

Membership from May 2020

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



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP
Councillors, you are hereby summoned to attend a meeting of the
Finance & Policy committee
Monday 18th January 2021 at 7.00pm on Zoom

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time. The meeting is held on the online Zoom platform, no special software is required. The link to join the meeting is as follows: <https://us02web.zoom.us/j/87599325772?pwd=eVFudmo5MGpTN05ua2xZcjQ5UStYUT09>

Or by telephone: +442034815240/Meeting ID: 875 9932 5772 & password193954 :

The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Chairman determining whose turn it is to speak. Voting will be orally, by roll call.

Occasionally matters relating to contractual or staffing issues do have to be held in the confidential part of the meeting. Members of the public and press may not report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

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

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

Agenda

1. **Chairman's announcement** - That the proceedings are being recorded. All participants will be muted by the host of the meeting, who will unmute the individual the Chairman has invited to speak
2. **Apologies** - To receive and accept apologies for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of previous meeting held 14th December 2020**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak on more than two items and for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Submission of schedules of payments for information** - To review and approve 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 and note the Income & Expenditure for the Finance & Policy Committee for the previous month (herewith)
9. **Weatherby Crossing Inquiry Fees** – to receive a report regarding the final invoice and total costs (herewith)
10. **Newmarket PCSO** – To receive a verbal report and authorise any actions
11. **Discover Newmarket** – To consider renewal of contributions (report herewith)

12. **Health and safety** – To receive a monthly report (to follow)
13. **Town Council Constitution**
 - a) Internal Control Working Group - To receive a report and consider amended policies (to follow)
 - b) Standing Orders Working Group review of NTC Standing Orders – To receive an update
 - c) To receive and approve amended policies
 - i. Corporate Strategy (herewith)
14. **Suffolk Chamber of Commerce** – To consider renewal of subscription for 2021 (herewith)
15. **Correspondence**
16. Date of next meeting **Monday 15th February 2021**
17. To note items for consideration at the next meeting

Signed *D. Baines*

Debbie Baines, Town Clerk

DATE 12/01/2021

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



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 14th December 2020 at 7:00pm via Zoom

Attendance:

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

Councillor C O'Neill
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, J Ashton – Minute Assistant, T Harding – Discover Newmarket and 3 Members of the Public.

Minute

- F/20/12/1** **Chairman to Announce that Proceedings are being Recorded and Advise that all Participants will be Muted by the Host of the Meeting who will Unmute the Individual the Charman has Invited to Speak**
The Chairman opened the meeting and announced that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak.
- F/20/12/2** **Apologies for Absence**
Apologies were received from Cllrs Drummond, Hood and Kerby. Cllr Bowen was absent.
- F/20/12/3** **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/20/12/4** **To Confirm the Minutes of the Meeting Held on 16th November 2020 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 16th November 2020 and the following was agreed:
F/20/12/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 16th November 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.
There were no matters arising.
- F/20/12/5** **Public Open Session**
Resident, Douglas Hall spoke to the Discover Newmarket item lending his support and wishing them every success. He also spoke to item F/20/12/11 – review of Standing Orders.
- F/20/12/6** **To Receive a Presentation from Discover Newmarket**

Tracey Harding advised that she had circulated a summary report prior to the meeting and explained that Discover Newmarket was an official Destination Management Organisation representing Newmarket. Although COVID-19 had a massive impact on visitor numbers, they were managing to stay afloat and were looking to come back stronger next year with tours commencing in mid-February 2021. Their plans included increasing the membership of stakeholders, working with the community and introducing a new online booking system which should see huge improvements to visitor numbers. Tours will also cover Newmarket history, food & drink and authors. Newmarket has a very strong USP and she welcomed the opportunity to work closely with NTC.

The Mayor confirmed that Discover Newmarket had the full support of NTC and thanked Tracey for her presentation.

T Harding left the meeting.

F/20/12/7 Submission of Schedules of Payments for Information CB1 - CB4 for (November 2020)

Members reviewed CB1 - CB4 and the following was agreed:

F/20/12/7.01 Recommendation

That the ratification of the schedules of payments for the period 01/11/2020 – 30/11/2020 (Cash Book 1 - 4) be received and adopted.

F/20/12/8 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 30/11/2020 (month 8) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/20/12/9 To Receive the Income and Expenditure for November 2020

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

F/20/12/10 To Receive and Note the Conclusion of the External Audit

The conclusion of the External Audit was received and noted and the following was agreed:

F/20/12/10.01 Recommendation

That thanks be given to the RFO for an excellent External Audit Report.

