

Membership from May 2019

Councillor Drummond - Chairman
Councillor Hood - Vice Chairman
Councillor Caesar
Councillor De'Ath
Councillor Kerby
Councillor Lay



Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the

FINANCE & POLICY COMMITTEE to be held at

Memorial Hall, High Street, NEWMARKET on

Monday 21st October 2019 at 7.15pm

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

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

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

AGENDA

1. Chairman to read fire safety notice and announce that proceedings may be filmed or recorded.
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
4. MINUTES - To receive and confirm for accuracy the Minutes of the Meeting held on 16th September 2019 and any matters arising.
5. PUBLIC PARTICIPATION 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions may only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. To review Committee Terms of Reference
7. SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION – to review cashbooks for the previous month
8. FINANCE - To confirm that the Bank Statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
9. FINANCE - To receive the income and expenditure for the previous month
10. PCSO – To receive a monthly report
11. IT SUPPORT – To review the Server Quotation
12. To receive the notice of conclusion of Audit and Completed Annual Governance and Accountability Return
13. Future Consideration – Newmarket Radio Scheme
14. Clear Channel – To approve the deed of variation document
15. HEALTH AND SAFETY – Monthly Review – to be tabled at meeting
16. CORRESPONDENCE
17. Date of next meeting **Monday 18th November 2019**
18. To note items for consideration at the next meeting

Signed

Roberta Bennett

Roberta Bennett, Town Council Manager, 15th October 2019

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

BLANK



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee

Held on Monday 16th September 2019 at 7:00pm at the Memorial Hall Newmarket

Attendance:

Councillor A Drummond (Chairman)

Councillor R Hood

Councillor S Ceasar (non-voting)

Councillor T Kerby

Also Present: Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 1 Member of the Public.

	Minute	Action by
F/19/09/1	<u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED</u> The Chairman opened the meeting and advised that the Fire Safety Notice was not required. It was confirmed that proceedings may be filmed or recorded.	
F/19/09/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs De'Ath and Lay. Cllr Cooke was absent.	
F/19/09/3	<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/19/09/4	<u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 12TH AUGUST 2019 AND ANY MATTERS ARISING</u> Members received the minutes of the Finance & Policy Committee meeting held on 12th August 2019 and the following was agreed: <u>F/19/09/4.01 Resolved</u> That the minutes of the Finance & Policy Committee meeting held on 12th August 2019 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. Matters arising: Page 2- F/19/08/7 – The Chairman confirmed that the bank reconciliations relating to the end of 30/07/2019 (month 4) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee. Page 3 – F/19/08/12.01 Resolved – it was noted that the Food & Drink Festival had not been added to the NTC calendar and that the signs had also advertised the Open Weekend which would take place next week. There was also no date on the signs and it was felt that the advertising for this event should be improved for next year	

and the following was agreed:

F/19/09/4.01 Resolved

That the Events Manager be asked to ensure that the Open Weekend is on the NTC Calendar and that it is also on the West Suffolk website. That the comments regarding advertising be fed back to the organisers of the event.

F/19/09/5 PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION

None noted.

F/19/09/6 SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION CB1, CB2 AND CB4 FOR (AUGUST 2019)

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

F/19/09/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/08/2019 – 31/08/2019 (Cash Book 1 and 2) be received and adopted.

F/19/09/7 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 that the bank reconciliations relating to the end of 31/08/2019 (month 5) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

F/19/09/8 TO RECEIVE THE INCOME AND EXPENDITURE FOR AUGUST 2019.

The Income and Expenditure reports for August 2019 were received and noted.

F/19/09/9 TO REVIEW THE FOLLOWING POLICIES

a) GLOSSARY OF TERMS & ACRONYMS

The Glossary of Terms & Acronyms was reviewed and the following was agreed:

F/19/09/9.01 Recommendation

That the Glossary of Terms & Acronyms be adopted.

b) ASSET REGISTER

The Asset Register was reviewed and the following was agreed:

F/19/09/9.02 Recommendation

That the Asset Register be adopted.

c) EMPLOYEE HANDBOOK & PERSONNEL POLICIES

The Employee Handbook & Personnel Policies were reviewed and the following was agreed:

F/19/09/9.03 Recommendation

That the Employee Handbook & Personnel Policies be adopted.

d) PUBLICATION SCHEME & INFORMATION GUIDE

The Publication Scheme & Information Guide were reviewed and the following was agreed:

F/19/09/9.04 Recommendation

That the Publication Scheme & Information Guide be adopted.

e) MAYOR'S ALLOWANCE SCHEME

The Mayor's Allowance Scheme was reviewed and the following was agreed:

F/19/09/9.05 Recommendation

That the Mayor's Allowance Scheme be adopted.

f) RISK MANAGEMENT SCHEME

The Risk Management Scheme was reviewed and the following was agreed:

F/19/09/9.06 Recommendation

That the Risk Management Scheme be adopted.

g) TOWN EMERGENCY PLAN

The Town Emergency Plan was reviewed and the following was agreed:

F/19/09/9.07 Recommendation

That the Town Emergency Plan be adopted.

h) PRIVACY POLICY

The Privacy Policy was reviewed and the following was agreed:

F/19/09/9.08 Recommendation

That the Privacy Policy be adopted.

F/19/09/10 TO RECEIVE THE MONTHLY PCSO REPORT

The Committee welcomed the PCSO report and they liked the brevity of it. It was noted that Inspector Shipton would be attending the next full Council meeting. The following was agreed:

F/19/09/10.01 Resolved

That a letter of thanks be sent to the PCSO for the report along with a request for this to become a monthly requirement.

