

Membership from May 2020

Councillor Appleby
Councillor Borda
Councillor Bowen
Councillor Drummond
Councillor Hood
Councillor Hirst
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 17th August 2020 at 7.00pm on Zoom

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.

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

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 20th July 2020 and any matters arising
5. **PUBLIC PARTICIPATION** An invitation to members of the public to put questions or statements of not more than 3 minutes duration. Resolutions can only be made on items that are on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention
6. **SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION** – to review cashbooks 1-4 for the previous month (herewith)
7. **BANK STATEMENTS** –To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
8. **INCOME & EXPENDITURE** – to receive the Income & Expenditure for the Finance & Policy Committee for the previous month (herewith)
9. **GRANT** – To consider a request from West Suffolk Council for the ring-fencing of a grant for the Abbeycroft Explore Outdoors Adventure Days summer holiday outdoor activity initiative for summer 2021 (herewith)
10. **WEBSITE**– To consider and approve quotations to update the Town Council website to meet requirements of The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 (to be tabled)
11. **POLICIES** – To approve the schedule for policy review (to be tabled)
12. **MEETING TIMES** – To consider a change to meeting and committee start times (to be tabled)
13. **VIRTUAL MEETINGS** – To review guidance in respect of online meetings, and authorise any changes (to be tabled)
14. **MEMORIAL GARDENS KIOSK** – to receive an update regarding the outstanding invoice for kiosk hire (verbal)
15. **HEALTH AND SAFETY** – to receive a monthly report (to be tabled)
16. **CORRESPONDENCE:**
17. Date of next meeting **Monday 21st September 2020**
18. To note items for consideration at the next meeting

Signed

Debbie Baines; Town Clerk

DATE 11/08/2020

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 20th July 2020 at 7:00pm via Zoom

Attendance:

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

Councillor A Drummond
 Councillor R Hood
 Councillor C O'Neill

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 2 Members of the Public.

Minute	Action by
F/20/07/1 <u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHARMAN HAS INVITED TO SPEAK</u> The Chairman announced that the meeting was being recorded and asked if anyone else intended to record the meeting. There were no requests.	
F/20/07/2 <u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Bowen, Hirst and Kerby.	
F/20/07/3 <u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBERS DISPENSATION</u> None noted.	
F/20/07/4 <u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 22ND JUNE 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 22nd June 2020 and the following was agreed: <u>F/20/07/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 22nd June 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.</u> There were no matters arising.	
F/20/07/5 <u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION</u> None noted.	

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

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

F/20/07/6.01 Recommendation

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

F/20/07/7 **TO CONFIRM THE BANK STATEMENT BALANCES & RELATED BANK
RECONCILIATION HAVE BEEN SIGNED BY THE CHAIRMAN OF F&P
COMMITTEE**

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 30/06/2019 (month 3) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks. They would be countersigned by the Chairman of the F&P Committee as soon as possible.

F/20/07/8 **TO RECEIVE THE INCOME AND EXPENDITURE FOR JUNE 2020**

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

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

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

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

F/20/07/9.01 Resolved

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

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

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

F/20/07/10.01 Recommendation

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

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

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

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

F/20/07/12 EARMARKED RESERVE ALLOCATIONS

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

F/20/07/13 HEALTH & SAFETY

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

F/20/07/14 CORRESPONDENCE

None noted.

F/20/07/15 DATE OF NEXT MEETING

Monday 17th August 2020 via Zoom.

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

None noted.

Meeting closed at 7:21pm

Signed _____ Date _____

Receipts for Month 4				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		787,252.54					787,252.54	
BACS	Banked: 03/07/2020	40.00						
BACS	Slack	40.00		6.67	565		33.33	h.dep/4,11,18,25 July 20
bacs	Banked: 15/07/2020	9,403.34						
bacs	HMRC	9,403.34			105		9,403.34	Q1 VAT Refund
bacs	Banked: 15/07/2020	120.00						
	Sales Recpts Page 2213	120.00	120.00		101			Sales Recpts Page 2213
	Banked: 20/07/2020	912.00						
	Sales Recpts Page 2214	912.00	912.00		101			Sales Recpts Page 2214
bacs	Banked: 29/07/2020	76.00						
bacs	Hearne holding dep 15/8	76.00		12.67	565		63.33	hdep for booking 15/8/Hearne
Total Receipts for Month		10,551.34	1,032.00	19.34			9,500.00	
Cashbook Totals		797,803.88	1,032.00	19.34			796,752.54	

Payments for Month 4					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/07/2020	Phillip Green	40720/2783	110.00	110.00		501			4JULY2020/2783/CONTRA
06/07/2020	Ridgeons Ltd	469373	18.78	18.78		501			IA469373/2786/MH20/070/R
06/07/2020	Auditing Solutions Ltd	A6621/2788	534.00	534.00		501			A6621/2788/CONTRACT/Au S
06/07/2020	Dorans Plumbing	2023/2789	294.50	294.50		501			2023/2789/MH20/072/Doran Plum
06/07/2020	Dorans Plumbing	2024/2790	177.76	177.76		501			2024/2790/MH20/073/Doran Plum
06/07/2020	Deborah Sarson	C035/2791	3,030.00	3,030.00		501			C035/2791/CONTRACT/Deb Sar
12/07/2020	N-CIS	dd	573.25	573.25		501			7733/2787/CONTRACT/N- CIS
13/07/2020	C.H. Munday Limited	200154	188.82	188.82		501			200154/2793/MH20/054/C.H Mund
13/07/2020	West Suffolk Council	1133884	12,885.20	12,885.20		501			1133884/2794/CONTRACT/ Suf
13/07/2020	Francis Taylor Building	84979/2795	7,998.00	7,998.00		501			84979/2795/MH20/064/Fran Ta
13/07/2020	Complete Business Solutions Gr	2800	6.94	6.94		501			SINV02343759/2800/MH20/
13/07/2020	Ken Booth & Co Ltd	341627	12.20	12.20		501			341627/2801/MH20/075/Ke Booth
13/07/2020	Westcotec Ltd	11319/2803	3,150.00	3,150.00		501			11319/2803/MH20/058/Wes
13/07/2020	Simplicity	608262	296.46	296.46		501			608262/2806/CONTRACT/Si
13/07/2020	Anglian Water Business Nationa	229789301	39.28	39.28		501			229789301JULY/2807/CON
15/07/2020	Staff Salary Account	TFR	20,000.00			204		20,000.00	For Salaries
15/07/2020	West Suffolk Council (Rates)	DD	599.00			4011	120	599.00	WSC NNDR installment`
15/07/2020	West Suffolk Countil (Rates)	DD	355.00			4011	202	355.00	WSC NNDR installment
16/07/2020	Total Gas and Power Ltd	DD	202.55	202.55		501			215570360/20/2792/CONTR
16/07/2020	Total Gas and Power Ltd	DDR	67.97	67.97		501			215551990/20/2799/CONTR
16/07/2020	Total Gas and Power Ltd	dd	60.37	60.37		501			215551979/20/2797/CONTR
16/07/2020	Total Gas and Power Ltd	ddr	39.28	39.28		501			215551980/20/2796/CONTR
16/07/2020	Total Gas and Power Ltd	DIRECTDEB	449.26	449.26		501			2215551968/20/2798/CONT
20/07/2020	Simplicity	608989	118.58	118.58		501			Simplicity/contrac/2814/608
20/07/2020	Ken Booth & Co Ltd	243212	7.61	7.61		501			343212/2812/Ken Booth & Co Ltd
20/07/2020	Training Link	864/2811	685.00	685.00		501			864/2811/MH20/079/Trainin Lin
20/07/2020	Woolpit Nurseries Ltd	523766	1,942.63	1,942.63		501			523766/2810/MH20/078/Wo N
20/07/2020	Activ Security (UK) Ltd	5003761	144.00	144.00		501			5003761/2809/MH20/062/A