F/20/12/11 Town Council Constitution – To Review Policy Documents

The merging of C2 - Social Media Guide for Councillors, P6 - IT Website and E-mail policies were reviewed and the following was agreed:

F/20/12.112.01 Recommendation

That the policy C2 Social Media & Electronic Communication Policy be adopted and be reviewed in two years' time.

A Working Group report on the Internal Control and Corporate Strategy review would be presented to a future meeting.

It was proposed that a Working Group be set up to review Standing Orders and the following was agreed:

F/20/12/11.02 Recommendation

That a Working Group be set up comprising of Cllrs Jefferys, O'Neill, Appleby and Yarrow and Douglas Hall representing the Public, with a remit of reviewing Standing Orders and reporting back to a future meeting.

F/20/12/12 Health & Safety

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

F/20/12/13 Correspondence

None noted.

F/20/12/14 Date Of Next Meeting

Monday 18th January 2020 via Zoom.

F/20/12/15 Items For The Next Agenda

Report of the Internal Control working group and an update of the Corporate Strategy.

Meeting closed at 7:26pm

Signed _____ Date _____

Date: 07/01/2021

Newmarket Town Council

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Cashbook 1

User: CEW

Current Account

For Month No: 9

Receipts for Month 9

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 :		592,390.21					592,390.21	
	Banked: 04/12/2020	110.00						
	Sales Recpts Page 2234	110.00	110.00		101			Sales Recpts Page 2234
	Banked: 11/12/2020	4,866.84						
	Sales Recpts Page 2232	4,866.84	4,866.84		101			Sales Recpts Page 2232
	Banked: 14/12/2020	2,400.00						
	Sales Recpts Page 2233	2,400.00	2,400.00		101			Sales Recpts Page 2233
Total Receipts for Month		7,376.84	7,376.84	0.00			0.00	
Cashbook Totals		<u>599,767.05</u>	<u>7,376.84</u>	<u>0.00</u>			<u>592,390.21</u>	

Payments for Month 9					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/12/2020	ICO	DD	35.00			4025	101	35.00	ICO GDPR annual fee
11/12/2020	British Telecom	DDR	46.80	46.80		501			VP11560570/Q0441E/2965/
12/12/2020	N-CIS	ddr	592.37	592.37		501			8123/2974/CONTRACT/N-CIS
14/12/2020	La Hogue Farm Foods	1248/2967	168.00	168.00		501			1248/2967/DEL/La Hogue Farm Fo
14/12/2020	Phillip Green	05122020	110.00	110.00		501			5DEC20/2970/CONTRACT/P G
14/12/2020	Simplicity	626981	19.76	19.76		501			626981/2971/CONTRACT/Si
14/12/2020	Simplicity	628213	79.06	79.06		501			628213/2972/CONTRACT/Si
14/12/2020	Simplicity	629410	39.53	39.53		501			629410/2973/CONTRACT/Si
14/12/2020	Francis Taylor Building	9122020	12,000.00	12,000.00		501			9122020/2977/MH20/064/Fr
14/12/2020	Cozens (UK) Ltd	5459	168.00	168.00		501			5459/2978/MH20/118/Coze (UK)
14/12/2020	Cozens (UK) Ltd	4036	211.20	211.20		501			5460/2979/MH20/131/Coze (UK)
14/12/2020	Airway Air Conditioning	006659	2,143.20	2,143.20		501			006659/2980/MH20/127/Air Ai
15/12/2020	West Suffolk Council	DDR	599.00			4011	120	599.00	WSC/Rates monthly installment
15/12/2020	West Suffolk Council	DDR	355.00			4011	202	355.00	WSC/Rates monthly installment
21/12/2020	Routewise Consulting	034	2,761.50	2,761.50		501			034/2981/MH20/065/Route Co
21/12/2020	Dale Jeffery Electrical Servic	19174	1,164.00	1,164.00		501			19174/2982/MH20/137/Dale Jeffe
21/12/2020	Activ Security (UK) Ltd	5004429	492.00	492.00		501			5004429/2983/CONTRACT/ Se
21/12/2020	Simplicity	630719	69.18	69.18		501			630719/2984/CONTRACT/Si
21/12/2020	Ken Booth & Co Ltd	355528	38.26	38.26		501			355528/2985/MH20/141/Ke Booth
21/12/2020	Complete Business Solutions Gr	02492845	2.38	2.38		501			SINV02492845/2987/Compl Bus
21/12/2020	Complete Business Solutions Gr	02531606	52.41	52.41		501			SCRN00464263/2989/MH20
21/12/2020	Eurofins Water Hygiene Testing	7700111327	167.47	167.47		501			7700111327/2990/MH20/06
21/12/2020	Mead Contruction (Cambridge) L	52334	1,272.00	1,272.00		501			52334/2991/MH20/134/Mea Contr
21/12/2020	Designs on Metal	3964	1,036.80	1,036.80		501			3964/2992/MH20/101/Desig on
21/12/2020	Public Works Loan Board	DDR	44,931.75			4080	120	44,931.75	PWLB half-yearly payment
22/12/2020	Total Gas and Power Ltd	DDR	43.05	43.05		501			226045210/20/2975/CONTR
22/12/2020	Total Gas and Power Ltd	ddr	650.17	650.17		501			226045209/20/2976/CONTR
22/12/2020	Total Gas and Power Ltd	DD	1,990.92	1,990.92		501			225702416/20/2969/CONTR