F/19/09/11 HEALTH AND SAFETY MONTHLY REVIEW

RFO circulated the monthly Health & Safety report and the Fire Risk Assessments at the meeting. RFO advised that all recommendations for the Fire Risk Assessments had been actioned. The Chairman signed the monthly Health & Safety report.

F/19/09/12 CORRESPONDENCE

Notice of Casual Vacancy for Scaltback was noted. Date to be confirmed.

F/19/09/13 DATE OF NEXT MEETING

Monday 16th September 2019 at the Memorial Hall, High Street, Newmarket.

F/19/09/14 ITEMS FOR THE NEXT AGENDA

None noted.

Meeting closed at 7:38pm

Signed _____ Date _____

Date: 07/10/2019

Newmarket Town Council

Page No: 1

Time: 10:50

Cash Book 1

User : CEW

Current Account

For Month No : 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		636,564.77					636,564.77	
Banked on :	02/09/2019	250.00						
	Sales Recpts Page 2116	250.00	250.00		101			Sales Recpts Page 2116
Banked on :	03/09/2019	144.00						
	Sales Recpts Page 2117	144.00	144.00		101			Sales Recpts Page 2117
Banked on :	03/09/2019	1,500.00						
bacs	Jockey Club Estates	1,500.00			1172	303	1,500.00	Jockey Club Est./SBox donation
Banked on :	04/09/2019	221.51						
bacs	Suffolk W.Citizens Advice Bur.	221.51		36.92	565		184.59	H.deposit for CAB bkg 16/10/19
Banked on :	05/09/2019	130.00						
	Sales Recpts Page 2118	130.00	130.00		101			Sales Recpts Page 2118
Banked on :	09/09/2019	416.00						
	Sales Recpts Page 2119	416.00	416.00		101			Sales Recpts Page 2119
Banked on :	09/09/2019	180.00						
	Sales Recpts Page 2120	180.00	180.00		101			Sales Recpts Page 2120
Banked on :	09/09/2019	-51.60						
reversech	BT reversal of chq payment	-51.60		-8.60	4021	101	-43.00	shd be direct debit payment
Banked on :	10/09/2019	64.80						
	Sales Recpts Page 2114	64.80	64.80		101			Sales Recpts Page 2114
Banked on :	10/09/2019	1,221.00						
	Sales Recpts Page 2115	1,221.00	1,221.00		101			Sales Recpts Page 2115
Banked on :	10/09/2019	1,452.00						
000062	True Devil Wings	100.00		16.67	1172	303	83.33	TrueDevilWings/SBox foodstall
000062	Teadance income	163.50		27.25	1043	301	136.25	Teadance income/9/8/19
000062	Teadance income	169.50		28.25	1043	301	141.25	Teadance income/26/7/19
000062	Specsavers Opticians	225.00		37.50	565		187.50	holding dep/bkg 4/8/19
000062	Charlotte Kelly	300.00		50.00	565		250.00	C.Kelly holdingDep/bkg8/8/20
000062	Nelli Cuzmenco	200.00		33.33	565		166.67	h.dep/N.Cuzmenco/bkg28/9/19
000062	East Anglian Chess Union	50.00		8.33	565		41.67	EACU/h.dep/bkg5/6/2020
000062	East Anglian Chess Union	50.00		8.33	565		41.67	EACU/d.dep/bkg6/6/2020
000062	East Anglian Chess Union	50.00		8.33	565		41.67	EACU/h.dep/bkg7/6/2020
000062	Sywia Kingham	144.00		24.00	565		120.00	S,Kingham/h.dep/bkg14/9/19
Banked on :	10/09/2019	51.60						
DDR	BT	51.60		8.60	4021	101	43.00	redcareline/rep. cxl chq 30051
Banked on :	18/09/2019	640.00						
000063	Life Craft	640.00		106.67	565		533.33	h.dep.LifeCraft inv6774/6781
Banked on :	19/09/2019	2,041.90						
bacs	PayPal Soapbox income	2,041.90		340.32	1172	303	216.87	PayPal/Sbox Ticket fees
					1172	303	1,484.71	PayPal/Sbox Entry fees

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Date: 07/10/2019

Newmarket Town Council

Page No: 2

Time: 10:50

Cash Book 1

User : CEW

Current Account

For Month No : 6

Receipts for Month 6

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 on : 26/09/2019		9,430.00						
000064	NTC Charitable Fund Account	9,430.00		988.33	1172	303	2,500.00	donation-Tattersalls
					1172	303	1,000.00	donation - NewTax
					1172	303	250.00	Soapbox entry fees
					1172	303	4,691.67	Soapbox ticket income
Banked on : 26/09/2019		168.00						
000066	GREWEL	168.00		28.00	565		140.00	GREWEL/h.dep.for bkg6862 2/11
Banked on : 26/09/2019		63.00						
	Sales Recpts Page 2122	63.00	63.00		101			Sales Recpts Page 2122
Banked on : 30/09/2019		198.00						
	Sales Recpts Page 2121	198.00	198.00		101			Sales Recpts Page 2121
Banked on : 30/09/2019		241.00						
000068	Teadance income	241.00		40.17	1043	301	200.83	Teadance income/27/9/19
Banked on : 30/09/2019		130.00						
	Sales Recpts Page 2123	130.00	130.00		101			Sales Recpts Page 2123
Banked on : 30/09/2019		6,684.35						
	Staff Salary Account	6,684.35			201		6,684.35	
Banked on : 02/10/2019		450.00						
000071	St Mary's Fundraiser	450.00			4077	101	450.00	St Mary's/youth engagement don
Banked on : 02/10/2019		800.00						
	Sales Recpts Page 2125	800.00	800.00		101			Sales Recpts Page 2125
Total Receipts for Month		26,425.56	3,596.80	1,782.40			21,046.36	
Cash Book Totals		<u>662,990.33</u>	<u>3,596.80</u>	<u>1,782.40</u>			<u>657,611.13</u>	