Payments for Month 4

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>
20/07/2020	Ken Booth & Co Ltd	342955	305.82	305.82		501			Se 342955/2808/MH20/075/Ke Booth
23/07/2020	People's Pension	DDR	335.89			514		335.89	People's Pension/M4 July2020
24/07/2020	Total Gas and Power Ltd	dd	22.93	22.93		501			216170993/20/2802/CONTR
27/07/2020	Ken Booth & Co Ltd	343575	57.10	57.10		501			343575/2815/MH20/075/Ke Booth
27/07/2020	Cubiqdesign Ltd	BC30453	135.00	135.00		501			BC30453/2817/MH20/076/C
27/07/2020	Anglian Water Business Nationa	290307401	42.53	42.53		501			290307401/2818/CONTRAC
27/07/2020	West Suffolk Council	1134306	5,000.00	5,000.00		501			mh20/082/1134306/WSC/28
27/07/2020	Complete Business Solutions Gr	02356808	91.38	91.38		501			SINV02356808/2820/MH20/
27/07/2020	Anglian Water Business Nationa	354535901	57.88	57.88		501			354535901/2821/CONTRAC
27/07/2020	Simplicity	609781	296.46	296.46		501			609781/2822/CONTRACT/Si
28/07/2020	Total Gas and Power Ltd	3006009237	33.05	33.05		501			216783264/20/2804/CONTR
28/07/2020	Total Gas and Power Ltd	3005957526	365.32	365.32		501			216783253/20/2805/CONTR
29/07/2020	Barclaycard Account	4JulyStmt	416.60			208		416.60	
30/07/2020	Petty Cash	300761	61.78			210		61.78	July Petty Cash reclaim
Total Payments for Month			61,208.18	39,439.91	0.00			21,768.27	
Balance Carried Fwd			736,595.70						
Cashbook Totals			797,803.88	39,439.91	0.00			758,363.97	

Receipts for Month 4				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
Balance Brought Fwd :		150.00					150.00
Banked: 30/07/2020		61.78					
300761	Current Account	61.78			201		61.78 July Petty Cash reclaim
Total Receipts for Month		61.78	0.00	0.00			61.78
Cashbook Totals		<u>211.78</u>	<u>0.00</u>	<u>0.00</u>			<u>211.78</u>

Payments for Month 4				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>
29/07/2020	Petty Cash July2020	PETTYCASH	61.78		3.06	4022	101	39.93	Petty Cash/stamps & postage
						4023	101	12.98	Petty Cash/blutac,card,env
						4016	120	2.32	Petty Cash/cleaning tabs
						4020	102	0.99	Petty Cash/staff milk
						4020	102	2.50	Petty Cash/staff parking
Total Payments for Month			61.78	0.00	3.06			58.72	
Balance Carried Fwd			150.00						
Cashbook Totals			211.78	0.00	3.06			208.72	

Receipts for Month 4				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 :	30,869.76					30,869.76
	Banked: 15/07/2020	20,000.00					
TFR	Current Account	20,000.00			201		20,000.00 For Salaries
Total Receipts for Month		20,000.00	0.00	0.00			20,000.00
Cashbook Totals		<u>50,869.76</u>	<u>0.00</u>	<u>0.00</u>			<u>50,869.76</u>

Payments for Month 4				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>
20/07/2020	HMRC	BACS	2,524.63			515		2,524.63	HMRC/M4 July2020 PAYE&NICS
24/07/2020	Net Salaries July 2020	BACS	8,545.49			516		8,545.49	Net Salaries July 2020 M4
Total Payments for Month			11,070.12	0.00	0.00			11,070.12	
Balance Carried Fwd			39,799.64						
Cashbook Totals			50,869.76	0.00	0.00			50,869.76	

Receipts for Month 4			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 29/07/2020	416.60						
4JulyStmt	Current Account	416.60			201		416.60	
Total Receipts for Month		416.60	0.00	0.00			416.60	
Balance Carried Fwd		151.66						
Cashbook Totals		<u>568.26</u>	<u>0.00</u>	<u>0.00</u>			<u>568.26</u>	

Date: 03/08/2020

Newmarket Town Council

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Time: 11:59

Cashbook 4

User: CEW

Barclaycard Account

For Month No: 4

Payments for Month 4

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 :			396.71					396.71	
01/07/2020	card/Savers	CC20	4.72		0.79	4016	101	3.93	card/cleaning cloths
02/07/2020	card/Adobe	CC	15.17		2.53	4025	101	12.64	card/Adobe Acropro lic
13/07/2020	card/O2	CC26	20.00		3.33	4021	101	16.67	card/mobile topup TK
13/07/2020	card/O2	CC25	20.00		3.33	4021	101	16.67	card/mobile topup TK/CT
14/07/2020	card/B&M	CARD27	5.00		0.83	4037	306	4.17	card/FungusTreat for woodchip
16/07/2020	card/Amazon	CC31	24.88		4.15	4019	101	20.73	card/USB mic for RFO computer
16/07/2020	card/Amazon	CC32	25.99		4.33	4029	200	21.66	card/Twist Tiller Cultivator
20/07/2020	card/Adobe	CC	25.28		4.21	4025	101	21.07	card/Adobe Acropro lic
21/07/2020	card/Argos	CC30	15.00		2.50	4029	200	12.50	card/Portable Sprayer
29/07/2020	card/Zoom	CC33	14.39		2.40	4115	101	11.99	card/Zoom subs/lic monthly
30/07/2020	card/Amazon	CC31 CRED	-24.88		-4.15	4019	101	-20.73	card/usb mic refund
30/07/2020	card/All Saints Conv Store	CC28	26.00			4028	101	26.00	card/newspapers
Total Payments for Month			171.55	0.00	24.25			147.30	
Cashbook Totals			568.26	0.00	24.25			544.01	

	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%	
1174 Grants Received SCC	(2,625)	0	0	0			0.0%	
1190 Interest Received	0	1	50	49			2.3%	
Administration :- Income	(2,625)	1	1,125	1,124			0.1%	0
4008 Staff Training	685	735	2,500	1,765		1,765	29.4%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	73	135	1,500	1,365		1,365	9.0%	
4019 New IT System/Hardware	0	0	2,030	2,030		2,030	0.0%	
4021 Telephone and Fax	235	603	2,000	1,397		1,397	30.1%	
4022 Postage	40	480	2,100	1,620		1,620	22.9%	
4023 Stationery	156	202	2,000	1,798		1,798	10.1%	
4025 Subscriptions&Licences	34	2,533	4,000	1,467		1,467	63.3%	
4026 Insurance	0	0	12,400	12,400		12,400	0.0%	
4028 Office Maintenance	196	2,781	7,500	4,719		4,719	37.1%	
4030 Recruitment Advertising	0	0	406	406		406	0.0%	
4051 Bank Charges/Interest	0	72	600	528		528	11.9%	
4056 Legal Expenses	6,665	6,665	13,750	7,085		7,085	48.5%	
4057 Audit & Accountancy Fees	445	1,005	3,500	2,495		2,495	28.7%	
4058 Professional Fees	0	100	0	(100)		(100)	0.0%	
4059 web site	38	38	550	513		513	6.8%	
4060 Councillors Training	0	0	508	508		508	0.0%	
4061 Councillors Expenses	0	0	254	254		254	0.0%	
4062 Civic Regalia	0	0	305	305		305	0.0%	
4064 Town Mayor's Allowance	0	96	1,000	904		904	9.6%	
4075 Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076 Grants	5,000	10,000	10,000	0		0	100.0%	
4077 Marketing	0	0	5,000	5,000		5,000	0.0%	
4079 Grant to Royal British Legion	0	0	25	25		25	0.0%	
4083 PCSO	0	17,000	34,000	17,000		17,000	50.0%	
4090 Biodegradable Dog Poo Bags	0	0	964	964		964	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4097 Election Costs	0	0	12,790	12,790		12,790	0.0%	
4113 Rolling Capitol Reserve	0	0	20,000	20,000		20,000	0.0%	
4114 Other Projects / Reserves	0	0	8,799	8,799		8,799	0.0%	
4115 Coronavirus Response Costs	346	6,646	5,000	(1,646)		(1,646)	132.9%	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	457	2,000	1,543		1,543	22.9%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	14,368	57,547	166,731	109,184	0	109,184	34.5%	6,263
Net Income over Expenditure	(16,993)	(57,546)	(165,606)	(108,060)				
6000 plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(16,993)	(51,283)						
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	0	2,500	2,500		2,500	0.0%	
Health & Safety :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	0	(3,000)	(3,000)				
Finance & Policy :- Income	(2,625)	665,115	666,239	1,124			99.8%	
Expenditure	14,368	57,547	169,731	112,184	0	112,184	33.9%	
Net Income over Expenditure	(16,993)	607,568	496,508	(111,060)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(16,993)	613,831						
Grand Totals:- Income	(2,625)	665,115	666,239	1,124			99.8%	
Expenditure	14,368	57,547	169,731	112,184	0	112,184	33.9%	
Net Income over Expenditure	(16,993)	607,568	496,508	(111,060)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(16,993)	613,831						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	482	
105	Vat Due	2,665	
201	Current Account	736,596	
204	Staff Salary Bank Account	39,800	
208	Barclaycard Account	(152)	
210	Petty Cash	150	
	Total Current Assets		779,540
	<u>Current Liabilities</u>		
565	Bookings Deposit	1,004	
	Total Current Liabilities		1,004
	Net Current Assets		778,536
	Total Assets less Current Liabilities		778,536
	<u>Represented by :-</u>		
301	Current Year Fund	461,648	
310	General Fund	119,569	
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	
345	EMR - MGdn Canopy	13,290	
	Total Equity		778,536

