

Membership from May 2020

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

Quorum = 3 councillors



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 15th February 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/86199843401?pwd=a1hHYjloQmRlNW8wSzdlNndldmZGQT09>

Or by telephone: +442039017895/Meeting ID: 861 9984 3401 & password 422406

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 18th January 2021**
 - 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. **Newmarket PCSO** – To receive a verbal report and authorise any actions
10. **Health and safety** – To receive a monthly report (to follow)

11. **Town Council Constitution**
 - a) To receive and approve amended policies (to follow)
 - i. Standing Orders (Working Group review)
 - ii. Medium Term Financial Plan
12. **Town Council and Committee online meeting recordings** – To consider and approve a policy for publication and retention of recordings
13. **Office Printer** – to receive a report regarding end of lease details and new lease options and approve recommendations
14. **Rotary Club - Local Community Awards 2021** – To consider and approve a grant for this purpose
15. **Correspondence**
16. Date of next meeting **Monday 15th March 2021**
17. To note items for consideration at the next meeting

Signed *D. Baines*

Debbie Baines, Town Clerk

DATE 09/02/2021

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

Newmarket Town Council is inviting you to a scheduled Zoom meeting.

Topic: Finance and Policy

Time: Feb 15, 2021 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/86199843401?pwd=a1hHYjloQmRINW8wSzdINndldmZGQT09>

Meeting ID: 861 9984 3401

Passcode: 422406

One tap mobile

+442039017895



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 18th January 2021 at 7:00pm via Zoom**

Attendance:

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

Councillor A Drummond
Councillor C O'Neill
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, J Ashton – Minute Assistant, Cllr P Hulbert - NTC, 1 Member of the Press and 1 Member of the Public.

Minute

F/21/01/1 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/21/01/2 Apologies for Absence

Apologies were received from Cllr Hood. Cllrs Bowen and Kerby were absent.

F/21/01/3 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/21/01/4 To Confirm the Minutes of the Meeting Held on 14th December 2020 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 14th December 2020 and the following was agreed:

F/21/01/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 14th December 2020 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/21/01/5 Public Open Session

Resident Douglas Hall spoke to item 11 Discover Newmarket and item 9 Weatherby Crossing fees.

Cllr Hulbert also spoke to item 9 and was advised that no costs could be awarded to NTC by Network Rail.

-
- F/21/01/6** **Submission of Schedules of Payments for Information CB1 - CB4 for (December 2020)**
Members reviewed CB1 - CB4 and the following was agreed:
- F/21/01/6.01 Recommendation**
That the ratification of the schedules of payments for the period 01/12/2020 – 31/12/2020 (Cash Book 1 - 4) be received and adopted.
- F/21/01/7** **To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee**
The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/12/2020 (month 9) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.
- F/21/01/8** **To Receive the Income and Expenditure for December 2020**
The Income and Expenditure reports for December 2020 were received and noted.
- F/21/01/9** **Weatherby Crossing Inquiry Fees**
A report regarding the final invoice and total costs was received and noted. Options for payment of the invoice were considered and the following was agreed:
- F/21/01/9.01 Recommendation**
That the following transactions be made:
- 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 Capital Reserve 20/21 to 4056/101 Legal Fees; virement from 4026/101 Insurance at £2,971 & 4071/101 Publicity at £470.**
- It was noted that this option would impact the General Reserve target by reducing the planned booster by £7,000.
- F/21/01/10** **Newmarket PCSO**
Town Clerk advised that she was meeting with the PCSO every two weeks and encouraged councillors to notify her of any issues they would like raised. There had been no update on the Police supplying a mobile phone and the following was agreed:
- F/21/01/10.01 Recommendation**
That provision of a mobile phone for the PCSO be explored at a minimum cost.
- F/21/01/11** **Discover Newmarket**
A report on past contributions was noted and the option to extend the contribution was considered. The following was agreed:
- F/21/01/11.01 Recommendation**
That the NTC contribution to Discover Newmarket be continued with a contribution of £5,000 for 2021/22 and be reviewed next year.

F/21/01/12 Health & Safety

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

F/21/01/13 Town Council Constitution – To Review Policy Documents

The Internal Controls Working Group had reviewed the Risk Management Scheme, and the Internal Controls document. The following was agreed:

F/21/01.13.01 Recommendation

That the reviewed and amended Risk Management Scheme and Internal Controls document be received and adopted.