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Date: 07/10/2019

Newmarket Town Council

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Cash Book 1

User : CEW

Current Account

For Month No : 6

Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/02/2019	Activ Security canx lost chq	300304CA	-372.00			4036	310	-372.00	Activ Security canx lost chq
30/06/2019	NewClean Ltd (canx chq)	300441CA	-486.00			4016	120	-486.00	NewClean Ltd (canx chq)
03/09/2019	Total Gas and Power Ltd	DD	518.80	518.80		501			2377/31May-31Aug
05/09/2019	Unity Trust Bank	BANKCHA	16.00			4051	101	16.00	UTB/2xstopped lost chqs
09/09/2019	British Telecom	300518	51.60	51.60		501			2364/RedcareFee/131Oct
09/09/2019	Cooleraid Ltd	300519	271.08	271.08		501			2370/5x19Lbottles/c
09/09/2019	Dorans Plumbing	300520	60.00	60.00		501			2372/rep to hedge water system
09/09/2019	The Festive Lighting Company L	300521	13,448.04	13,448.04		501			2360/Yr3of4 hire & inst fees
09/09/2019	Fenland Leisure Products Ltd	300522	254.40	254.40		501			2358/grass & playground mats
09/09/2019	C. Franks & Sons	300523	5,265.00	5,265.00		501			2371/straw for SBox
09/09/2019	Phillip Green	300524	110.00	110.00		501			2375/August winding/maint
09/09/2019	Kone	300525	3,210.59	3,210.59		501			2356/Lift Maint contract
09/09/2019	Newmarket Electrical Wholesale	300526	230.40	230.40		501			2374/OfficeShutter
09/09/2019	N-CIS	300527	396.00	396.00		501			2366/Aug monthly Backup fees
09/09/2019	NewClean Ltd	300528	42.00	42.00		501			2361/10June chapel cleaning
09/09/2019	Office Wizard	300529	200.00	200.00		501			2373/SBox paypal&website work
09/09/2019	Symphotech Limited	300530	2,640.00	2,640.00		501			2376/EventSafetyS
09/09/2019	West Suffolk Council	300531	26.66	26.66		501			2354/extra bin collection MGDn
09/09/2019	SSE Swalec	300532	133.46	133.46		501			2362/Q2 2019 20
09/09/2019	BT CANX OF PAYMENT	300518CA	-51.60		-8.60	4021	101	-43.00	BT CANX OF PAYMENT
09/09/2019	NewClean Ltd	300534	486.00			4016	120	486.00	re-issued chq for lost 300441
09/09/2019	Activ Security	300533	372.00			4036	310	372.00	reissue of lost chq 300304
09/09/2019	C Franks & Sons (corr)	300523CO	-5,265.00			4098	303	-5,265.00	strawbales/rev.uns chq
09/09/2019	C Franks & Sons	300541	5,265.00			4098	303	5,265.00	strawbales/reissue new chq
09/09/2019	C.Franks & Sons	300523CA	-5,265.00			4098	303	-5,265.00	cheque stopped - lost
10/09/2019	E.On Energy	dd	65.18	65.18		501			2369/26Jul-24Aug2019

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Newmarket Town Council

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Cash Book 1

User : CEW

Current Account

For Month No : 6

Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
10/09/2019	BT	DDR	51.60		8.60	4021	101	43.00	/REDCARE LINE FEE
12/09/2019	N-CIS	ddr	192.43	192.43		501			2359/AugCalls/Sept Line fee
16/09/2019	West Suffolk Council (Rates)	DD	589.00	589.00		501			2384/NNDR inst MHall
16/09/2019	West Suffolk Council (Rates)	dd	233.00	233.00		501			2385/NNDR inst Severals
16/09/2019	West Suffolk Council (Rates)	DDR	304.00	304.00		501			2383/NNDR inst. for cem
16/09/2019	Kallkwik	300535	216.00	216.00		501			2379/hosting 19/20 nmkvenues
16/09/2019	Louise Cohen	300536	300.00	300.00		501			2381/commission for SBox spons
16/09/2019	Complete Business Solutions Gr	300537	74.50	74.50		501			2380/copier paper
16/09/2019	Today Magazines Ltd	300538	210.00	210.00		501			2378/adv.SBox suffolk-norfolk
16/09/2019	Visit Cambridge & Beyond	300539	239.00	239.00		501			2382/TourCamb./Pu trip
16/09/2019	Petty Cash	300540	136.73			201		136.73	
19/09/2019	People's Pension	DDR	667.14			514		667.14	PP E'rs/E'ees cont Sept2019
23/09/2019	The Food & Drink Festival	300542	1,250.00			4076	101	1,250.00	Fd&Drink Fest.2019 grant
23/09/2019	Alexander Jaggars	300544	100.00		16.67	4098	303	83.33	Pizzazz refund for SBox stall
23/09/2019	C.Franks & Sons	300541	5,265.00			4098	303	5,265.00	reissued to rep chq 300523
23/09/2019	Allied Mechanical Services Ltd	300546	889.45	889.45		501			2387/repairs to water heater
23/09/2019	Aspen Print	300547	547.20	547.20		501			2392/Sponsor PVC bannersx12
23/09/2019	Chemtest Limited	300548	196.80	196.80		501			2388/Microbiology water test
23/09/2019	R Sheehan	300549	50.00	50.00		501			2397/MHall windows-allOutside
23/09/2019	Mrs Hart	300550	300.00	300.00		501			2395/sept fees for mem gdns
23/09/2019	Neopost Limited	300551	500.00	500.00		501			2396/franking credit
23/09/2019	Phs Group Plc	300552	238.14	238.14		501			2390/Hygiene products
23/09/2019	St John Ambulance	300553	1,365.60	1,365.60		501			2389/1st Aid cover for event
23/09/2019	Suffolk Association of Local C	300554	210.00	210.00		501			2393/TK Routine Play inspec.
23/09/2019	Complete Business Solutions Gr	300555	41.31	41.31		501			2394/paper,etc.
23/09/2019	West Suffolk Council	300556	11,475.65	11,475.65		501			2386/elec recharge 2/5/19
23/09/2019	Unity Trust Bank	BANKCHA	8.00			4051	101	8.00	UTB/stoppoed chq/lost
26/09/2019	Total Gas and Power Ltd	dd	462.75	462.75		501			2408/1st TG&P elec MHall

