.16	card/Frame-Vision poster foyer
04/02/2020	card/Tindalls	CC68	5.90		0.98	4023	101	4.92	card/tape for Bombing Exhib
04/02/2020	card/Tindalls	CC69	25.49		4.25	4023	101	21.24	card/ink for stamps
05/02/2020	card/Tindalls	CC70	20.25		3.37	4179	303	16.88	card/PrizesBombingExhib
05/02/2020	card/Palace House	CC71	41.10		6.85	4179	303	34.25	card/PrizesBombingExhib
05/02/2020	card/QD	CC72	5.34		0.89	4179	303	4.45	card/PrizesBombingExhib
06/02/2020	card/QD	CC73	7.96			4078	120	7.96	card/refr for event
10/02/2020	card/AllSaintsConvenienceStor	CC74	5.20			4028	101	5.20	card/newspapers office
10/02/2020	card/Facebook	CCFBK	15.00			4077	101	15.00	card/Facebook
11/02/2020	card/Thurlow Nunn Standen Ltd	CC75	97.66		4.20	4010	102	72.50	card/Safety Boots TK
						4029	200	8.78	card/Safety Glasses TK
						4036	120	12.18	card/Padlock for binshed
12/02/2020	card/Iceland	CC76	1.00			4020	102	1.00	card/office milk
12/02/2020	card/Tindalls	CC77	9.99		1.67	4023	101	8.32	card/TK Diary
14/02/2020	Card/Indeed.Com	CC87	500.34			4030	101	500.34	Card/TCM rec advertising
17/02/2020	card/Mountain Warehouse	CC78	59.99		10.00	4010	102	49.99	card/waterproof trousers CT
17/02/2020	card/ShoeZone	CC79	10.04		1.67	4010	102	8.37	card/wellies CT
17/02/2020	card/Moneysoft Ltd	CC83	86.40		14.40	4025	101	72.00	card/Moneysoft Payroll licence
20/02/2020	card/Adobe Acropro	CCSUBS	25.28		4.21	4018	101	21.07	card/Adobe Acropro subs
20/02/2020	card/Telefonica O2	CC80	20.00		3.33	4021	101	16.67	card/TK mobile topup
20/02/2020	card/Shoe Doctor	CC81	10.00			4037	306	10.00	card/keys cut for Mayor
24/02/2020	card/QD	CC82	5.99		1.00	4029	200	4.99	card/Digging Fork
27/02/2020	card/SEmp Taxi Driver	CC84	3.80			4020	102	3.80	card/staff taxi
27/02/2020	card/KP Taxis	CC84	5.60			4020	102	5.60	card/staff taxi
28/02/2020	card/B&M	CC88	6.45			4443	301	6.45	card/teadance food
28/02/2020	card/QD	CC89	19.37		1.25	4443	301	18.12	card/teadance food and raffle
	Total Payments for Month		1,213.39	0.00	71.17			1,142.22	
	Cashbook Totals		2,079.95	0.00	71.17			2,008.78	

Detailed Income & Expenditure by Budget Heading as at 29/2/2020

Month No: 11 Committee Report FINANCE & POLICY M11

Finance & Policy

101 Administration

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1003	Banner Income	0	1,000	1,000	0			100.0%	
1103	Rent Receivable	0	75	0	(75)			0.0%	
1176	Precept Received	0	565,779	565,779	0			100.0%	
1190	Interest Received	1	34	254	220			13.5%	
	Administration :- Income	1	566,888	567,033	145			100.0%	0
4008	Staff Training	0	1,271	1,500	229		229	84.7%	
4009	Staff Travel	0	315	200	(115)		(115)	157.6%	
4018	Software/Computer Consumables	34	1,215	1,500	285		285	81.0%	
4019	New IT System/Hardware	0	3,926	2,030	(1,896)		(1,896)	193.4%	
4021	Telephone and Fax	266	1,837	2,500	663		663	73.5%	
4022	Postage	310	1,414	2,000	586		586	70.7%	
4023	Stationery	191	1,953	2,233	280		280	87.4%	
4025	Subscriptions&Licences	549	4,769	2,800	(1,969)		(1,969)	170.3%	
4026	Insurance	(409)	8,590	8,680	90		90	99.0%	
4028	Office Maintenance	789	10,042	5,750	(4,292)		(4,292)	174.6%	
4030	Recruitment Advertising	647	1,313	1,606	293		293	81.8%	
4051	Bank Charges/Interest	11	527	900	373		373	58.6%	
4056	Legal Expenses	150	3,793	8,000	4,207		4,207	47.4%	
4057	Audit & Accountancy Fees	0	3,526	2,538	(988)		(988)	138.9%	
4059	web site	73	253	508	255		255	49.8%	
4060	Councillors Training	0	404	508	104		104	79.5%	
4061	Councillors Expenses	0	0	254	254		254	0.0%	
4062	Civic Regalia	0	0	305	305		305	0.0%	
4064	Town Mayor's Allowance	141	457	1,000	543		543	45.7%	
4075	Grant to CAB	0	0	3,000	3,000		3,000	0.0%	
4076	Grants	0	1,750	3,000	1,250		1,250	58.3%	
4077	Marketing	15	1,303	2,900	1,597		1,597	44.9%	
4079	Grant to Royal British Legion	0	25	25	0		0	100.0%	
4083	PCSO	0	33,346	34,000	654		654	98.1%	
4090	Biodegradable Dog Poo Bags	0	614	964	350		350	63.7%	
4097	Election Costs	6,395	17,871	17,900	29		29	99.8%	
4180	Civic Functions	0	0	15	15		15	0.0%	
4220	Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221	Yellow Brick Road	0	1,350	2,000	650		650	67.5%	
4222	Tourism Stakeholder Fee	0	1,000	1,000	0		0	100.0%	
	Administration :- Indirect Expenditure	9,160	107,864	114,616	6,752	0	6,752	94.1%	0
	Net Income over Expenditure	(9,159)	459,024	452,417	(6,607)				