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	(2,625)	665,115	666,239	1,124			99.8%
Expenditure	14,368	57,547	169,731	112,184	0	112,184	33.9%
Net Income over Expenditure	<u>(16,993)</u>	<u>607,568</u>					
plus Transfer from EMR	0	6,263					
Movement to/(from) Gen Reserve	<u>(16,993)</u>	<u>613,831</u>					
<u>Community Services</u>							
Income	14,463	14,463	71,650	57,187			20.2%
Expenditure	29,322	51,089	205,538	154,449	0	154,449	24.9%
Net Income over Expenditure	<u>(14,859)</u>	<u>(36,626)</u>					
plus Transfer from EMR	0	4,050					
Movement to/(from) Gen Reserve	<u>(14,859)</u>	<u>(32,576)</u>					
<u>Leisure Services</u>							
Income	893	2,722	34,900	32,178			7.8%
Expenditure	2,885	59,823	210,520	150,697	0	150,697	28.4%
Net Income over Expenditure	<u>(1,992)</u>	<u>(57,101)</u>					
plus Transfer from EMR	0	4,410					
Movement to/(from) Gen Reserve	<u>(1,992)</u>	<u>(52,692)</u>					
<u>Human Resources</u>							
Income	0	0	0	0			0.0%
Expenditure	14,440	52,034	184,000	131,966	0	131,966	28.3%
Movement to/(from) Gen Reserve	<u>(14,440)</u>	<u>(52,034)</u>					
<u>Development & Planning</u>							
Income	0	0	0	0			0.0%
Expenditure	160	160	3,000	2,840	0	2,840	5.3%
Movement to/(from) Gen Reserve	<u>(160)</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	12,731	682,300	772,789	90,489			88.3%
Expenditure	61,175	220,652	772,789	552,137	0	552,137	28.6%
Net Income over Expenditure	<u>(48,444)</u>	<u>461,648</u>	<u>0</u>	<u>(461,648)</u>			
plus Transfer from EMR	0	14,723					
Movement to/(from) Gen Reserve	<u>(48,444)</u>	<u>476,370</u>					

Request from Will Wright of WSC Families & Communities.

To: Finance & Policy Committee 17th August 2020

Following Will's email in July 2020 regarding the Abbeygate Explore Outdoors Adventure Days for Newmarket young people, where he was seeking 1/3 contributions from Newmarket Festival, COVID-19 Fund and Suffolk County Council:

The initial request to Newmarket Town Council was for **EITHER**

One third funding of the total bill of £3,950 in the event that SCC did not provide funding

OR

If SCC did provide funding, that amount be 'ring-fenced', to provide early funding for next year's initiative which would allow him to kick-start the organisation of the initiative much further in advance of the actual event dates.

The amount of £1,300 could be 'ring-fenced' within the GRANTS EMR from the current year budget by transfer from the Insurance budget code of 4026/101 which will have a surplus to that value.

Cathy Whitaker

Finance Officer



Report to	Finance and Policy
Subject	Quotations – website improvements and compliance with new statutory regulations
Purpose	Decision - to make a recommendation to full Town Council
Classification	Unrestricted
Meeting date	Monday 17th August 2020
Item number	10
Written By	Town Clerk, Events Manager

Summary: This report outlines quotations to ensure the Town Council website is compliant with new statutory requirements.

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

1.	To engage services of provider a) Office Wizard or b) KallKwik.
2	To consider installation of the Userway accessibility widget
3	To approve any virement of funds that is required

1.	Introduction
a.	To consider and approve quotations to update the Town Council website to meet requirements of The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.
2.	Background
a.	Accessibility regulations, requiring public sector bodies to make their websites more accessible came in to effect on 23 rd September 2018. The aim being to ensure that as many people as possible are able to access public body websites including those with impaired vision, motor difficulties, cognitive impairments or learning disabilities, deafness or impaired hearing ¹ .
b.	Compliant websites: - conform to the international WCAG 2.1 AA accessibility standard ² - publish an accessibility statement that explains how accessible the website is, drawing attention to any content which does not meet requirements.
c.	Existing websites are required to be compliant by 23/09/2020.
3.	Quotations
a.	Office Wizard (provider of http://newmarketcoronavirus.co.uk/) Design new website (50 content pages) + Training + 1-year support £1,445 plus VAT + annual host fee: £348 plus VAT
b.	Cubiq Design new website, 8-page template +2 homepages to choose from £14,400 plus VAT + annual host fee: £300 plus VAT

¹ <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>

² <https://www.w3.org/WAI/standards-guidelines/wcag/>

c.	Kallkwik Design new website (50 content pages) plus google analytics +2sets of amends on design & website development £2,750 plus VAT + annual Host fee: £180 plus VAT
d.	One Suffolk Update existing website-accessibility fix and training £498 plus VAT + annual Host fee: £60 plus VAT
e.	Userway Accessibility Widget https://userway.org/ App installed on the website, which makes content more accessible to those with low vision, dyslexia, deafness, colour blindness. View an example: https://www.favershamtowncouncil.gov.uk/ \$49 per month approximately £37,56 per month, depending on the exchange rate. https://userway.org/pricing/widget
4.	Financial/Resource Implications
a.	Budget allocation for website provision - £550.
b.	RFO to provide verbal report at the meeting in respect of proposals to meet additional costings.
5.	Next Steps/Recommendations
a.	To engage services of provider a) Office Wizard or b) KallKwik. Both companies provided quotations at a reasonable cost, in line with identified requirements.
b.	To consider installation of the Userway accessibility widget
c.	To approve any virement of funds that is required (tbc at F&P meeting)
	Additional documents: quotations



ESTIMATE

From: Office Wizard
16 Old Market Street
Thetford
IP24 2EQ
United Kingdom

To: Newmarket Town Council
Christy Argyroudi
King Edward VII Memorial Hall
High Street
Newmarket
CB8 8JP

Issue Date	31/07/2020
Estimate No.	000035

Accept/Decline online at: <https://officewizard.quickfile.co.uk>

Item	Description	Unit Cost	Qty	Total
DESIGN	Newmarket.gov.uk - re-design Newmarket Town Council website (50 pages) to match format / style of newmarketcoronavirus.co.uk, transferring content from existing site	22.00	50	1,100.00
NOTE	All images / content to be Copyright owned / cleared and provided by Newmarket Town Council	0.00	1	0.00
TEMPLATE	Spacious Pro Wordpress Template - annual fee	15.00	1	15.00
TRAINING	Provide training to Newmarket Town Council staff on Image Editing (using free software) and Wordpress	22.00	3	66.00
SUPPORT	Ongoing email / telephone support for website updates for 1 year	22.00	12	264.00

We DO NOT accept payment by cheque or credit / debit card.