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Date: 07/10/2019

Newmarket Town Council

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Time: 10:50

Cash Book 1

User : CEW

Current Account

For Month No : 6

Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
27/09/2019	Staff Salary Account	300543	30,000.00			201		30,000.00	
30/09/2019	J.Lay	300557	152.37		10.22	4098	303	142.15	Soapbox expenses
30/09/2019	ADeC	300558	2,137.50	2,137.50		501			2399/creative&them
30/09/2019	Grantham Groundworks &	300559	8,169.96	8,169.96		501			2402/war mem ground rep
30/09/2019	House of Flags	300560	655.18	655.18		501			2401/Flags
30/09/2019	Ken Booth & Co Ltd	300561	50.72	50.72		501			2403/cleaning supplies
30/09/2019	Mr R Watts	300562	160.00	160.00		501			2407/teadance ent 27/9/19
30/09/2019	New Heath Autos Ltd	300563	165.68	165.68		501			2400/new wing mirror on van
30/09/2019	Penguinos	300564	72.50	72.50		501			2398/15xlunch on 16/9/19
30/09/2019	Rialtas Business Solutions Ltd	300565	1,141.20	1,141.20		501			2404/Omega CB,SL,PL s&m
30/09/2019	Barclaycard Account	DDR	1,562.25			201		1,562.25	Sept payment
30/09/2019	Unity Trust Bank	BANKCHA	43.50			4051	101	43.50	Unity Trust Bank/servicecharge

Total Payments for Month

92,046.77

58,110.78

26.89

33,909.10

Balance Carried Fwd

570,943.56

Cash Book Totals

662,990.33

58,110.78

26.89

604,852.66

Date: 07/10/2019

Newmarket Town Council

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Time: 10:51

Cash Book 2

User : CEW

Petty Cash

For Month No : 6

Receipts for Month 6

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 on : 16/09/2019		136.73						
	Current Account	136.73			210		136.73	
Total Receipts for Month		136.73	0.00	0.00			136.73	
Cash Book Totals		286.73	0.00	0.00			286.73	

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Date: 07/10/2019

Newmarket Town Council

Page No: 2

Time: 10:51

Cash Book 2

User : CEW

Petty Cash

For Month No : 6

Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
16/09/2019	Petty Cash	300540	136.73		1.87	4037	202	8.10	PCash/Cem chain for padlock
						4020	102	11.28	PCash/Office refr.
						4078	120	6.44	PCash/Event refr.
						4028	101	5.20	PCash/Aug.newspa office
						4009	101	102.60	PCash/TCM&callout mileage
						4020	101	1.24	PCash/misc expense(card)
Total Payments for Month			136.73	0.00	1.87			134.86	
Balance Carried Fwd			150.00						
Cash Book Totals			286.73	0.00	1.87			284.86	

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Newmarket Town Council

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Cash Book 3

User : CEW

Staff Salary Account

For Month No : 6

Receipts for Month 6

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 :		6,856.45					6,856.45	
Banked on : 05/09/2019		2.07						
bacs	Barclays Bank	2.07			1190	101	2.07	Barclays Bank/loyalty reward
Banked on : 10/09/2019		6,684.35						
29756001	Soapbox cash takings	6,684.35		1,062.73	1172	303	5,313.62	Soapbox tickets
					1172	303	112.00	SBOXdonation/Cheveley ParkStud
					1172	303	196.00	SBOXdonation/O'Shaunessy Farr
Banked on : 27/09/2019		30,000.00						
	Current Account	30,000.00			204		30,000.00	
Total Receipts for Month		36,686.42	0.00	1,062.73			35,623.69	
Cash Book Totals		43,542.87	0.00	1,062.73			42,480.14	