Payments for Month 9					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>
23/12/2020	Simplicity	631980	69.18	69.18		501			631980/2994/CONTRACT/Si
23/12/2020	Total Gas and Power Ltd	dd	50.92	50.92		501			226160654/20/2968/CONTR
29/12/2020	Barclaycard Account	NOVEMBER	458.38			208		458.38	Nov.Statement
31/12/2020	Unity Trust Bank	BANKCHARG	1.10			4051	101	1.10	UTB/manual handling charge
31/12/2020	Unity Trust Bank	BANKCHARG	40.80			4051	101	40.80	UTB/Service Charge
31/12/2020	Total Gas and Power Ltd	DDR	767.30	767.30		501			3006241140/2993/2993/CO
31/12/2020	Petty Cash	DEC P.CASH	103.96			210		103.96	
Total Payments for Month			72,730.45	26,205.46	0.00			46,524.99	
Balance Carried Fwd			527,036.60						
Cashbook Totals			599,767.05	26,205.46	0.00			573,561.59	

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Cashbook 2

User: CEW

Petty Cash

For Month No: 9

Receipts for Month 9

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: 31/12/2020	103.96						
DEC P.CASH	Current Account	103.96			201		103.96	
Total Receipts for Month		103.96	0.00	0.00			103.96	
Cashbook Totals		<u>253.96</u>	<u>0.00</u>	<u>0.00</u>			<u>253.96</u>	

Payments for Month 9					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>
1/12/2020	Petty Cash	PETTYCASH	103.96		3.59	4022	101	31.96	PCash/stamps-RFO
						4023	101	26.90	PCash/NTC Xmas Cards
						4020	102	1.20	PCash/staff refr.
						4115	101	4.97	PCash/antibac wipes
						4059	101	6.66	PCash/photoID for website
						4056	101	28.68	PCash/W.Crossing refr.
Total Payments for Month			103.96	0.00	3.59			100.37	
Balance Carried Fwd			150.00						
Cashbook Totals			253.96	0.00	3.59			250.37	

Receipts for Month 9				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 :	39,412.95					39,412.95	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>39,412.95</u>	<u>0.00</u>	<u>0.00</u>			<u>39,412.95</u>	

Payments for Month 9				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>
22/12/2020	Net Salaries M9	BACS	8,790.12			516		8,790.12	Net Salaries M9
22/12/2020	HMRC Cumbernauld	0011086609	2,958.07			515		2,958.07	PAYE/NIC / M9
24/12/2020	Peoples Pension	DDR	746.06			514		746.06	Peoples Pension/M9
31/12/2020	Unity Trust Bank	BANKCHARG	18.00			4051	101	18.00	UTB/Service Charge
Total Payments for Month			12,512.25	0.00	0.00			12,512.25	
Balance Carried Fwd			26,900.70						
Cashbook Totals			39,412.95	0.00	0.00			39,412.95	