Preferred Payment method BACS:

Account Name : Simon Waldron

Bank: Starling

Sort Code: 60-83-71

Account No: 52989699

Sub Total:	1,445.00
Estimate Total (GBP):	1,445.00



ESTIMATE

From: Office Wizard
16 Old Market Street
Thetford
IP24 2EQ
United Kingdom

To: Newmarket Town Council
Christy Argyroudi
King Edward VII Memorial Hall
High Street
Newmarket
CB8 8JP

Issue Date	03/08/2020
Estimate No.	000036

Accept/Decline online at: <https://officewizard.quickfile.co.uk>

Item	Description	Unit Cost	Qty	Total
DOMAIN NAME	Newmarket.gov.uk - domain name fee (for 2 YEARS)	54.00	2	108.00
HOSTING	25 GB Fast SSD Storage Unlimited Bandwidth 15 x 2 GB Mailboxes Wildcard SSL Certificate Cloud Platform 100% 24/7 UK Based Support 2 YEAR CONTRACT (Payable Monthly)	10.00	24	240.00
NOTE	The above assumes that your email is accessed through Microsoft 365 and includes transferring your Domain Name (you will need to send an authorisation letter to JISC), and transferring your existing website before we build your new one	0.00	1	0.00

We DO NOT accept payment by cheque or credit / debit card.
Preferred Payment method BACS:
Account Name : Simon Waldron
Bank: Starling
Sort Code: 60-83-71
Account No: 52989699

Sub Total:	348.00
Estimate Total (GBP):	348.00

WELCOME
TO TRUE
CREATIVITY

Cubiq quotation

Newmarket Town Council Website

11.08.2020

Quotation Supplied by **James Willcox**

Please contact the above person for any questions or queries regarding your quote.

NTC5031

Cubiqdesign Limited, Willie Snaith Road, Newmarket,
Suffolk, CB8 7SQ. Telephone 01638 666432
VAT Reg No: 940903824

www.cubiq.co.uk



Website

Creation of Sitemap, Template and Content Structure

Create a finalised sitemap, list of templates required and content structure for each template.

Total £600 +VAT

Wireframes

From approved the sitemap we would create desktop and mobile wireframes for each template page.

As the sitemap has not been confirmed then we have based the following cost on a maximum of 8 page templates

Total £1,200 +VAT

Homepage Concept Design

Design of two homepage looks, the chosen concept will provide a stylesheet that the rest of the website will follow.

Cost includes...

- 2 Concept routes for homepage design
- Two rounds of amends

Total £1,800 +VAT

Page Template Designs

From the approved sitemap, wireframes and homepage concept, we would create desktop and mobile designs for each template page. This cost has been based on a maximum of 8 page templates.

Total £3,600 +VAT

Build of Page Templates

From the approved designs we will then build the site in line with the proposed sitemap, to the following specifications:

- HTML5 and CSS3 | WCAG 2.0 AAA standard
- Full Responsive & Modern Browser compatibility: (IE11, Firefox, Safari, Opera, Chrome)
- Flexible WordPress admin panel
- Complete control over text and imagery
- Content editor with image/PDF uploader
- Password protected log in to administration with ULA
- Full training and support provided
- Documentation supplied
- All files supplied upon completion

Total £6,600 +VAT

Total Website Design and Build Cost £14,400 + VAT

Additional Website Costs (If required)

Population & SEO

Taking all existing content and migrating into the new WordPress website. This includes setting up all SEO title tags, keywords and descriptions. Optimising the website load speed. Setting up Google Analytics.

Total £75 +VAT (per page)

Hosting

Hosting and security software to manage security across the website, to include;

- Security Scanning & Monitoring
- Website Malware & Hack Repair
- Blacklisting Warning Removal

Total £300 +VAT (per year)

SSL Certificate

An SSL certificate enables website content to be encrypted and secured.

This is favoured by Google and Internet users alike.

Total £120 +VAT (per year)

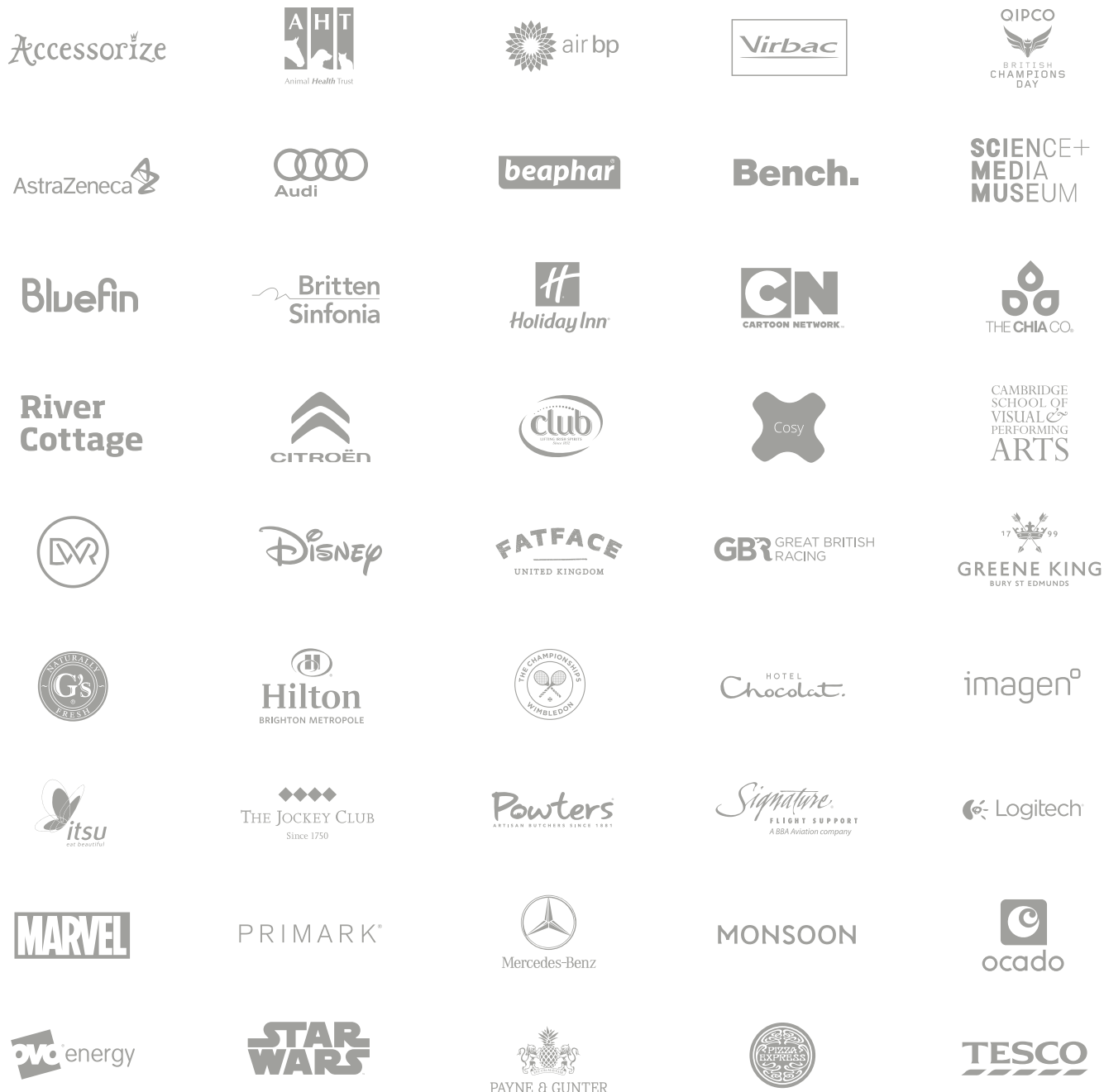
Maintenance

We would recommend 2 hours of maintenance per month to help with any updates, queries and general help required.

Total £150 +VAT

Our ethos is founded in creativity and delivering results for our clients. We work hard to develop long-lasting relationships with the companies and people we work with and are proud to say that some of our clients have been with us for years.

Here we've listed just a few of the amazing brands we've worked with.



terms & conditions

Cubiqdesign Ltd Terms & Conditions cover all projects, services and jobs undertaken for Clients, agreed in writing or by E-mail communication. These Terms and Conditions can only be added to or amended by Cubiqdesign Ltd.