A revised Corporate Strategy document was received and the following was agreed:

F/21/01.13.02 Recommendation

That the reviewed and amended Corporate Strategy be received and adopted.

The Medium-Term Financial Plan, would be presented to a future meeting.

The Standing Orders Working Group had held their first meeting and would report back with recommendations to a future meeting of the F&P committee.

F/21/01/14 Suffolk Chamber of Commerce

The renewal of the subscription was considered and the following was agreed:

F/21/01/14.01 Recommendation

That the annual membership subscription of £300 +VAT be renewed for 2021-2022 and that a presentation by the Suffolk Chamber of Commerce be made at a future date to F&P.

F/21/01/15 Correspondence

West Suffolk financial support for the impact of Covid-19 on the tax base for 2021 – 2022 with a one-off grant was welcomed and noted.

F/21/01/16 Date of Next Meeting

Monday 15th February 2020 via Zoom.

F/21/01/17 Items for the Next Agenda

- Presentation by the Suffolk Chamber of Commerce.

Meeting closed at 7:30pm

Signed _____ Date _____

Date: 01/02/2021

Newmarket Town Council

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Time: 14:22

Cashbook 1

User: CEW

Current Account

For Month No: 10

Receipts for Month 10

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 :		527,036.60					527,036.60	
	Banked: 11/01/2021	456.00						
	Sales Recpts Page 2236	456.00	456.00		101			Sales Recpts Page 2236
	Banked: 20/01/2021	8,879.82						
	DC HMRC	8,879.82			105		8,879.82	VAT Refund Q3
BACS	Banked: 22/01/2021	900.00						
	Sales Recpts Page 2237	900.00	900.00		101			Sales Recpts Page 2237
Total Receipts for Month		10,235.82	1,356.00	0.00			8,879.82	
Cashbook Totals		<u>537,272.42</u>	<u>1,356.00</u>	<u>0.00</u>			<u>535,916.42</u>	

Payments for Month 10					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
12/08/2020	Siemens adj. to Q2	ADJ TO Q2	-200.84			4028	101	-200.84	Siemens adj. to Q2 VAT
12/08/2020	Siemens Financial Services Ltd	DDR	200.84		33.47	4028	101	167.37	Siemens FS lease installment
11/01/2021	West Suffolk Council	1140196	2,741.68	2,741.68		501			1140196/2995/CONTRACT/Suf
11/01/2021	Phillip Green	40120	110.00	110.00		501			40120/2997/CONTRACT/Phil Gr
11/01/2021	Zurich Municipal	504239385	7,933.49	7,933.49		501			504239385/2999/CONTRAC
11/01/2021	Cooleraid Ltd	1528111	52.80	52.80		501			1528111/3000/CONTRACT/
11/01/2021	Electrical Testing Ltd	38206	2,571.16	2,571.16		501			38206/3001/MH20/128/Elect
11/01/2021	Francis Taylor Building	84979	20,823.00	20,823.00		501			84979/8JAN21/3002/MH20/
11/01/2021	Simplicity	633275	69.18	69.18		501			633275/3007/OONTRACT/Si
11/01/2021	Simplicity	634375	69.18	69.18		501			634376/3008/OONTRACT/Si
13/01/2021	N-CIS	ddr	566.26	566.26		501			8202/2998/CONTRACT/N-CIS
15/01/2021	West Suffolk Council	DD	599.00			4011	120	599.00	WSC NNDR inst
15/01/2021	West Suffolk Council	DDR	355.00			4011	202	355.00	WSC NNDR inst
18/01/2021	West Suffolk Council	1140731	264.00	264.00		501			1140731/3009/MH20/136/W Suf
18/01/2021	Mr S Brighty	448	30.00	30.00		501			448/3010/DEL/Mr S Brighty
18/01/2021	SLCC Enterprises Ltd	BK200116	90.00	90.00		501			BK200116/3011/MH21/002/En
18/01/2021	Complete Business Solutions Gr	02565302	172.32	172.32		501			SINV02565302/3012/MH21/
25/01/2021	Mead Contruction (Cambridge) L	52366	1,800.00	1,800.00		501			52366/3013/MH20/113/Mea Contr
25/01/2021	Newmarket & District Chamber o	114457	360.00	360.00		501			114457/3015/MH21/006/Ne
25/01/2021	Cooleraid Ltd	1530413	115.68	115.68		501			1530413/3016/CONTRACT/
25/01/2021	Mrs Hart	23012021	650.00	650.00		501			23012021/3017/CONTRACT Har
25/01/2021	Total Gas and Power Ltd	227946010	23.94	23.94		501			227946010/21/3005/CONTR
26/01/2021	Total Gas and Power Ltd	ddr	46.41	46.41		501			228668786/21/3004/CONTR
26/01/2021	Total Gas and Power Ltd	DDR	474.42	474.42		501			228668775/21/3003/CONTR
29/01/2021	Barclaycard Account	DD	109.93			208		109.93	Dec 20 statement balance tfr
Total Payments for Month			40,027.45	38,963.52	33.47			1,030.46	
Balance Carried Fwd			497,244.97						
Cashbook Totals			537,272.42	38,963.52	33.47			498,275.43	