Continued on Page 2

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Newmarket Town Council

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Cash Book 3

User : CEW

Staff Salary Account

For Month No : 6

Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/09/2019	Barclays Bank	BANKCHA	13.75			4051	101	13.75	Barclays Bank/commission
16/09/2019	HMRC	100451	3,452.36			515		3,452.36	HMRC/M6 PAYE/NICs
23/09/2019	Net Salaries	BACS	10,517.42			516		10,517.42	Net Salaries/M6
30/09/2019	Current Account	100452	6,684.35			204		6,684.35	
30/09/2019	Unity Trust Bank	BANKCHA	18.00			4051	101	18.00	Unity Trust Bank/servicecharge
Total Payments for Month			20,685.88	0.00	0.00			20,685.88	
Balance Carried Fwd			22,856.99						
Cash Book Totals			<u>43,542.87</u>	<u>0.00</u>	<u>0.00</u>			<u>43,542.87</u>	

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Newmarket Town Council

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Cash Book 4

User : CEW

Barclaycard Account

For Month No : 6

Receipts for Month 6

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 on : 30/09/2019	1,562.25							
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Current Account	1,562.25				208		1,562.25	Sept payment
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Total Receipts for Month	1,562.25		0.00	0.00			1,562.25	
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Balance Carried Fwd	1,102.16							
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Cash Book Totals	<u>2,664.41</u>		<u>0.00</u>	<u>0.00</u>			<u>2,664.41</u>	
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Newmarket Town Council

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Cash Book 4

User : CEW

Barclaycard Account

For Month No : 6

Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			1,474.92					1,474.92	
02/09/2019	card/Instaprint	CCDCW47	23.99		4.00	4077	101	19.99	card/3 x A2 posters for gdn
02/09/2019	QD	CCDCW46	8.97		1.50	4029	200	7.47	card/Pliers set/cable ties
02/09/2019	card/B&M	CCD50	4.99			4078	120	4.99	card/event coffee
02/09/2019	card/BestOneShop	CCDCW49	2.05			4078	120	2.05	card/event milk
02/09/2019	card/Amazon	CCD48	32.16			4036	202	32.16	card/CCTV wire
02/09/2019	card/Adobe	CCDRB	15.17		2.53	4018	101	12.64	card/Adobe acropro subs TCM
04/09/2019	card/West Suffolk Council	CCDCW51	180.00			4025	101	180.00	card/WSC premises licence
05/09/2019	card/QD	CCDCW53	2.98		0.50	4029	200	2.48	card/tie wraps
05/09/2019	card/Argos	CCDCW52	17.97		3.00	4019	101	14.97	card/3xmemory sticks
06/09/2019	card/HSS	CCDCW34	-64.96		-10.83	4098	303	-54.13	card/generator refund
10/09/2019	card/Facebook	CCDCW	15.64			4077	101	15.64	card/Facebook adv
12/09/2019	card/Hyperion Connect S Statio	CCDCW55	30.00		5.00	4039	200	25.00	card/fuel for van
16/09/2019	card/Majestic Wines	CCDCW57	237.80		39.63	4184	307	198.17	card/LLink reception wine
16/09/2019	card/Iceland	CCDCW56	3.00			4078	120	3.00	card/refr for mtg
18/09/2019	card/Easylife Everyday Solutio	CCD58	19.98			4037	211	19.98	card/cleaner fluid
18/09/2019	card/Tesco	CCDCW59	104.75			4078	120	104.75	card/food order for Visionconf
20/09/2019	card/Tesco	CCD60	12.97			4184	307	12.97	card/LLink Reception refr
20/09/2019	card/Adobe	CCDCW	25.28		4.21	4018	101	21.07	card/Adobe subs Admin
23/09/2019	card/My Fotoshop	CCD63	45.00		7.50	4077	101	37.50	card/7xposters Nmkt VisionConf
23/09/2019	card/O2	CCD62	30.00		5.00	4021	101	25.00	card/TK mobile topup
23/09/2019	card/QD	CCDCW61	2.98		0.50	4029	200	2.48	card/cable ties
23/09/2019	card/CEX Newmarket	CCDCW65	160.00		26.67	4019	101	133.33	card/TK mobile phone
23/09/2019	card/BestOneShop	CCD64	2.55			4078	120	2.55	card/event refr
23/09/2019	card/Tesco	CCD67	11.98			4078	120	11.98	card/Nmkt Vision conference
23/09/2019	card/Majestic Wines	CCDCW66	-132.91		-22.15	4184	307	-110.76	card/refund LLink wine return
26/09/2019	card/Instantprint	CCD68	20.00		3.33	4077	101	16.67	card/4xA2 slide posters gdns
26/09/2019	card/QD	CCDCW69	12.87			4443	301	12.87	card/teadance cakes 27/9/19
26/09/2019	card/Palace House	CCDCW68	9.00		1.50	4028	101	7.50	card/GP leaving gift
26/09/2019	card/JCR	CCDRB69	41.50		1.50	4028	101	40.00	card/GP leaving gift
26/09/2019	card/Instantprint	CCD68COR	-20.00		-3.33	4077	101	-16.67	card/Instantprint/cor
26/09/2019	card/Instantprint	CCDCW68	24.99		4.16	4077	101	20.83	card/4xA2 slide posters gdns

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Date: 07/10/2019

Newmarket Town Council

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Cash Book 4

User : CEW

Barclaycard Account

For Month No : 6

Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/09/2019	UK PRIME	CCDCW	7.99		1.33	4028	101	6.66	UK PRIMEsups (to be refunded)
30/09/2019	card/Fluid Branding	CCDCW71	48.00		8.00	4096	303	40.00	Card/purple sash
30/09/2019	card/Astrotex Ltd	CCDCW70	252.80		42.13	4037	202	210.67	card/astroturf for burials