1) Acceptance

No proposal issued by Cubiqdesign Ltd will be considered binding upon Cubiqdesign Ltd until it is officially accepted in writing by a Director, Partner or authorised representative of the Client and so acknowledged by the proposing officer of Cubiqdesign Ltd. The conditions of supply, as set out by Cubiqdesign Ltd, may not be modified or varied unless specifically agreed in writing under the signature of a Director of Cubiqdesign Ltd. Cubiqdesign Ltd also reserves the right to cancel or to modify the Terms of any proposal if it is unable to obtain satisfactory credit references for the Client. Acceptance of a quotation in writing will be taken as acceptance of the following Terms & Conditions. Please ensure you have read and understand these Terms and contact us if anything is not clear to you.

2) Validity

All quotes provided exclude VAT where applicable and are valid for 30 days from the date of quotation. Cubiqdesign Ltd reserves the right to cancel or revise any outstanding proposal after expiry of this period if official written acceptance by the Client has not been received.

3) Costs

Costs provided allow for occasional meetings at key stages for a reasonable length of time between the agency and client. Some meetings may incur additional charges for time spent, although the client would be made aware of this in advance.

4) Invoicing

Unless otherwise stated in a project proposal or scope of supply, Cubiqdesign Ltd will invoice the Client 50% of the estimated or fixed project value on project acceptance and this sum must be paid immediately. The balance is then invoiced on project completion. Projects below certain values as determined from time to time by Cubiqdesign Ltd and at its sole discretion may waive the above commencement invoice requirement, and invoice the project in full on as determined from time to time by Cubiqdesign Ltd and at its sole discretion may waive the above commencement invoice requirement, and invoice the project in full on project completion. Invoices will be issued in UK Sterling. However, with the agreement of the

Client, Cubiqdesign Ltd reserve the right to issue invoices in other currency denominations. Unless otherwise advised by the Client, Cubiqdesign Ltd will submit invoices to the Client address indicated on Client purchase orders, letterhead or other correspondence.

5) Payment Terms

Unless otherwise stated or previously agreed in writing, all invoices are due within 30 days of any invoice date. Cubiqdesign Ltd reserves the right to withhold any deliverables in the event that any payment is not made when it falls due. Project commencement invoices are payable immediately upon receipt. All other invoices are payable 30 days from the date of the invoice except where Terms have separately been agreed in writing by Cubiqdesign Ltd. Invoices submitted and not paid within 30 days of the invoice date will incur interest on a daily basis in accordance with Late Payment of Commercial Debts (Interest) Act 1998. This interest charge may be waived at the discretion of Cubiqdesign Ltd.

6) Amends

Unless otherwise stated or previously agreed in writing, the costs provided allow for a maximum of 3 sets of Client amends after which time additional charges may become payable, although the Client would be made fully aware of this in advance.

7) Intellectual Property

Until payment is received in full, all brand development, visual designs and artwork (whether in digital or printed format) remain the intellectual property of Cubiqdesign Ltd. Once payment is received the client owns all intellectual property rights for the design and artwork supplied. Please note that Cubiqdesign retains the rights to utilise works provided as a visual or written showcase of its work for its own marketing activity, i.e. across social media, for case studies and tender documents, or online on their website, unless expressly prohibited otherwise in writing by the client.

8) Copyright

Cubiqdesign Ltd will never knowingly infringe any copyright or trademark and will deliver, to the best of knowledge, creative solutions that are original and unique to Cubiqdesign Ltd.

9) Cancellation

Cubiqdesign Ltd will need to receive 30 days cancellation from the client for any monthly work and retainers.

10) Copyright & Confidentiality

1. all our proposals and quotes are confidential and of commercial value. We therefore ask that you keep the proposals and quotations strictly secret and confidential and disclose them only to those individuals in your organisation who need to know, but who are under the same obligations of confidentiality.
2. you will keep in your possession and control all documents and other material supplied to you and you will not disclose the same or any information concerning such material to any other person, firm or company.
3. you will return our documents and other material to us if requested to do so.
4. you will not make use of any of the information disclosed to you except for the purpose for which has been disclosed to you i.e. in deciding whether you wish Cubiq to provide marketing, PR, development or design services to you.

General

- a) Cubiqdesign Ltd will not at any time or in any manner, either directly or indirectly, use for personal benefit or divulge, disclose or communicate in any manner any information that is proprietary to the Client. We will act reasonably to protect such information and treat it as strictly confidential.
- b) The Client agrees to alert Cubiqdesign Ltd in writing to any defects or problems in relation to work and services provided, within 30 days of the final invoice date. Cubiqdesign Ltd will not be liable for any claims made after this period.
- c) Neither party shall be liable to the other for any failure or delay caused by events beyond its reasonable control, including, without limitation, sabotage, failure or delays in transportation or communication, failures or substitution of equipment, labour disputes, accidents, shortages of labour, fuel, raw material or equipment, acts of God, war, riot, civil commotion, explosion, fire, government action or epidemic.
- d) These Terms & Conditions are in addition to any Scope of Supply, schedules attached to any Scope of Supply, daily rate documents, Maintenance agreements, Internet based services Terms & Conditions or any other agreement originated by Cubiqdesign Ltd.

Proposal Newmarket Town Council

newmarket.gov.uk

Produced by:
Sam Glister

For the attention of:
Christy Argyroudi



Newmarket
TOWN COUNCIL

Introduction

Thank you for enquiring about a new website. Kall Kwik Bury St Edmunds is part of the UK's leading graphic design, print and web design network. We have been based in Bury St Edmunds for over 25 years and offer a full range of services including graphic and web design, marketing support along with a wide range of printing capabilities to companies and organisations throughout Suffolk.

Newmarket Town Council needs a new website that will help them to develop their online communications, present key pieces of information including meeting minutes, agendas and information relating to important topics.

Newmarket Town Council has approached Kall Kwik Bury St Edmunds to help them design and develop a new website.

New website goals

Specifically, the new website needs to fulfil the following business needs:

1. The website will need to meet new accessibility regulations which are due to come into force in September.
2. Users will need to be able to easily navigate the website to find required information.
3. The website will link with the new calendar app being developed.

Also required is a content management system that will allow Newmarket Town Council to easily manage content on the site and reduce administration costs.

The solution

We recommend the development of a completely new website, built from the ground up, with a bespoke design that will help Newmarket Town Council achieve their new website goals. We will initially start with a design of your new homepage. This will allow you to get a flavour of what type of style we are going for, what colours we are going to use, what fonts and type of imagery we recommend. Once we have sent you your initial design of the front page we allow for two sets of amends to the design if you would like to make any.

Once you happy with the design we will move onto the development stage of the project where we will write the code to create your new website.

Here is the technical specification of what features your website will include:

- The website will be built in the latest version of the WordPress content management system.
- A site search so users can look up information on the website.
- A news section so the latest updates can be posted.
- Google Analytics will be installed so you can review how much traffic your website is getting.
- Contact forms will be installed onto the website so users can contact the Council without having to leave the website.

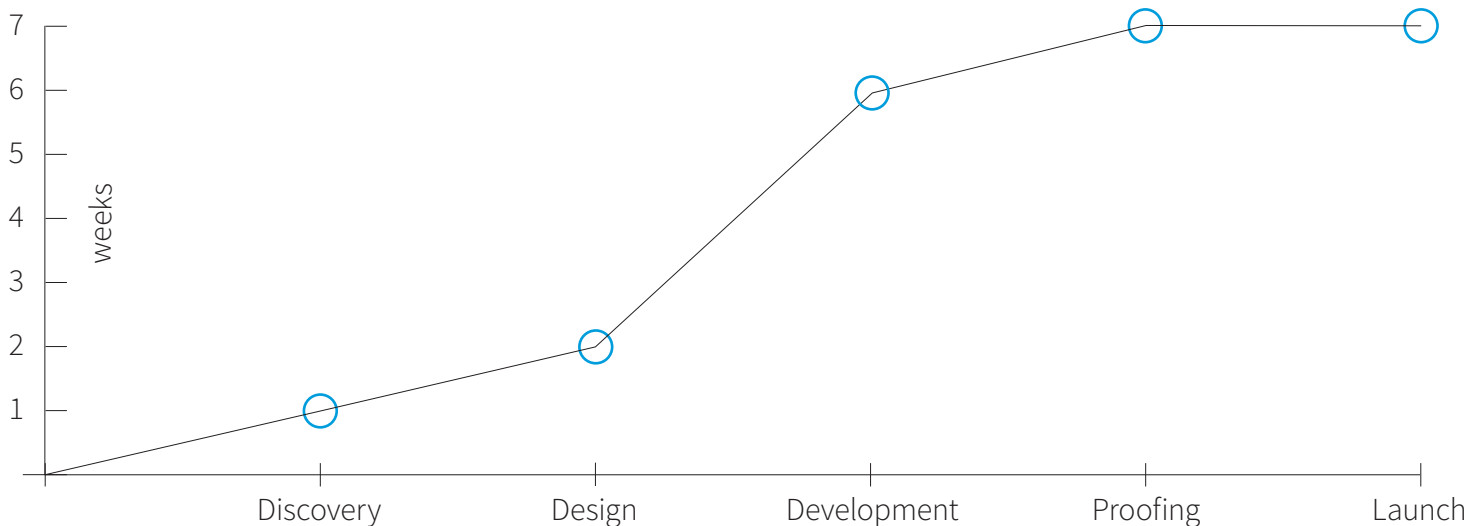
- The website will need to present all documents in HTML format or both PDF and HTML.
- All of the images will require captions to allow people with screen readers to identify what an image shows.
- Social media channels will need integrating into the website providing the users with the latest updates from the different platforms the Council use.