Receipts for Month 10				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:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>150.00</u>	<u>0.00</u>	<u>0.00</u>			<u>150.00</u>	

Payments for Month 10				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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		150.00						
	Cashbook Totals		150.00	0.00	0.00			150.00	

Receipts for Month 10

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 :	26,900.70					26,900.70	
	Banked:	0.00						
			0.00				0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>26,900.70</u>	<u>0.00</u>	<u>0.00</u>			<u>26,900.70</u>	

Payments for Month 10				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>
18/01/2021	People's Pension	DDR	520.99			514		520.99	People's Pension M10
18/01/2021	HMRC	11086610	2,216.67			515		2,216.67	HMRC PAYE/NICs M10
18/01/2021	Net Salaries M10	BACS	9,615.92			516		9,615.92	Net Salaries M10
Total Payments for Month			12,353.58	0.00	0.00			12,353.58	
Balance Carried Fwd			14,547.12						
Cashbook Totals			26,900.70	0.00	0.00			26,900.70	

Receipts for Month 10			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 29/01/2021	109.93						
DD	Current Account	109.93			201		109.93	Dec 20 statement balance tfr
Total Receipts for Month		109.93	0.00	0.00			109.93	
Balance Carried Fwd		216.09						
Cashbook Totals		<u>326.02</u>	<u>0.00</u>	<u>0.00</u>			<u>326.02</u>	

Date: 01/02/2021

Newmarket Town Council

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 10

Payments for Month 10

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 :	62.76					62.76	
02/01/2021	card/Adobe Acropro	CCSUBS	15.17		2.53	4025	101	12.64	card/Adobe Acropro subs
04/01/2021	card/Barclaycard	CCFEES	32.00			4051	101	32.00	card/Barclaycard annual fee
05/01/2021	card/Post Office Ltd	CC114	5.16			4022	101	5.16	card/stamps
07/01/2021	card/Argos	CC118	24.98		4.16	4018	101	20.82	card/ink-RFO ptr
07/01/2021	Zoom Video Communications Inc	CCZOOM	14.39		2.40	4115	101	11.99	zoom licence monthly inst
14/01/2021	card/Amazon	CC117	8.77		1.46	4036	120	7.31	card/WarningSign-PowerRoom
20/01/2021	card/Adobe Acropro	CCSUBS	25.28		4.21	4025	101	21.07	card/Adobe Acropro subs
21/01/2021	card/one.com	CC119	51.87		8.65	4115	101	43.22	card/CVwebsite domain renewal
28/01/2021	card/Amaxon	CC120	85.64			4023	101	85.64	card/Knowles 8th Edition (TC)
Total Payments for Month			263.26	0.00	23.41			239.85	
Cashbook Totals			326.02	0.00	23.41			302.61	