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Banked: 29/12/2020		458.38						
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NOVEMBER	Current Account	458.38			201		458.38	Nov.Statement
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Total Receipts for Month		458.38	0.00	0.00			458.38	
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Balance Carried Fwd		62.76						
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Cashbook Totals		<u>521.14</u>	<u>0.00</u>	<u>0.00</u>			<u>521.14</u>	
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Payments for Month 9				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 :			416.31					416.31	
01/12/2020	card/Bananaprint	CC116	26.90			4023	101	26.90	card/NTC XMAS cards
02/12/2020	card/Adobe Acropro	CCSUBS	15.17		2.53	4025	101	12.64	card/adobe subs
18/12/2020	card/BP Hyperion	CC115	20.00		3.33	4039	200	16.67	card/fuel for van
18/12/2020	card/Adobe Acropro	CCSUBS	25.28		4.21	4025	101	21.07	card/Adobe Acropro subs
22/12/2020	card/Amazon	CC113	17.48		2.92	4018	101	14.56	card/power supply adaptor
Total Payments for Month			104.83	0.00	12.99			91.84	
Cashbook Totals			521.14	0.00	12.99			508.15	

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Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading as at 31/12/2020

Month No: 9

Committee Report Finance & Policy M9

	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%	
1181 Grant Received WSC	0	2,000	0	(2,000)			0.0%	
1190 Interest Received	0	1	50	49			2.3%	
Administration :- Income	0	2,001	1,125	(876)			177.9%	0
4008 Staff Training	0	1,671	2,500	829		829	66.8%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	58	379	1,500	1,121		1,121	25.3%	
4019 New IT System/Hardware	0	341	2,030	1,689		1,689	16.8%	
4021 Telephone and Fax	126	1,180	2,000	820		820	59.0%	
4022 Postage	32	1,183	2,100	917		917	56.3%	
4023 Stationery	56	849	2,000	1,151		1,151	42.5%	
4025 Subscriptions&Licences	57	3,079	4,000	921		921	77.0%	
4026 Insurance	0	195	11,100	10,905		10,905	1.8%	
4028 Office Maintenance	671	9,459	7,500	(1,959)		(1,959)	126.1%	
4030 Recruitment Advertising	0	0	406	406		406	0.0%	
4051 Bank Charges/Interest	60	196	600	404		404	32.7%	
4056 Legal Expenses	12,790	26,853	28,227	1,374		1,374	95.1%	
4057 Audit & Accountancy Fees	0	2,305	3,500	1,195		1,195	65.9%	
4058 Professional Fees	0	100	0	(100)		(100)	0.0%	
4059 web site	7	3,174	3,050	(124)		(124)	104.1%	
4060 Councillors Training	0	50	508	458		458	9.8%	
4061 Councillors Expenses	0	0	254	254		254	0.0%	
4062 Civic Regalia	0	50	305	255		255	16.4%	
4064 Town Mayor's Allowance	0	96	1,000	904		904	9.6%	
4075 Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076 Grants	0	11,000	11,300	300		300	97.3%	
4077 Marketing	0	100	785	685		685	12.7%	
4079 Grant to Royal British Legion	0	103	25	(78)		(78)	410.0%	
4083 PCSO	0	34,000	34,000	0		0	100.0%	
4090 Biodegradable Dog Poo Bags	0	308	964	657		657	31.9%	

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
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	2,537	2,537		2,537	0.0%	
4115 Coronavirus Response Costs	143	7,837	5,000	(2,837)		(2,837)	156.7%	6,263
4180 Civic Functions	0	0	2,000	2,000		2,000	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 Yellow Brick Road	0	914	2,000	1,086		1,086	45.7%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	14,000	113,421	173,231	59,810	0	59,810	65.5%	6,263
Net Income over Expenditure	(14,000)	(111,420)	(172,106)	(60,686)				
6000 plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(14,000)	(105,157)						
103 Health & Safety								
4020 Misc. Staff Costs	0	0	250	250		250	0.0%	
4028 Office Maintenance	0	0	250	250		250	0.0%	
4058 Professional Fees	0	2,500	2,500	0		0	100.0%	
Health & Safety :- Indirect Expenditure	0	2,500	3,000	500	0	500	83.3%	0
Net Expenditure	0	(2,500)	(3,000)	(500)				
Finance & Policy :- Income	0	667,115	666,239	(876)			100.1%	
Expenditure	14,000	115,921	176,231	60,310	0	60,310	65.8%	
Net Income over Expenditure	(14,000)	551,194	490,008	(61,186)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(14,000)	557,457						
Grand Totals:- Income	0	667,115	666,239	(876)			100.1%	
Expenditure	14,000	115,921	176,231	60,310	0	60,310	65.8%	
Net Income over Expenditure	(14,000)	551,194	490,008	(61,186)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(14,000)	557,457						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	1,718	
105	Vat Due	8,880	
201	Current Account	527,037	
204	Staff Salary Bank Account	26,901	
208	Barclaycard Account	(63)	
210	Petty Cash	150	
	Total Current Assets		564,622
	<u>Current Liabilities</u>		
501	Creditors	12	
515	Paye/NI Due	0	
516	Wages Control	(0)	
565	Bookings Deposit	368	
	Total Current Liabilities		379
	Net Current Assets		564,243
	Total Assets less Current Liabilities		564,243
	<u>Represented by :-</u>		
301	Current Year Fund	247,354	
310	General Fund	132,860	
312	EMR Street Light Maintenance	1,500	
313	EMR Town Regeneration	43,557	
316	EMR Clocks/Memorials	7,205	
317	EMR Buildings-M Hall Fund	19,632	
318	EMR Buildings - Pavilion Fund	25,000	
319	EMR Disused Churchyard	2,836	
320	EMR Cooper Memorial	2,008	
322	EMR Studland Park Timers	3,500	
323	EMR Allotments	4,839	
327	EMR Legends of the Turf	2,844	
330	EMR Cemetery	31,296	
332	EMR Human Resources	13,646	
333	EMR Carnival	5,267	
334	EMR Christmas Lights	2,275	
342	EMR Memorial Gardens Masterplan	8,857	
343	EMR Workwear	818	
344	EMR Asset Sales	8,950	
	Total Equity		564,243