This website will be built on the basis of no more than 50 content pages + privacy policy & cookie policy. Additional pages can be added to the website if required, and these will cost an additional £30 per page.

To design and develop the above website with the above specification will cost: £2,750 + VAT

Project timeline

To keep this project on time with both yours and our expectations we have created the following timeline.



Discovery 1 Week

Reviewing the content of the current website to understand what is to be carried over to the new website. Developing a sitemap showing how the structure of the website will look.

Design 1 Week

During this stage we will design the homepage of the website for you. This will be to show the style we are creating and will contain no working parts. This will then be sent to you for approval before we proceed to the development stage.

Development 4 Weeks

This is where the bulk of the projects time will go. During this stage we are going to be creating your new website from scratch, carefully constructing every part of the website with your requirements in mind.

Development Proofing 1 Week

In this final stage the website will be over to you for testing to ensure it works how you expect it to and suggest any changes you would like making.

Launch Targeting Wed 23rd September

The website is now ready to launch. In this final stage we turn off the old website and launch your new website to the world. We install Google Analytics to start tracking numbers of visitors and sign off the website ourselves with our 30-point technical checklist.

Hosting

You already have a hosting facility in place for your current website which we can use if you wish us to, however, we can also offer you a hosting solution should you be looking at other options.

We use UK based servers that run on the latest web technologies loading the website over super-fast SSDs. Our servers are also auto scaling meaning should your website encounter a moment of high traffic the website will automatically move to a higher demanding server while the website is busy and then scale back down again once the traffic cools off.

Our web hosting also comes with a number of additional features such as:

- 30 day snapshot backups so should you website go down at any point we will be able to get you back online within a matter of minutes.
- FREE SSL Certificate* provided by LetsEncrypt.

We can also provide email hosting if you require it. However we can already see you have this in place.

Our hosting cost is £180 + VAT per year paid in advance.

*SSL Certificate is provided by Lets Encrypt. We must have your domain's nameservers pointing at us to provide this SSL certificate. This SSL certificate does not come with a warranty. If you require an SSL certificate with a underwritten warranty we can either cover you for up to \$10,000 or up to \$1.5 million. Please let us know if you require this level of warranty and we'll provide a price.

FTP Details

We will provide you with your ftp details (file transfer protocol) so that if ever you decide to change providers (which we hope you will never have reason to do) you can have the confidence that you can still get access to your site, prior to the ending of the hosting.

Project assumptions

For the purpose of this quote we have assumed that we will take all the copy electronically from your current website or you will provide it on a Word document so we can electronically copy it into your new website. We have also assumed that you will provide any specific images you would like on the site. We have access to some stock photographs but if you have very specific requirements please let us know and we can provide a price for this if they are not available from our normal photo libraries.

Amends

We understand that you may want to make changes to both the design and the built versions of the new website. Within our budget we have allow for two sets of amends to be made to the design and additionally two sets of amends to the

developed website. Additional sets of amends can be made at either stage for a charge of £60 per set of amends on the design and £115 per set of amends on the developed website.

Post launch support

Once the website goes live we will fix any issues or bugs that occur on the website within the first two working weeks that weren't caused by a human error. After that time we will happily still continue to support you at our normal hourly rate.

Summary

	One-off cost	Recurring cost	Optional?
Hosting of website	-	£180 per year	✓
Design and build of website	£2,750	-	-
Total	£2,750	-	-

Prices exclude VAT

Payment terms

50% at commencement of project, balance prior to site going live. If, after four months the site hasn't gone live a further 25% of the invoice will be charged. If, after six months the site still hasn't gone live the final 25% of the invoice will be charged (subject to the delay not being caused by Kall Kwik).

Your website probably provides the first impression to residents and visitors and our aim would be to create a professionally designed site, which provides excellent user experience and which easy to maintain by yourselves..

I hope the above has covered all the areas we spoke about but if you feel there is anything missing or doesn't make sense please let me know and I'll do my best to help.

FAQs

Why do you use WordPress?

WordPress is open source content management software and currently powers around 35% of all websites on the Internet. The project is contributed to by tens of thousands of developers all over the world and is growing from strength to strength. WordPress allows us to develop flexible and customisable websites to modern standards and observes web development best practices. Furthermore the community of WordPress users around the globe means help is only a few searches in Google away.

Who do I call if something goes wrong with the website or I can't figure something out?

The price above is to get your website live and published. We understand you'll do most of the ongoing content updates yourself, however, if you find you don't have the time we will happily do this on your behalf and can give you a specific price when we know exactly what you require. We charge an hourly rate of £75 per hour so if it's a small job and we take 15 minutes to complete it we would charge £18.75 + VAT. At the end of the day we want to make sure you are happy with your site and that we remove as much of the workload from yourself to achieve this.

What happens after the website is launched?

Once your website is launched, we will provide 30 days of unlimited support to make sure any bugs have been ironed out and that you are confident using your new website. After this you can get in touch with us at any time and we will charge you

for any assistance you require at rate described above.

How long will it take to appear at the top of Google?

We build the site to include a basic level of search engine optimisation. However, this does not mean that your site will appear at the top of Google for a range of chosen search phrases. We often suggest to clients that once their site is up and running we can then monitor visitor numbers etc. via Google Analytics and see how the site naturally performs in Google's Search Engine rankings. At that stage we can decide if extra work is necessary to improve your position within Google for specific search phrases. We will happily provide costings at that time but we feel it is useful to flag up at the beginning that SEO is likely to be required and should be budgeted for. Unfortunately everyone wants to be at the top of Google and some search phrases are extremely competitive!

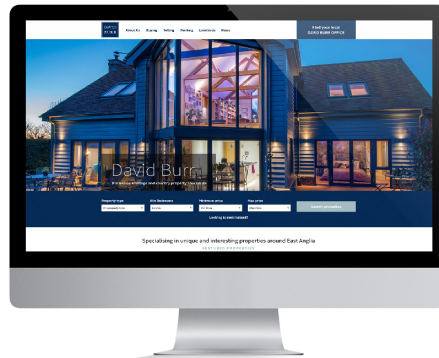
What happens if I want to add some features to the website while you are in the middle of building it?

Whilst we like to be flexible and responsive to your needs, we also like to deliver what we promise within the time frames and budgets we have allowed. If you ask us to add new features to your website while we are building it, we may suggest making it a 'phase 2' development. If we all agree that your new request can be included in your website project we will provide you with a separate price to build this which will need your approval.