01/02/2021

Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading as at 31/1/2021

Month No: 10

Committee Report Finance & Policy

	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	75	1,746	2,500	754		754	69.8%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	164	543	1,500	957		957	36.2%	
4019 New IT System/Hardware	0	341	2,030	1,689		1,689	16.8%	
4021 Telephone and Fax	105	1,284	2,000	716		716	64.2%	
4022 Postage	5	1,188	2,100	912		912	56.6%	
4023 Stationery	86	935	2,000	1,065		1,065	46.8%	
4025 Subscriptions&Licences	334	3,412	4,000	588		588	85.3%	
4026 Insurance	7,933	8,128	8,129	1		1	100.0%	
4028 Office Maintenance	368	9,827	7,500	(2,327)		(2,327)	131.0%	
4030 Recruitment Advertising	0	0	406	406		406	0.0%	
4051 Bank Charges/Interest	32	228	600	372		372	38.0%	
4056 Legal Expenses	17,353	44,205	41,205	(3,000)		(3,000)	107.3%	
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	0	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	315	215		215	31.7%	
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	13,000	13,000		13,000	0.0%	
4115 Coronavirus Response Costs	161	7,999	5,000	(2,999)		(2,999)	160.0%	6,263
4180 Civic Functions	0	0	2,000	2,000		2,000	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 Yellow Brick Road	457	1,372	2,000	628		628	68.6%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	27,073	140,494	173,231	32,737	0	32,737	81.1%	6,263
Net Income over Expenditure	(27,073)	(138,493)	(172,106)	(33,613)				
6000 plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(27,073)	(132,230)						
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	27,073	142,994	176,231	33,237	0	33,237	81.1%	
Net Income over Expenditure	(27,073)	524,121	490,008	(34,113)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(27,073)	530,384						
Grand Totals:- Income	0	667,115	666,239	(876)			100.1%	
Expenditure	27,073	142,994	176,231	33,237	0	33,237	81.1%	
Net Income over Expenditure	(27,073)	524,121	490,008	(34,113)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(27,073)	530,384						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	6,529	
105	Vat Due	3,754	
201	Current Account	497,245	
204	Staff Salary Bank Account	14,547	
208	Barclaycard Account	(216)	
210	Petty Cash	150	
	Total Current Assets		522,008
	<u>Current Liabilities</u>		
501	Creditors	(93)	
515	Paye/NI Due	0	
516	Wages Control	(0)	
565	Bookings Deposit	368	
	Total Current Liabilities		275
	Net Current Assets		521,734
	Total Assets less Current Liabilities		521,734
	<u>Represented by :-</u>		
301	Current Year Fund	204,845	
310	General Fund	134,360	
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		521,734

14:21
Summary Income & Expenditure by Budget Heading as at 31/1/21

Month No: 10

Committee Report SUMMARY M10

	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	27,073	142,994	176,231	33,237	0	33,237	81.1%
Net Income over Expenditure	<u>(27,073)</u>	<u>524,121</u>					
plus Transfer from EMR	0	6,263					
Movement to/(from) Gen Reserve	<u>(27,073)</u>	<u>530,384</u>					
<u>Community Services</u>							
Income	19,493	55,005	71,650	16,645			76.8%
Expenditure	25,302	118,957	202,038	83,081	0	83,081	58.9%
Net Income over Expenditure	<u>(5,809)</u>	<u>(63,952)</u>					
plus Transfer from EMR	1,500	5,550					
Movement to/(from) Gen Reserve	<u>(4,309)</u>	<u>(58,402)</u>					
<u>Leisure Services</u>							
Income	4,389	14,276	34,900	20,624			40.9%
Expenditure	1,663	141,064	207,520	66,456	0	66,456	68.0%
Net Income over Expenditure	<u>2,726</u>	<u>(126,788)</u>					
plus Transfer from EMR	0	17,700					
Movement to/(from) Gen Reserve	<u>2,726</u>	<u>(109,088)</u>					
<u>Human Resources</u>							
Income	0	0	0	0			0.0%
Expenditure	12,354	128,376	184,000	55,624	0	55,624	69.8%
Movement to/(from) Gen Reserve	<u>(12,354)</u>	<u>(128,376)</u>					
<u>Development & Planning</u>							
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>					

Summary Income & Expenditure by Budget Heading as at 31/1/21

Month No: 10

Committee Report SUMMARY M10

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	23,882	736,396	772,789	36,393			95.3%
Expenditure	66,391	531,551	772,789	241,238	0	241,238	68.8%
Net Income over Expenditure	<u>(42,509)</u>	<u>204,845</u>	<u>0</u>	<u>(204,845)</u>			
plus Transfer from EMR	1,500	29,513					
Movement to/(from) Gen Reserve	<u>(41,009)</u>	<u>234,358</u>					



Report to	Finance & Policy Committee
Subject	Office Printer
Purpose	Decision
Classification	Unrestricted
Meeting date	15th February 2021
Item number	13
Written By	Cathy Whitaker RFO

Summary: This report outlines information regarding the lease of the office printer. Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. To consider whether to retain the current Samsung printer on a secondary lease term.
2. To consider the two quotes for a new Konica Minolta printer (attached).