Total Payments for Month

1,189.49

0.00

125.68

1,063.81

Cash Book Totals

2,664.41

0.00

125.68

2,538.73

Detailed Balance Sheet (Excluding Stock Movement)**Month No: 6 as at 30/9/2019**

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
101	Debtors	8,392	0	8,392
105	Vat Due	5,550	0	5,550
201	Current Account	570,944	0	570,944
204	Staff Salary Bank Account	22,857	0	22,857
208	Barclaycard Account	-1,102	0	-1,102
210	Petty Cash	150	0	150
Total Current Assets		606,790	0	606,790
<u>Current Liabilities</u>				
501	Creditors	-2,245	0	-2,245
506	Proscape 10% retention	11,034	0	11,034
565	Bookings Deposit	2,361	0	2,361
590	Deferred Grant Income	2,455	0	2,455
Total Current Liabilities		13,605	0	13,605
Net Current Assets		593,185	0	593,185
Total Assets less Current Liabilities		593,185	0	
<u>Represented By :-</u>				
301	Current Year Fund	318,490	192,988	125,501
310	General Fund	98,463	0	98,463
312	EMR Street Light Maintenance	1,500	0	1,500
313	EMR Town Regeneration	35,557	0	35,557
316	EMR Clocks/Memorials	7,205	0	7,205
317	EMR Buildings-M Hall Fund	19,632	0	19,632
318	EMR Buildings - Pavilion Fund	25,000	0	25,000
319	EMR Disused Churchyard	2,836	0	2,836
320	EMR Cooper Memorial	2,008	0	2,008
322	EMR Studland Park Timers	3,500	0	3,500
323	EMR Allotments	4,839	0	4,839
327	EMR Legends of the Turf	2,844	0	2,844
330	EMR Cemetery	35,346	0	35,346
333	EMR Carnival	5,267	0	5,267
334	EMR Christmas Lights	2,275	0	2,275
342	EMR Memorial Gardens Masterplan	8,657	0	8,657
343	EMR Workwear	818	0	818
344	EMR Asset Sales	8,950	0	8,950
345	EMR - MGdn Canopy	10,000	0	10,000
Total Equity		593,185	192,988	400,197

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Finance & Policy</u>								
<u>101</u>	<u>Administration</u>							
4008	Staff Training	175	835	2,500	1,665		1,665	33.4 %
4009	Staff Travel	103	184	200	16		16	91.8 %
4016	Cleaning	50	117	0	-117		-117	0.0 %
4018	Software/Computer Consumables	34	901	1,500	599		599	60.1 %
4019	New IT System/Hardware	148	163	2,030	1,867		1,867	8.0 %
4020	Misc. Staff Costs	1	1	0	-1		-1	0.0 %
4021	Telephone and Fax	228	579	2,500	1,921		1,921	23.2 %
4022	Postage	500	1,002	2,000	998		998	50.1 %
4023	Stationery	97	840	2,233	1,393		1,393	37.6 %
4025	Subscriptions&Licences	180	2,419	2,800	381		381	86.4 %
4026	Insurance	0	1,010	12,180	11,170		11,170	8.3 %
4028	Office Maintenance	2,579	5,844	5,750	-94		-94	101.6 %
4030	Recruitment Advertising	0	201	406	205		205	49.5 %
4051	Bank Charges/Interest	99	265	900	635		635	29.4 %
4056	Legal Expenses	0	0	8,000	8,000		8,000	0.0 %
4057	Audit & Accountancy Fees	0	1,081	2,538	1,457		1,457	42.6 %
4059	web site	180	180	508	328		328	35.4 %
4060	Councillors Training	0	300	508	208		208	59.1 %
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	75	1,000	925		925	7.5 %
4075	Grant to CAB	0	0	3,000	3,000		3,000	0.0 %
4076	Grants	1,250	1,750	3,000	1,250		1,250	58.3 %
4077	Marketing	331	1,026	4,000	2,974		2,974	25.7 %
4079	Grant to Royal British Legion	0	0	25	25		25	0.0 %
4083	PCSO	0	16,346	34,000	17,654		17,654	48.1 %
4090	Biodegradable Dog Poo Bags	0	307	964	657		657	31.8 %
4097	Election Costs	11,476	11,476	12,500	1,024		1,024	91.8 %
4180	Civic Functions	0	0	1,015	1,015		1,015	0.0 %
4220	Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0 %
4221	Yellow Brick Road	0	0	2,000	2,000		2,000	0.0 %
4222	Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0 %
	Administration :- Expenditure	17,431	51,901	114,616	62,715	0	62,715	45.3 %
1003	Banner Income	0	1,000	1,000	0			100.0 %
1176	Precept Received	0	565,779	565,779	0			100.0 %
1190	Interest Received	2	13	254	-241			5.0 %
	Administration :- Income	2	566,792	567,033	-241			100.0 %
	Net Expenditure over Income	17,429	-514,890	-452,417	62,473			

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>103</u>	<u>Health & Safety</u>							
4020	Misc. Staff Costs	0	189	0	-189		-189	0.0 %
4028	Office Maintenance	0	57	250	193		193	23.0 %
4058	Professional Fees	0	0	500	500		500	0.0 %
	Health & Safety :- Expenditure	<u>0</u>	<u>246</u>	<u>750</u>	<u>504</u>	<u>0</u>	<u>504</u>	<u>32.8 %</u>
	Net Expenditure over Income	<u>0</u>	<u>246</u>	<u>750</u>	<u>504</u>			
	Finance & Policy :- Expenditure	17,431	52,148	115,366	63,218	0	63,218	45.2 %
	Income	2	566,792	567,033	-241			100.0 %
	Net Expenditure over Income	<u>17,429</u>	<u>-514,644</u>	<u>-451,667</u>	<u>62,977</u>			



SUFFOLK CONSTABULARY

NEWMARKET
Partnership Funded PCSO Report – SEPTEMBER 2019
By PCSO 3349 Rachel Darvill
Forest Heath Safer Neighbourhood Team



Welcome to my monthly Partnership Funded PCSO report for September.