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	0	667,115	666,239	(876)			100.1%
Expenditure	14,000	115,921	176,231	60,310	0	60,310	65.8%
Net Income over Expenditure	<u>(14,000)</u>	<u>551,194</u>					
plus Transfer from EMR	0	6,263					
Movement to/(from) Gen Reserve	<u>(14,000)</u>	<u>557,457</u>					

Community Services

Income	0	35,512	71,650	36,138			49.6%
Expenditure	2,858	93,655	202,038	108,383	0	108,383	46.4%
Net Income over Expenditure	<u>(2,858)</u>	<u>(58,143)</u>					
plus Transfer from EMR	0	4,050					
Movement to/(from) Gen Reserve	<u>(2,858)</u>	<u>(54,093)</u>					

Leisure Services

Income	1,286	9,887	34,900	25,013			28.3%
Expenditure	51,694	139,401	207,520	68,119	0	68,119	67.2%
Net Income over Expenditure	<u>(50,408)</u>	<u>(129,514)</u>					
plus Transfer from EMR	0	17,700					
Movement to/(from) Gen Reserve	<u>(50,408)</u>	<u>(111,814)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	12,495	116,022	184,000	67,978	0	67,978	63.1%
Movement to/(from) Gen Reserve	<u>(12,495)</u>	<u>(116,022)</u>					

Development & Planning

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

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,286	712,514	772,789	60,275			92.2%
Expenditure	81,047	465,159	772,789	307,630	0	307,630	60.2%
Net Income over Expenditure	<u>(79,761)</u>	<u>247,354</u>	<u>0</u>	<u>(247,354)</u>			
plus Transfer from EMR	0	28,013					
Movement to/(from) Gen Reserve	<u>(79,761)</u>	<u>275,368</u>					



Report to	Finance & Policy Committee
Subject	Weatherby Crossing fees
Purpose	Decision
Classification	Unrestricted
Meeting date	18/1/2021
Item number	9
Written By	Cathy Whitaker RFO

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

1. To receive information update regarding the Weatherby Crossing fees
2. To consider the options put forward regarding payment of the final account
3. To resolve which option to use to pay the final account