1.	Introduction
a.	The Siemens lease on the current Samsung printer will expire on 11 May 2021.
b.	Corona Corporate Solutions has notified us that parts are becoming obsolete.
c.	Two quotes have been supplied for consideration for a new machine.
2.	Context
a.	The Siemens lease can pass into a secondary term. NB: Note point b. above.
b.	Recently, there has been delay in repair to the Samsung printer due to difficulty in sourcing parts; this has been attributed to the age of the machine.
3.	Proposal/Options
a.	Allow the current Siemens lease to pass to a secondary term.
b.	Terminate the current lease by 10/4/21 and consider the two quotes for a new Konica Minolta printer.
4.	Financial/Resource Implications
a.	Secondary Term on existing Siemens lease: continues with the current Samsung printer at £200 p/quarter. Quarterly CCS maintenance fees continue to be paid on output – estimated at £23.00 p/week based on the past year's output. There may be ongoing resource implications due to delay/unavailability of parts as detailed previously.
b.	New Konica Minolta printer with 5-year lease at £298.95 p/quarter. Quarterly CCS maintenance fees to be paid on output – estimated at (i) C257i Simitri Solution £23.00 p/week based on the past year's output; (ii) C300i Simitri Solution £25.89 p/week based on the past year's output.
5.	Next Steps/Recommendations
a.	To agree to terminate the current Siemens lease by 10 April 2021
b.	To agree to accept a new 5-year rental agreement for Konica Minolta C257i Simitri Solution (machine comes with a 5-year engine life guarantee)

SIEMENS**Financial Services**

Siemens Financial Services Limited
Sefton Park, Bells Hill Stoke Poges, Buckinghamshire SL2 4JS, UK

Agreement No. A8252760

Expiry Date 11 May 2021

Secondary Rental £167.37

Newmarket Town Council
King Edward VII Memorial Hall
High Street
NEWMARKET
CB8 8JP

Department Customer Services

Telephone 01753 43 4259

E-mail customerservices.sfs@siemens.com

Our Reference A8252760 - S26

Date 11 January 2021

Dear Sir/Madam

The minimum-term agreement for the equipment listed below is due to end on the date shown above, when it will pass into the secondary term. You need do nothing if you still want to lease the equipment: either you will continue to pay the same amount at the normal time; or the amount and timings will change, as stated in the option period of your agreement.

If we have arranged Asset Protection cover for this equipment through our insurance provider, this will expire on the same date. If you continue to lease the equipment, you must ensure it is fully insured and well maintained at all times.

If you want to cancel your rental - at the end of the minimum term, or any time afterwards - then you must provide written cancellation notice as per the terms and conditions. Then, when the rental agreement ends, you must promptly return the equipment to us in good order.

Our Customer Services team can help with any questions you may have about returning the equipment. They can be contacted on 01753 434259.

Please be aware that any data stored on your equipment remains your responsibility. We strongly advise you to delete all personal data from the equipment prior to returning it and that this shall be completed at your own expense. We shall not be liable for any data breaches under any relevant data protection legislation and/or any claims, damages, losses and/or costs howsoever arising as a consequence of such data not being removed. Please consult your supplier should you require any advice or assistance in managing the data on your equipment.

Thank you for choosing Siemens Financial Services. Please get in touch if we can be of further help.

Yours faithfully

Siemens Financial Services Ltd
Customer.sfs@siemens.com
Customer Services Direct Line 01753 43 4259

How would this new option work? Is it all through you or do we have a new lease agreement and with whom?
Cathy

From: Paul Biggs [<mailto:PBiggs@coronacs.com>]

Sent: 20 January 2021 10:36

To: Cathy Whitaker

Subject: RE: Technology Refresh Upgrade from discontinued Samsung SL-X4300 (Now HP) to a more Robust Solution

Dear Cathy,

Further to the forthcoming primary rental period expiration, we need to ensure we act now to change out the current discontinued Device for a new solution, so I have updated the below previous options for you as follows;

Option One:

To Supply: **One New Konica Minolta C257i Simitri HD 25 cpm Colour A3 MFD Solution**

Complete with Fully Automatic Duplex Document Handler (DF633)
2 x 500 Sheet Universal Paper Feed Cassettes (Std)
1 x 100 Sheet Bypass Tray (Std)
2 x Extra 500 Sheet Paper Feed Cassettes (PC218)
Embedded Staple (Corner/Two-Point) Finisher Unit (FS533)