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
103	Health & Safety								
4020	Misc. Staff Costs	0	189	0	(189)		(189)	0.0%	
4028	Office Maintenance	0	95	250	155		155	37.9%	
4058	Professional Fees	0	2,500	500	(2,000)		(2,000)	500.0%	
	Health & Safety :- Indirect Expenditure	0	2,784	750	(2,034)	0	(2,034)	371.2%	0
	Net Expenditure	0	(2,784)	(750)	2,034				
	Finance & Policy :- Income	1	566,888	567,033	145			100.0%	
	Expenditure	9,160	110,648	115,366	4,718	0	4,718	95.9%	
	Movement to/(from) Gen Reserve	(9,159)	456,241						
	Grand Totals:- Income	1	566,888	567,033	145			100.0%	
	Expenditure	9,160	110,648	115,366	4,718	0	4,718	95.9%	
	Net Income over Expenditure	(9,159)	456,241	451,667	(4,574)				
	Movement to/(from) Gen Reserve	(9,159)	456,241						

Summary Income & Expenditure by Budget Heading as at 29/2/2020

Month No: 11

Committee Report SUMMARY DETAILS M11

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & Policy							
Income	1	566,888	567,033	145			100.0%
Expenditure	9,160	110,648	115,366	4,718	0	4,718	95.9%
Movement to/(from) Gen Reserve	(9,159)	456,241					
Community Services							
Income	6,268	72,197	73,216	1,018			98.6%
Expenditure	(2,223)	141,740	201,262	59,522	0	59,522	70.4%
Movement to/(from) Gen Reserve	8,491	(69,542)					
Leisure Services							
Income	5,733	64,534	56,990	(7,544)			113.2%
Expenditure	2,948	203,017	207,454	4,437	0	4,437	97.9%
Movement to/(from) Gen Reserve	2,784	(138,483)					
Human Resources							
Income	0	0	0	0			0.0%
Expenditure	11,961	142,686	168,850	26,164	0	26,164	84.5%
Movement to/(from) Gen Reserve	(11,961)	(142,686)					
Development & Planning							
Income	0	0	2,000	2,000			0.0%
Expenditure	0	2,531	4,000	1,469	0	1,469	63.3%
Movement to/(from) Gen Reserve	0	(2,531)					
Grand Totals:- Income	12,001	703,620	699,239	(4,381)			100.6%
Expenditure	21,846	600,622	696,932	96,309	0	96,309	86.2%
Net Income over Expenditure	(9,845)	102,998	2,307	(100,691)			
Movement to/(from) Gen Reserve	(9,845)	102,998					

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Newmarket Town Council

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date as at 29/2/2020

A/c	Description	Actual		
	Current Assets			
101	Debtors	5,928		
105	Vat Due	137		
201	Current Account	376,514		
204	Staff Salary Bank Account	7,630		
208	Barclaycard Account	(2,080)		
210	Petty Cash	150		
	Total Current Assets		388,280	
	Current Liabilities			
501	Creditors	(1,329)		
506	Proscape 10% retention	11,034		
565	Bookings Deposit	1,691		
	Total Current Liabilities		11,396	
	Net Current Assets			376,884
	Total Assets less Current Liabilities			376,884
	Represented by :-			
301	Current Year Fund	101,988		
310	General Fund	98,463		
312	EMR Street Light Maintenance	1,500		
313	EMR Town Regeneration	35,557		
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	35,346		
333	EMR Carnival	5,267		
334	EMR Christmas Lights	2,275		
342	EMRMemorial Gardens Masterplan	8,857		
343	EMR Workwear	818		
344	EMR Asset Sales	8,950		
345	EMR - MGdn Canopy	10,000		
	Total Equity			376,884

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Newmarket TOWN COUNCIL

CORONAVIRUS

BUSINESS CONTINUITY PLAN

1. SCOPE

This document provides guidance on the action to be taken should an infectious disease, specifically coronavirus, affect the Council's operations.