Below are some of the activities I have been involved in this month.

- ❖ Pulse patrols have been carried out on foot daily in different parts of Newmarket, to engage with as many residents and visitors as possible, this targets areas where we have had reports of anti-social behaviour to ensure all is in order. As a result of confident reporting by victims we have been able to gather evidence to deal with this robustly for certain events.
- ❖ As part of the Newmarket Dementia Action Alliance in Newmarket I attended Gracewell care home in Kentford, to take part in their memory lane group held weekly for residents and non-residents. See other events held in Suffolk to support this community by using the following link to the directory <https://www.dementia-together.com/>
- ❖ The Newmarket Vision Conference was held at the Memorial Hall on 24th September, to which I was invited as part of Suffolk Police, to share with the public and other partner agencies how my role is a part of this vision, the conference was well attended even though we were subjected to some torrential downpours, https://www.westsuffolk.gov.uk/Council/Policies_Strategies_and_Plans/newmarketvision.cfm
- ❖ I continue to have a regular Crime prevention stand at the Guineas Shopping centre, and the Market, which is an excellent opportunity to interact with the passing public. It is always advertised on Twitter <https://twitter.com/MildnhallPolice> of where and when this will happen so that the public can come and speak to me.
- ❖ The Guineas Shopping centre held a Macmillan cake stand partnered with Newmarket Library to raise funds along with many other stands around the country to support the charity <https://coffee.macmillan.org.uk/> I was invited to join them, and during the morning offered pre-school children an opportunity to make fingerprint keyrings as a keepsake.
- ❖ Illegal parking is always monitored throughout Newmarket, and tickets are issued when appropriate which incurs a £30 fine, please remember just because other drivers continue to park inconsiderately does not mean you have to!

POLICE ADVICE AND GUIDANCE

As you know I am always happy to give advice and guidance where I can. If it is something that I cannot give an immediate answer too, then I am obviously ideally placed to seek advice from other professionals. Member of the public wanting advice on many police-related matters can be signposted to the Suffolk Constabulary website advice page at <https://www.suffolk.police.uk/advice>

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Ms Roberta Bennett
Newmarket Town Council
King Edward VII Memorial Hall
High Street
NEWMARKET
Suffolk
CB8 8JP

Our ref SF0285
SAAA SB06144
ref
Email sba@pkf-littlejohn.com

24 September 2019

Dear Ms Bennett

Newmarket Town Council

Completion of the limited assurance review for the year ended 31 March 2019

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Newmarket Town Council for the year ended 31 March 2019. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note if applicable. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to

send the AGAR back for correction due to a mistake or omission by the smaller authority; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work; or we had to send back documentation that was not requested.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SF0285 or Newmarket Town Council as a reference when paying by BACS.

Timetable for 2019/20

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 29 June 2020.

It is anticipated that the instructions will be sent out during March 2020 in line with current practice, subject to arrangements for the 2019/20 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2020, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2020; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2020.

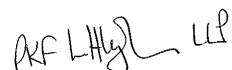
If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2018/19

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction_survey_2018-19.docx

Yours sincerely



PKF Littlejohn LLP

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Newmarket Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

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

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

28/05/2019

and recorded as minute reference:

19/05/17.01

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

Chairman

Rachel Hood

Clerk

Overseer (RFO).
Bennett (Proper officer)

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

Authority web address

www.newmarket.gov.uk

Section 2 – Accounting Statements 2018/19 for

El Newmarket Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	331,225	411,091	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	534,650	550,174	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	159,480	392,405	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	134,344	154,998	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	67,990	77,435	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	411,930	847,351	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	411,091	273,886	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	393,173	280,049	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	4,271,782	4,452,315	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	801,061	940,673	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

[Signature] SIGNED REQUIRED

Date

20/05/19

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

28/05/2019

as recorded in minute reference:

19/05/18.01

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

[Signature] SIGNED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Newmarket Town Council - SF0285

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2018/19

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

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

None.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

22/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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shopsafe

“ShopSafe radio
enables **effective**
crime management
by **reducing** the
opportunity for
crime”



Just some of the facts

- Costing over £1.5 billion pounds every year, 25% of all police recorded crime takes place in town centres, yet a great deal more is never reported
- Shop theft is the largest source of illegal cash to purchase drugs - an addict might spend £115,000 a year - stealing many times more in merchandise
- Professional thieves, operating in teams or individually, travel extensively. They use sophisticated scams and steal thousands of pounds of merchandise
- It's an unfortunate fact that theft, especially when driven by drugs, can lead to staff being both verbally and physically abused

Crime and the fear of crime affects your business, your customers and your staff. Reducing the opportunity for crime, ShopSafe radio forms an essential ingredient in effective crime management - often before it happens.



“Crime reduction partnerships are tried, tested and proven to **work**”

ShopSafe radio is an interactive element within your local Crime Reduction Partnership. Linking together retailers, centre management, and wardens with CCTV control and the Police - the key is sharing information. Instant communications targetting prolific shop thieves

Plus there are hidden benefits.