The above will be supplied via a New Rental and Service Click Agreement, as per below;

***Rental @ £537.80 per Qtr**

(Rental element just £298.95 or £23.00 per week)

**Based on the current reduced covid impact volumes – and CPC's reducing to 0.325p Mono and 3.25p Colour.*

Option Two:

To Supply: **One New Konica Minolta C300i Simitri HD 30 cpm Colour A3 MFD Solution**

Complete with Fully Automatic Duplex Document Handler (DF632)
2 x 500 Sheet Universal Paper Feed Cassettes (Std)
1 x 100 Sheet Bypass Tray (Std)
2 x Extra 500 Sheet Paper Feed Cassettes (PC216)
Embedded Staple (Corner/Two-Point) Finisher Unit (FS533)

The above will be supplied via a New Rental and Service Click Agreement, as per below;

***Rental @ £575.40 per Qtr**

(Rental element just £298.95 or £25.89 per week)

lease.

**Based on the current reduced covid impact volumes – and CPC's reducing to 0.325p Mono and 3.25p Colour.*

You will see from the above that we can now significantly reduce ongoing costs for the Council and ensure the current lease agreement does not run in to an extension term, which would also cause greater issues when not being able to support or gain toners for the current device, etc. hence the reason I am now looking to get this actioned as soon as possible as the final primary rental is due 12/02/21 (Which CCS will also cover for you within these offers) and will be a full substitution of both the current lease and service contracts.

If you can revert asap and advise me what option you wish to move forward with – I will then get all the relevant paperwork compiled and emailed over for sign-off, as before.

Speak soon and as ever my kindest regards – stay safe.

*Sys.
5yr engine life
guarantee.*

CUSTOMER BENEFITS



Intuitive operability
Operate the bizhub like a smartphone or tablet with fully customised user interface



Mobile connectivity
Print anytime from anywhere with Konica Minolta's innovative mobile technologies



Security
Secure network integration, data encryption, hard drive overwrite, and advanced user authentication



Application ecosystem
Enhanced efficiency thanks to Konica Minolta's extensive applications portfolio



Services
Efficient printer fleet management, including automatic consumables delivery, pro-active maintenance and remote setup

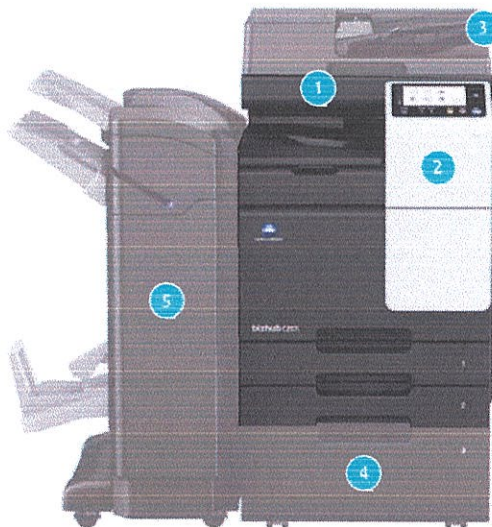


Sustainability
Efficient printer fleet management, including automatic consumables delivery, pro-active maintenance and remote setup

OPTIONS

1 ENHANCED FEATURES

- PDF enhancements
LK-102v3
- OCR text recognition
LK-105v4
- Barcode fonts
LK-106
- Unikode fonts
LK-107
- OCR A and B fonts
LK-108
- Document converter pack
LK-110v2
- ThinPrint® client
LK-111
- Serverless pull printing
LK-113
- Trusted Platform Module activation
LK-115v7
- Antivirus
LK-116
- FOIP activation
LK-117



2 CONNECTIVITY

- Fax board
FK-513
- Wireless LAN
LK-221
- USB I/F kit
EX-552
- USB I/F kit
EX-505
- Biometric authentication
AU-102
- ID card reader
- Mount kit
MK-728

3 OTHERS

- Document feeder
DF-633
- Original cover
OC-513
- Working table
WT-515
- 10-Key pad
KP-101
- Air cleaning unit
CAJ-101
- Mount kit
MK-728

4 MEDIA INPUT

- 1 x Universal tray
PC-118
- 2 x Universal tray
PC-218
- Large capacity tray
PC-418
- Copier desk
DK-518x
- Banner tray
BT-412