1.	Introduction
a.	The final invoice for the legal fees for the Weatherby Crossing Inquiry has been received at a total outstanding of £17,352,50 (nett of VAT)
b.	Council will need to decide how to cover this outstanding cost.
2.	Context
a.	The agreed budget amount for legal fees was £13,750 for the year 20/21: £3,750 for Ellis Whittam annual legal fees and £10,000 for Weatherby Crossing provision.
b.	This has been added to with virements over the current financial year to the value of £10,215.
c.	To date (before the final account was received), total invoices to the value of £26,852.89 have been paid out: £3,184 for Ellis Whittam, £23,669 for Weatherby Crossing related costs)
3.	Proposal/Options
a.	Virement of £2,537 from 4114/101 Other Projects/Reserves 20/21 to 4056/101 Legal Fees; £6,800 "advance" from 4056/101 Legal Fees 21/22; £3,641 "advance" from 4114/101 Other Projects/Reserves 21/22
b.	Virement of £2,537 from 4114/101 Other Projects/Reserves 20/21 to 4056/101 Legal Fees; virement of £7,000 from 4113/101 Rolling Capitol Reserve 20/21 to 4056/101 Legal Fees; virement from 4026/101 Insurance at £2,971 & 4071/101 Publicity at £470
4.	Financial/Resource Implications
a.	This option will have an impact on the F&P Committee 20/21 & 21/22 budgets - 20/21 would finish with a potential "overspend" of circa. £7,000 whilst 21/22 would be reduced by that amount, although the Other Projects/Reserves account would still stand at £13,323 for 21/22 after the "advances" allowances suggested.
b.	This option would have no impact on the 21/22 budget as it stands. It would, however, impact the General Reserve amount at the end of 20/21 by reducing the planned booster by

	£7,000, delaying the targeted General Reserve amount.
5.	Next Steps/Recommendations
a.	From a budget management perspective, option b is recommended. Cross-year “advances” produce untidy results and are not recommended.

Weatherby Crossing Total Costs to date: 18/1/2021

<u>Weatherby Crossing Inquiry Costs incurred by Newmarket Town Council</u>			11/01/2021
Date	Details	Cost	
24/06/2021	Legal Fees	£ 6,665.00	
21/08/2021	Legal Fees	£ 2,325.00	
30/09/2021	Expert Witness Fees	£ 1,500.00	
04/12/2021	Expert Witness Fees	£ 2,761.50	
09/12/2021	Legal Fees	£ 10,000.00	
	Legal Fees	£ 17,352.50	
13/10/2021	Hearing Loop for Inquiry	£ 282.55	
	Incidentals during Inquiry (refreshments, taxi, postage)	£ 134.38	
		£ 41,020.93	
	offset by WSC contribution	£ 2,000.00	
	offset by Cheveley PC	£ 1,000.00	
		£ 38,020.93	



Report to	Finance & Policy Committee
Subject	Discover Newmarket (DN) – supporter contribution plan
Purpose	Decision
Classification	Unrestricted
Meeting date	18th January 2021
Item number	18/1/2021
Written By	Town Clerk

Summary: This report outlines contributions previously made to Discover Newmarket and whether they be continued.

Councillors are asked to **CONSIDER:**

1. Whether to extend the Discover Newmarket contribution
2. To agree the amount and time period for the contribution
3. Whether any report of activities, be requested from DN

1.	Introduction
a.	In 2017 NTC approved a £5,000 (plus VAT) annual contribution to Discover Newmarket, to cover a 3-year period – starting in the financial year 2018/2019 and ending in 2020/2021.
b.	In addition, a payment of £1,000 (plus VAT) was made to production of a Visitors Guide in November 2019.
3.	Options
a.	Councillors are asked to consider whether to extend the Discover Newmarket contribution and if so, agree the amount and approve a timeframe for doing so – the previous agreement being for a three-year period.
b.	Councillors are asked whether a request be made for a report or other form of feedback on DN activities, for the duration of any contribution agreement.
4.	Financial/Resource Implications
a.	The Stakeholder fee was built in to the budget approved for 21/22 (line 4220), for the amount of £5,000

Working Together For Newmarket
Corporate Strategy 2021-2023

The Newmarket Neighbourhood Plan sets out Newmarket Town Council's vision for the future of the town up to the year 2031. We will endeavour to work in partnership with other organisations in the town to make our vision a reality.

The Neighbourhood Plan was adopted in February 2020 following a referendum. As well as detailing development and planning policies for the town, the Plan has a total of 57 Community Actions. The Policies and Community Actions are described in detail in the actual Neighbourhood Plan document. They were developed in order to achieve the six key Objectives, which are listed below. Our Corporate Strategy, for remaining time of this council (2021 – 2023), will be to implement the Community Actions of the Neighbourhood Plan.

A Neighbourhood Plan committee, which is open to all members of the Town Council, meets monthly. The committee instructs Working Groups, which may include members of the public, to address selected community actions. The recommendations of the Neighbourhood Plan committee are subsequently put before the full Town Council for adoption.

In addition to the six key Objectives, the Town Council has a number of statutory duties and services to administer and these duties and services will be fulfilled in the most efficient and cost-effective way.

The Town Council expects to work collaboratively with residents, businesses and community organisations to realise our Corporate Strategy.