- Security for lone workers
- Key holders at night can ask for CCTV to watch over them
- Finding a lost child
- Staff confidence

What does it cost to combat retail crime?

Put it the other way, will it save you more than a pound a day?

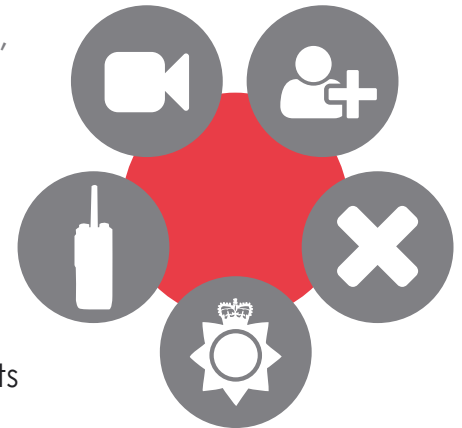


Partnership working is the key to effective crime reduction

ShopSafe and night safe form an essential ingredient within a town centre partnership strategy. Managing rather than just sharing information enables a range of strategies that target the most prolific shop thieves and trouble makers.

The Crime and Disorder Act is the catalyst, building upon existing partnerships and enabling new strategies to be developed to combat crime.

- An 'intelligent' radio system
- Photo ID and information sharing
- Working closely with police
- Utilising and linking CCTV wherever it exists
- Issuing Exclusion Orders



Managing out crime is the common goal.



ShopSafe “Less than a pound a day”

ShopSafe fees are divided into three areas



The Access fee provides the shared infrastructure. The base station, antenna system, licence fees, radios for the Police and CCTV control room systems. These are common elements which everybody shares and benefits from.

Your Radio hire includes comprehensive Service Exchange scheme that delivers a working radio to you next day in the unlikely chance of a fault, and Batteries-for-Life free of charge.

The minimum contract term is just twelve months. There are no hidden costs. You can pay monthly by Direct Debit or annually in advance.

Shopsafe often saves the costs of administration for a local partnership by billing their fees for them. All fees go direct to the Crime Partnership targeted to deliver real results in combating crime.

And the best news is that the savings will more than repay your annual investment !





1 Brickfields Business Park, Woolpit, Suffolk, IP30 9QS
T: 08702 405538 E: sales@shopsaferadio.com



Ness Horizons Centre, Kintail House, Beechwood
Business Park, Inverness, IV2 3BW
T: 01463 732568 E: sales@shopsaferadio.com

www.shopsaferadio.com



**Get Connected
Cut Crime**

21st October

2019

NEWMARKET TOWN COUNCIL (1)

and

CLEAR CHANNEL UK LIMITED (2)

DEED OF VARIATION

DATE OF DEED

2019

PARTIES

- (1) **NEWMARKET TOWN COUNCIL** whose principal office is at King Edward VII Memorial Hall, High Street, Newmarket, Suffolk, CB8 8JP (the "**Council**")
- (2) **CLEAR CHANNEL UK LIMITED** a company registered in England and Wales with company number 950526 whose registered office is situated at 33 Golden Square, London W1F 9JT ("**Clear Channel**")

BACKGROUND

- (A) By an agreement made on 28 March 2001 between the Council and Clear Channel (the "**Agreement**"), the Council granted to Clear Channel certain rights to erect bus shelters in Newmarket and a right to display advertising material on such bus shelters.
- (B) Both parties now wish to vary the contract to upgrade some of the existing paper advertising panels to digital screens and extend the term.
- (C) The parties have agreed to vary the Agreement with effect from the date of this deed on the terms set out in this deed of variation ("**deed**").

IT IS AGREED as follows:

1 TERMS DEFINED IN THE AGREEMENT

- 1.1 It is agreed by the parties that unless otherwise stated in this deed, all definitions in the Agreement shall have the same meaning herein and that this deed shall be read and construed as part of the Agreement.
- 1.2 Subject to the amendments to the Agreement in this deed, all other terms and conditions of the Agreement will remain unaffected and in full force and effect.

2 VARIATION OF THE AGREEMENT

- 2.1 The parties hereby agree to vary the Agreement as follows:
 - (a) Clause 1.2.11 of the Agreement shall be deleted and replaced with the following wording:

"The Initial Period is from the Commencement Date until 27 March 2024."
 - (b) Clause 2 (Term) of the Agreement shall be deleted and replaced by the following wording:

"This Agreement will continue in force for the Initial Period subject to termination by either party in accordance with Clause 10 or 12."

(c) A new clause 3.6 will be included as follows:

"Adshel is permitted at any time during the term of the Agreement to upgrade the advertising panels on any of the bus shelters from a static panel to a digital panel. Adshel may make any such upgrades at its complete discretion and at the Adshel's cost."

3 CONFIDENTIALITY

3.1 The terms and conditions of this deed shall not be disclosed to any third parties without the prior written consent of both parties unless otherwise required by law.

4 GOVERNING LAW AND JURISDICTION

4.1 This deed and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

4.2 Each party irrevocably agrees that the courts of England and Wales shall have non-exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this deed or its subject matter or formation (including non-contractual disputes or claims).

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

EXECUTED AS A DEED BY
NEWMARKET TOWN COUNCIL
By

)
)
)

EXECUTED AS A DEED BY
CLEAR CHANNEL UK LIMITED
By

)
)
)

Director

Director/Secretary