Portfolio



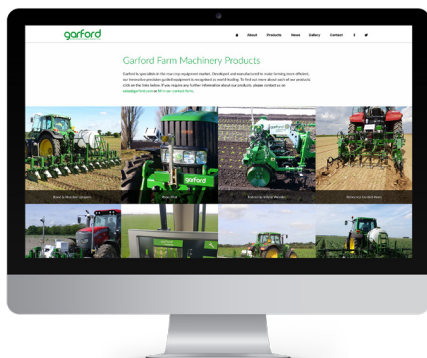
vandoorntcc.co.uk



davidburr.co.uk



churchgates.co.uk



garford.com



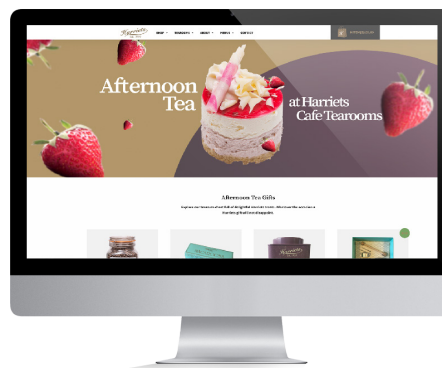
totalfootsurgery.co.uk



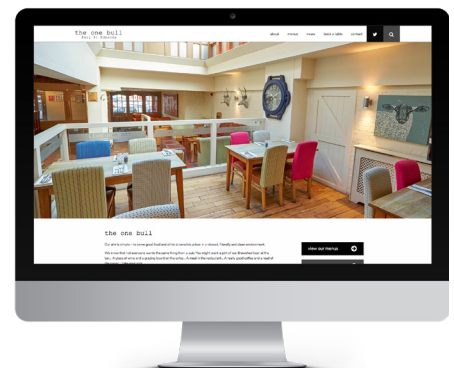
keylocks.com



sicon.co.uk



harrietscafetearooms.co.uk



theonebull.co.uk

Testimonials



“We use Kall Kwik for all of our business needs from design, print and web development and have always received helpful, friendly and professional service. They have become like a part of the team within our company. Would highly recommend their service to everyone.”

harrietscafetearooms.co.uk



“I just wanted to say a huge thank you for all your hard work and effort over the last 6 weeks in turning our outdated website into a fantastic new site that we can be proud of. It was a tight schedule but I really appreciate what you have done and how easy you made the whole process! Great work – thanks!”

poundfield.com



“We commissioned Kall Kwik to design our new website and have been thoroughly impressed with the design flair, attention to detail and personal service provided throughout the process. Midway through the design process we visited the office in Bury St Edmunds to tweak some features, have received numerous test versions and been kept updated throughout the planning and implementation. All of the team at David Burr are looking forward to working with Kall Kwik to manage the website going forward and would recommend to any businesses in the future.”

davidburr.co.uk



kallkwickburystedmunds.co.uk
01284 752266

sales@kkbse.co.uk



Sales Quotation

Quote Number: 660033

Client Name : Christy Argyroudi

Organisation : Newmarket Town Council

Address : King Edward VII Memorial Hall, High Street, Newmarket, Suffolk, CB8 8JP

Date: Tuesday, 04 August 2020

Summary & Acceptance

We are pleased to offer this IT Services Proposal for your review and approval. The solution detailed in this proposal has been created with your needs and budget in mind, and we are confident you'll find that it offers great value to your organisation. Please review the proposed solution carefully to ensure it meets your expectations. Should you have any concerns whatsoever, please contact me via email to matthew.morling@communityactionsuffolk.org.uk.

If you want to proceed ahead with this solution then please visit our quote acceptance page at <https://www.suffolkonline.net/acceptance-of-order/> to complete the order process.

Terms and Conditions

Acceptance of this proposal by completing our quote acceptance form or by emailing us acceptance of the quote accepts the solutions listed here and is acceptance of our terms and conditions. These can be found at <https://www.suffolkonline.net/products/broadband/information/terms-and-conditions/>



Items Quoted

Product	Total (£)
Accessibility Fixes	£450.00
Website Hosting (1 Year)	£60.00
Website Training (maximum 2 hour session for up to 2 people)	£48.00
Total	£558.00

Quote Notes

Note: This quote is valid for only 7 days due to changing hardware and software prices at any one time. Whilst we will only stand by the prices quoted above for a period of 7 days, should you accept the quote after this period then we will do our best to honour the quoted prices. Stock levels are only valid at the time of quoting. If the quoted item is out of stock when order is confirmed we will endeavour to find the nearest specification of hardware at the price nearest to the quoted price.

CONSTITUTION DOCUMENTS

REVIEW SCHEDULE

Document Type	CONTENTS OF CONSTITUTION	REF	Date approved	Date of revision	Date of revision - updated August 2020
Governance	Summary and Explanation	1	May-17	May-19	Nov-20
Governance	Standing Orders	2	Jun-19	May-21	
Governance	Financial Regulations	3	May-19	May-21	Sep-20
Governance	Standing Orders for Contracts	4	May-19	May-21	
Governance	Council Terms of Reference and Delegation	5	Jun-17	May-19	Sep-20
Governance	Finance & Policy Committee Terms of Reference and Delegation	6	Jun-17	May-19	Sep-20
Governance	Development and Planning Terms of Reference and Delegation	7	Jun-18	May-19	Sep-20
Governance	Human Resources Committee Terms of Reference and Delegation	8	Jun-17	May-19	Sep-20
Governance	Community and Leisure Services Committee Terms of Reference and Delegation	9	Jun-20	May-21	
Governance	Leisure Services Committee Terms of Reference and Delegation	10	Jun-17	May-21	
Governance	Appeals Committee Terms of Reference and Delegation	11	Jun-17	May-19	Nov-20
Governance	Corporate Strategy	12	Jun-17	May-19	Oct-20
Governance	Budget	13	Nov-18	Nov-19	Nov-20
Governance	Medium Term Financial Strategy	14	Jun-18	Jun-19	Oct-20
Policy	Customer Care and Complaints Policy.	P1	Jun-19	Jun-21	
Policy	Procurement Policy	P2	Jun-19	Jun-21	
Policy	Environmental Policy	P3	Jun-19	Jun-21	

Document Type	CONTENTS OF CONSTITUTION	REF	Date approved	Date of revision	Date of revision - updated August 2020
Policy	Equality Policy	P4	Jun-17	Jun-21	
Policy	Information and Data Protection Policy	P5	Jun-19	Jun-21	
Policy	IT, Website & Email Policy	P6	May-18	Jun-19	Oct-20
Policy	Community & Social Policy	P7	Jul-19	Jul-21	
Policy	Community Engagement Policy	P8	Jul-19	Jul-21	
Policy	Quality Policy	P9	Jun-17	Jul-21	
Policy	Protection of Children & Vulnerable Adult Policy	P10	Jul-19	Jul-21	
Policy	Volunteers Policy	P11	Jun-19	Jul-21	
Policy	Grants & Funding Policy	P12	Jul-19	Jul-21	
Policy	Treasury Management Policy	P13	Apr-19	Jul-21	
Policy	Communications Policy	P14	Sep-19	Aug-21	
Policy	Marketing Policy	P15	Sep-19	Aug-21	
Policy	Publicity Policy	P16	Sep-19	Aug-21	
Policy	Training and Development Policy	P17	Sep-19	Aug-21	
Policy	Business Continuity Policy	P18	Sep-19	Aug-21	
Policy	Flag Flying Policy	P19	Sep-19	Aug-21	
Codes/Protocols	Members' Code of Conduct	C1	May-19	May-21	
Codes/Protocols	Social media Guide for Members	C2	Jul-20	Jul-22	
Codes/Protocols	Officers' Code of Conduct	C3	May-19	May-21	
Codes/Protocols	Protocol on Member/Officer Relations	C4	May-19	May-21	
Appendices	Management Structure	A1	Jun-17		
Appendices	Committee Structure	A2	Jun-17		
Appendices	Glossary of Terms & Acronyms	A3	May-19	Sep-21	
Appendices	Asset Register	A4		Mar-21	
Appendices	Employee Handbook & Personnel Policies	A5	Jun-17	Sep-19	Oct-20
Appendices	Publication Scheme & Information Guide	A6	Sep-17	Sep-21	
Appendices	Mayor's Allowance Scheme	A7	Sep-19	Sep-21	
Appendices	Risk Management Scheme	A8	May-17	Sep-19	Oct-20
Appendices	Town Emergency Plan	A9	Jun-17	Sep-19	Nov-20

Document Type	CONTENTS OF CONSTITUTION	REF	Date approved	Date of revision	Date of revision - updated August 2020
Appendices	Privacy Policy	A10	Aug-18	Sep-19	Nov-20
Appendices	Health and Safety Policy (Ellis Whittam)	A11	Jan-19	Jan-20	Sep-20
Appendices	Newmarket Neighbourhood Plan	A12	Jan-20		
Appendices	Checklist for large dwellings	A13	Apr-19		

Item 12 Meeting Times

-----Original Message-----

To: town.clerk@newmarket.gov.uk <town.clerk@newmarket.gov.uk>;
CouncillorJefferys@newmarket.gov.uk <CouncillorJefferys@newmarket.gov.uk>

Sent: Fri, 31 Jul 2020 11:45

Subject: Fwd: Meeting Times

Item for NTC Agenda .. on 24/08 ?