Councillor Michael Jefferys
Town Mayor
January 2021

Newmarket Neighbourhood Plan Objectives

To promote and maintain the character and prosperity of the town

Newmarket should be an attractive town for residents and visitors alike, and therefore the street scene should be harmonious, retaining traditional building materials and style where appropriate. We need to meet the needs of local residents while preserving the special character and landscape of Newmarket, in particular the town's historic core and the unique features arising from the horseracing and thoroughbred breeding industry, ensuring that development is sustainable in the long term and that Newmarket remains clearly distinct from neighbouring towns.

To improve and promote well being for all residents

It is important to sustain the vitality, health and safety of the whole community, and enable disabled, elderly and infirm residents to remain part of it; to allow voluntary, community and faith groups to flourish, and to foster community cohesion not only by welcoming residents of all races, creeds, ages and backgrounds, but also by creating and maintaining spaces where people can work together creatively.

To value and protect our environment

We will aim for the town to make the minimum impact on the natural environment, and to promote biodiversity and encourage wildlife. We should aim, wherever possible, that our actions mitigate the expected effects of climate change by reducing greenhouse gases in the atmosphere.

To develop sustainable housing

Newmarket has an increasingly diverse community, and there should be a range of housing in the town to meet a wide range of needs. There should be sufficient affordable housing available to allow people who work in the town to live in the town. Any new development shall be sustainable, both in terms of energy use and environmental factors.

To develop a sustainable transport network

We should minimise car usage in and around the town by encouraging walking and cycling and ensuring that travel within the town should be efficient and safe, balancing the needs of all users.

To create a vibrant, attractive town centre

Newmarket is unusual in that it still has a thriving, busy High Street, which is likely to be the first part of the town any visitor will experience. It is therefore important that the High Street is well-presented by being kept clean, litter-free and well-maintained, and that careful thought is given towards the design of its crossing points, street furniture and planting, with the aim of creating an attractive pedestrian environment.

Townclerk

Subject: FW: Suffolk Chamber – always on your side – membership renewal

Annual renewal figure - £300 plus VAT

From: Michele Broadhurst <Michele@suffolkchamber.co.uk>

Sent: 15 December 2020 10:49

To: Townclerk <Townclerk@newmarket.gov.uk>

Subject: Suffolk Chamber – always on your side – membership renewal

Dear Roberta

Newmarket Town Council - Membership No. 16943

I am writing to you personally as your annual membership subscription to Suffolk Chamber of Commerce is shortly due for renewal. I therefore have pleasure in attaching your membership renewal invoice for the forthcoming year.

2020 was probably the most challenging year in business that many of us have ever experienced. 2021 looks more hopeful, but there is much more that needs to be done to boost our economic recovery and renewal.

That is why, we believe that we need each other as never before. Suffolk Chamber of Commerce and your business have made and continue to make a great team and we look forward to continuing to support you for years to come.

We hope you agree that your Chamber continues to step up to the mark to support you and our county's economy.

COVID-19: our commitment to you

Since March, with the impact of the spread of COVID-19 beginning to have an impact on companies, their staff and their communities, Suffolk Chamber has been helping its members to maximise the help on offer from Government. As a valued member, we have also been providing you with reliable, succinct information to support your decision making whilst continuing to lobby tirelessly in the interests of our members, regardless of sector or size.

As a result, locally Suffolk Chamber has:

- Set up a COVID-19 hub at www.suffolkchamber.co.uk providing constantly updated links to authoritative information of relevance to our members
- Sent out regular briefings to our members with the latest 'must-know' facts for businesses, so you can plan and take decisions with more confidence and certainty
- Conducted regular surveys of our members to ascertain their actions and views – in order to lobby your local MP as well as Ministers in Government directly to boost our support packages
- Handled hundreds of direct queries from member businesses by phone, email and social media, providing reassurance, support and advice

Thanks to the evidence and insights we've gathered from our members, your Chamber, working with colleagues in other Chambers across our national network, has had a direct role in persuading the Government to go big with business rates relief, the Jobs Retention scheme, the Coronavirus Business Interruption Loan Scheme, help for the self-employed, VAT deferment and the Kickstart Scheme, to name but a few.

But there is so much more that needs to be done – not least as we help shape the emerging efforts to ensure that your business and those of all our members are able to recover from the effects of the pandemic as quickly as possible.

We will continue to work ceaselessly on your behalf during this recovery period, as we have since we were formed in 1884.