2. INTRODUCTION

The world is currently faced with an epidemic of the coronavirus. The worst affected countries including China and Italy have gone into lockdown to slow the spread of the disease. The fatality rate is currently estimated at 3.4% (WHO, https://www.who.int/dg/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-covid-19---3-march-2020, accessed 10.03.2020) with the elderly and those with pre-existing heart and lung conditions the most vulnerable.

Up to date information is available on the government website here: https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response

As of 10th March, the Government is not advising to take significant measures such as banning large gatherings such as sporting events or going into lockdown. However it is being suggested that the UK is now in the position that Italy was two weeks ago and as of 9th March, the country is in complete lockdown after significant spread of this highly contagious virus and nearly 500 deaths.

This plan is designed to provide business continuity should it be decided that staff should work from home and gatherings such as council meeting be suspended.

3. BASIC PRECAUTIONS

Follow government and NHS guidelines:

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell
- do not touch your eyes, nose or mouth if your hands are not clean

- Clean hard surfaces (e.g. kitchen worktops, door handles) frequently, using a normal cleaning product
- Making sure your children follow this advice.

Most people can continue to go to work, school and other public places.[1]

You only need to stay away from public places (self isolate) if advised to by the 111 online coronavirus service or a medical professional – ensure you receive written notification of this requirement for your employer.

[1]Note: this is the current government and NHS guidance valid as of 10.03.2020 and may be subject to change.

3. ADDITIONAL ACTIONS WHICH MAY CONTRIBUTE TO BUSINESS CONTINUITY

In addition to the basic health precautions outlined above there are some additional steps that can be taken which will contribute towards Business Continuity. The key risk to Council is that it is predicted that up to 1 in 5 staff may be absent at any one time. As a Council there is action we can take to limit the possibility of infection spreading amongst staff:

- Send any member of staff home who shows the slightest symptoms of feeling unwell.
- Organise activities so staff members are not working in close proximity to each other if practical.
- Where two or more members of staff share a key skill, arrange their work so that their contact with each other, either directly or through other staff members is minimised. This will reduce the likelihood of them contracting the disease simultaneously.
- Provide sanitisation gel in all office and workplaces
- Enable staff to work from home if necessary*
- Cancel, where possible, all face-to-face meetings*
- Cancel, where possible, visits to other organisations and premises*

*Not yet required (as of 10.03.2020)

4. REVIEW

The situation with the coronavirus is constantly changing so this plan will be reviewed as and when required up to daily.

5. RISK MANAGEMENT

Key Risk	Impact	Likelihood	Severity	Action	Responsible Person(s)
Not being able to pay staff	Staff default on bills such as mortgages because they haven't been paid	M	H	➢ Finance Officer to contact Adam at N-CIS IT support on 07932 452070 to gain remote access to payroll ➢ Given current situation, prepare payroll early and pay by cheque on this occasion and make any necessary amendments in the next month	Finance Officer
Not being able to pay invoices	Council develops a poor credit rating and loss of reputation, loss of key suppliers	M	H	➢ Finance Officer to contact Adam at N-CIS IT support on 07932 452070 to gain remote access to finance software ➢ Finance Officer to write cheques and get signatures by visiting the home of the signatories avoiding unnecessary personal contact ➢ Petty cash required to purchase stamps and envelopes to post cheques as no access to franking machine or use NTC credit card ➢ Majority of invoices received by post; assuming post won't be delivered if in complete shutdown but access to building to collect post could be acceptable given the circumstances	Finance Officer; signatories
Inability to respond to customer queries	➢ Loss of reputation	M	H	➢ Work with Adam at N-CIS IT support to set up call redirection to mobile numbers and/or set up a mobile group ➢ Develop a comms plan – website, Facebook, twitter etc; incoming calls telephone message; email 'out of office' notification on all email addresses ➢ Investigate admin staff having remote access to emails	Events Manager/TCM
Some staff unable to work from home	➢ Basic administration not functioning ➢ Agendas not prepared			➢ We would pay all staff if it is decided to close the office ➢ Those staff who can work from home should	TCM

	and issued ➢ Vandalism repairs not carried out ➢ Bins in Memorial Gardens not emptied			do so using remote access	
Council unable to meet	➢ Unable to make key decisions including authorising payment of accounts			➢ Emergency delegated powers to the Clerk/TCM ➢ Skype with councillors to discuss urgent matters with Clerk to use delegated powers to implement and report to the next convened council meeting (to be tested; Councillor Borda reviewing options and reporting back to TCM by Friday 13th pm)	TCM
Loss of key staff				➢ In the case of the TCM falling ill with coronavirus, delegated powers would pass to the Finance Officer in consultation with Councillors Hood and Lay ➢ In the case of the Finance Officer falling ill with coronavirus, all invoice payments would be suspended; if payroll was likely to be affected, staff would receive cheques to the same value as the previous month with payroll to be run as soon as possible afterwards and any adjustments required to be made in the following month.	Finance Officer/TCM
Staff sickness with coronavirus				➢ Staff would be paid full pay if they were instructed to self isolate on receipt of written evidence and were unable to work from home ➢ Staff would be paid full pay while off sick with coronavirus for the duration of a medical sick note	Finance Officer