Might it be more convenient for Cllrs / Public for meetings to start at 1830 ?

(specially if parking charges go to 1800)



Report to	Finance and Policy Committee
Subject	Virtual Meetings
Purpose	Decision (recommendation to Full Council)
Classification	Unrestricted
Meeting date	17/08/2020
Item number	13
Written By	Town Clerk

Summary: This report outlines proposals for continuation of remote meetings.

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

1.	To continue to hold full Town Council and Committee meetings virtually
2	To permit small informal meetings to take place at the Town Hall, respecting regulations around social distancing and maintaining COVID responsible behaviour.
3	To permit the Extraordinary Council meeting 24 th September (Newmarket Town Survey/Health and Wellbeing presentation) to take place in the Memorial Hall should a sufficient number of councillors be able and willing to attend in person, respecting regulations around social distancing and maintaining COVID responsible behaviour.
4	To review the decision to continue holding meetings remotely, at the next Finance and Policy meeting.

1.	Introduction
	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) permitted councils to meet remotely for the first time, with powers to do so until May 2021.
2.	Context
a.	The easing of lock-down restrictions, allows the Town Council to consider how meetings can take place in the future.
b.	Any council that wishes to consider returning to face-to-face meetings is advised by NALC to complete a checklist to help ensure this decision is made in accordance with relevant regulations and requirements and make an informed decision as to how to proceed (Appendix One).
3.	Options
a.	To continue as is, with meetings held via video-conference.
	The Town Council is able to hold meetings virtually and undertake its' business in a safe and effective manner. Members of the public can attend and participate remotely.
b.	To hold hybrid meetings, where some attend remotely and some in person.
	To allow attendance in person, social distancing measures could be introduced by holding meetings in the Memorial Hall – rather than in the Council Chamber. The following matters should be considered:

	(i) Equality and fairness of access must be considered. In practice, those that are more likely to stay at home, are those that are at higher risk (those in the older age bracket, and those with specific health issues / disabilities). Unless absolute parity of access can be provided for all, the Town Council could potentially breach either or both of the Equality Act or the Disability Discrimination Act. Continuing to meet virtually, ensures parity of access for all and avoids making decisions which could determine who can attend in person, and who has to attend virtually. (ii) The need to consider issues around public access – is it possible to sufficiently accommodate the Town Council, socially distanced, and members of the public who may wish to attend? If Councillors are permitted to attend in person, but members of the public were asked to attend remotely - is that fair or right to do in principle? (iii) The practicalities of running hybrid meetings. Those attending from home need the means to be integrated in to the meeting. Time and money, would need to be spent investigating suitable technological solutions and testing these out.
c.	To move to fully-in person full Town Council and committee meetings attended by councillors, council staff and members of the public.
	The National Association of Local Council's (NALC) recommendation is unchanged - councils should not be holding meetings in person at the present time.
4.	Financial/Resource Implications
a.	Should hybrid meetings be seen as the solution, there are cost implications of providing video conferencing items to permit such meetings to take place. The cost of these can vary considerably, depending on the system used.
b.	NALC is undertaking lobbying of government to permit continuation of hybrid meetings after May 2021.
5.	Further changes to legislation
	Amendments have been made to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) requiring public notice of meetings to include joining instructions (zoom link)
5.	Next Steps/Recommendations
a.	To continue to hold full Town Council and Committee meetings virtually
b.	To permit small informal meetings to take place at the Town Hall, respecting regulations around social distancing and maintaining COVID responsible behaviour.
c.	To permit the Extraordinary Council meeting 24 th September (Newmarket Town Survey/Health and Wellbeing presentation) to take place in the Memorial Hall should a sufficient number of councillors be able and willing to attend in person, respecting regulations around social distancing and maintaining COVID responsible behaviour.
d.	To review the decision to continue holding meetings remotely, at the next Finance and Policy meeting.
	Additional documents: Appendix One NALC Checklist

CHECKLIST FOR HOLDING AN IN-PERSON COUNCIL MEETING

Following the government announcement of further easing of lockdown restrictions from 4 July, both NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face-to-face contact.

If the council wishes to consider returning to face-to-face meetings then there are a range of issues that will need to be addressed before this can take place. This checklist will help the council ensure this decision is made in accordance with relevant regulations and requirements.

Further guidance related to COVID-19 can be found on the NALC and SLCC websites.

WIP- work in progress

	Item	Confirmed
1	There is no way for the council to conduct business except through a face-to-face meeting.	
	The council staff and councillors are unable to conduct business without a face-to-face meeting. <i>Note: The <u>government rules</u> still state that we should all work from home if we can.</i>	✗
	The council is unable to make use of telephone or online technology to conduct quorate council meetings. <i>Note: Local councils <u>have the powers</u> to hold public meetings remotely by using video or telephone conferencing technology until May 2021. Parish meetings do not have such powers to meet remotely.</i>	✗
	The council has a reasonable business need, or legal need to meet in person at this time. <i>Note: The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 state that a public authority can only hold a gathering of over 30 people if certain conditions are met</i>	✗
2	Action has been taken to seek a number of options for an appropriate venue for the council meeting.	

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	These venues comply with normal council meeting requirements. <i>Note: NALC members can access <u>Legal Topic Note 5 – Parish and community council meetings</u>.</i>	✓
	The venues allow the public to observe council meetings with social distancing without placing restrictions on the number attending.	WIP
	The venues conform with the government guidance for <u>multi-purpose community facilities</u> and for <u>council buildings</u> .	✓
	If the venue is not owned/managed by the council the owners have been asked for their risk assessment and what actions they are taking to reduce risk.	N/A
3	There is a potential venue the council can use in compliance with the above requirements.	✓
4	The council understands and is acting in compliance with ‘<u>safer workplaces</u>’ guidance.	✓
5	The council has checked if there are councillors or staff that will be unable to attend face-to-face meetings due to health, disability or other reasons.	WIP
	The council has considered how it will make reasonable adjustments to allow individuals with disabilities or other needs to take part in the meeting.	WIP
	The council has considered a <u>hybrid approach</u> to meetings.	WIP
6	A <u>risk assessment</u> has been conducted.	WIP
	Consideration has been taken towards what the council can do to reduce risk to councillors, staff and public including: • Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself. • Staggering arrival times for staff, councillors and members of the public. • Ensuring seating is placed at least 2-metre apart. • Asking people to wear face masks. • Holding paperless meetings. • If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers.	

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	• Arranging seating so people are not facing each other directly. • Choosing a venue with good air flow, including opening windows and doors where possible <i>Note: The Health Protection (Coronavirus Restrictions) (No.2) (England) Regulations 2020 require that the person responsible for organising the gathering has carried out a risk assessment and the organiser has taken all reasonable measures to limit the risk of transmission taking into account the risk assessment.</i>	
7	The council has decided, based on the risk assessment and with risk management actions that it is safe and appropriate to meet.	
8	All risk mitigating actions identified by the risk assessment have taken place.	

This checklist has been conducted to the council's satisfaction and it has been agreed that the council will hold a face-to-face (or hybrid) meeting.

The council will re-evaluate this decision following the first council meeting held, and where necessary the risk assessment and risk management activities will be updated. Following this, the council will review this checklist [quarterly/after each council meeting/at times to be agreed by the council/delete as appropriate].

Date	13/08/2020
Signature	D. Baines

This document was produced by NALC and SLCC and all due care has been taken that it is accurate and reflects current government guidance and legislation at the time of writing (July 2020). This document is designed as an aid to council decision-making, it does not constitute legal advice and neither organisation is responsible for the actions of councils who use this document.

The council is responsible for the health and safety of staff, councillors and others attending council meetings. The council must take care to check it is working to the most up-to-date government guidance and legislation.

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