Here's how we are here for you day in, day out

We would also like to reassure you as a valued member of Suffolk Chamber that all of our services are open as usual, and day in, day out your Suffolk Chamber team is working to help you through:

- **Business support:** As part of your membership you have access to Suffolk Chamber's Chamber Protection service for free HR, legal, tax and health & safety advice, as well as access to our online member business directory
- **Business advice:** The Suffolk Chamber-managed New Anglia Growth Hub team is ready and available to offer free, impartial business advice and support, including sourcing grants and finance, skills, training and Apprenticeship advice and sector-specific consultancy
- **Business events:** We are now running a wide range of webinars and online events that give you pertinent information, guidance and support to your business, which are available to you and your team to attend for free as a member of Suffolk Chamber
- **International Trade:** Our International Trade Advisers are available to advise you on all aspects of doing business internationally. Your membership also includes special discounted rates for export documentation, and our team of experts are on hand to provide this service.
- **Communications:** There are a number of ways you can use your Suffolk Chamber membership to raise your profile, including support from a variety of social media channels, and access to the member area of our website to boost your customer reach
- **Campaigning and policy:** Suffolk Chamber continues to lobby Government on your behalf, directly through member surveys and via the British Chambers of Commerce, to support businesses across a whole range of issues

If a purchase order number is required by your organisation to pay invoices, please organise this and send it together with the invoice to your finance team. We would also be grateful if the invoice number is included with your payment to ensure that we can promptly allocate your payment when it arrives with us.

If you would like to know more about how Suffolk Chamber can support your business, both now and in the future, please contact our Business Development Manager Stuart Franklin stuart@suffolkchamber.co.uk or for assistance with processing your payment please email our Purchase Ledger & Credit Control Officer Michele Broadhurst michele@suffolkchamber.co.uk.

It is my earnest hope that you will allow us to continue to support you over the next 12 months by renewing your membership of Suffolk Chamber. I and the whole Suffolk Chamber team look forward to continuing to serve you in the coming months and years.

Yours sincerely



John Dugmore
Chief Executive
Suffolk Chamber of Commerce
01473 680600 | www.suffolkchamber.co.uk



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Townclerk

From: Rolls, Michelle <Michelle.Rolls@westsuffolk.gov.uk>
Sent: 29 December 2020 08:55
Subject: Finance support for the impact of Covid-19 on the taxbase for 2021 to 2022
Attachments: West Suffolk Precept Form 21-22 - over £140k with LCTSG.xlsx

Dear Clerk,

Finance support for the impact of Covid-19 on the taxbase for 2021 to 2022

When I wrote to you on 4 November requesting your precepts for 2021 to 2022, I explained the adverse impact that the increase in claimants of Local Council Tax Reduction Support was having on the taxbase. At the time, I set out that representations were being made to the government for support to mitigate this impact. The government has now released the provisional finance settlement for 2021 to 2022 (17 December 2020), and I am pleased to say, has also announced a one off Local Council Tax Support Grant. This grant is specifically to compensate councils for the impact of increased LCTS claims driven by the pandemic, and has been allocated based on 2020 to 2021 council tax levels, paid directly to major precepting authorities (West Suffolk, Suffolk CC and Suffolk Police in our case). The information provided from government suggests that our allocation includes a share for Town and Parish Councils and West Suffolk has agreed to pass this grant on in full. Please note that our overall allocation is not sufficient to cover the full impact (of what your tax base would have looked like in a normal year with housing growth etc), however it does go some way and I am sure will still be well received.

The taxbase figures that we included in the precept form previously sent, were ratified by Council on 15 December and will not be changing. However, in the light of the announcement about grant support, I am reissuing the precept form to show the grant you will be receiving from the council in 2021 to 2022 (as a one off grant only), so that this can be considered as part of your precept setting process. Our intention is to pay this grant when we pay precepts at the end of April 2021.

As we have already received some precept forms, please could you let us know if you would like to amend your precept request in the light of this new information. Please confirm the position either way so we can check you off our records.

Please do not hesitate to contact me or Lyn Cornish if you have any queries.

Kind regards

Michelle

Michelle Rolls
System Administrator
Please note my working hours are Monday to Friday 8am to 2pm.
Financial Services
Direct dial: 01284 757203
Email: Michelle.Rolls@westsuffolk.gov.uk
www.westsuffolk.gov.uk
West Suffolk Council
#TeamWestSuffolk