5 MEDIA OUTPUT

- Job Separator
JS-506
- Attachment kit
MK-603
- Inner Finisher
FS-733
- Attachment kit
MK-603
- Attachment kit
MK-502
- Punch kit
PK-519
- Staple finisher
FS-734
- Attachment kit
MK-603
- Relay unit
RU-514
- Staple/booklet finisher
FS-539SD
- Attachment kit
MK-603
- Relay unit
RU-514
- Punch kit
PK-526

LEGEND

- Mandatory option
- Option
- This option can only be installed with the respective option above it

FINISHING FUNCTIONALITIES



Corner stapling



Two-point stapling



Two-hole punching



Four-hole punching



Duplex



Combined mixplex/mixmedia



Half-fold



Sheet insertion, report



Letter-fold



Booklet



Offset sorting



Banner printing



Corner stapling (offline)

CUSTOMER BENEFITS



Intuitive operability
Operate the bizhub like a smartphone or tablet with fully customised user interface



Mobile connectivity
Print anytime from anywhere with Konica Minolta's innovative mobile technologies



Security
Secure network integration, data encryption, HDD overwrite, and advanced user authentication



Application ecosystem
Enhanced efficiency thanks to Konica Minolta's extensive applications portfolio



Productivity
Reliability, high-speed scanning and printing, combined with powerful finishing functions

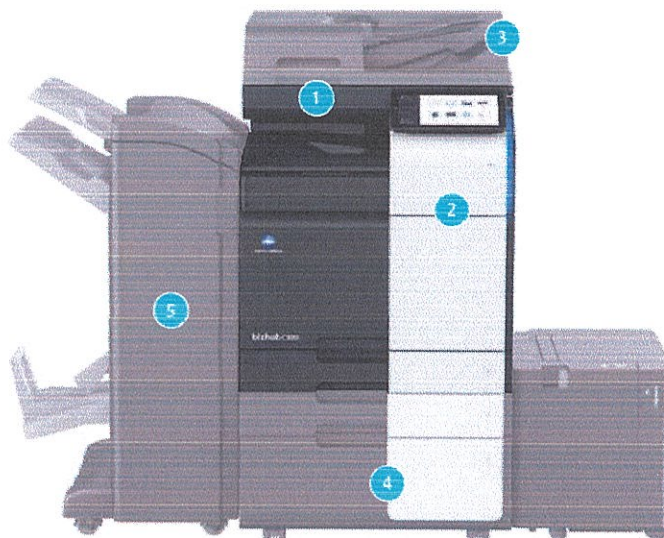


Sustainability
Efficient printer fleet management, including automatic consumables delivery, pro-active maintenance and remote setup

OPTIONS

1 ENHANCED FEATURES

- PDF enhancements
EK-102v3
- OCR text recognition
EK-105v4
- Barcode fonts
EK-106
- Unicode fonts
EK-107
- OCR A and B fonts
EK-108
- Document converter pack
EK-110v2
- ThinPrint® client
EK-111
- Serverless pull printing
EK-114
- Trusted Platform Module activation
EK-115v7
- Antivirus
EK-116



2 CONNECTIVITY

- Fax board
FK-514
- Wireless LAN
WK-221
- USB I/F kit
EK-608
- USB I/F kit
EK-609
- Fiery controller
FC-420
- Interface kit
VI-516
- Interface board
IW-115
- Biometric authentication
AU-102
- ID card reader
- Mount kit
MK-735

3 OTHERS

- Document feeder
DF-632
- Document feeder
DF-714
- Original cover
OC-511
- Working table
WT-506
- 10-Key pad
XP-102
- Security kit
SC-509
- Keyboard holder
KH-102
- Air cleaning unit
CU-102

4 MEDIA INPUT

- 1 x Universal tray
PC-116
- 2 x Universal tray
PC-216
- Large capacity tray
PC-416
- Copier desk
DK-516x
- Large Capacity tray
LU-502
- Banner tray
BT-C16

5 MEDIA OUTPUT

- Job Separator
JS-300
- Inner Finisher
FS-513
- Punch kit
PK-519
- Staple finisher
FS-536
- Relay unit
RU-513
- Staple/booklet finisher
FS-536SD
- Relay unit
RU-513
- Punch kit
PK-520

LEGEND

- Mandatory option
- Option
- This option can only be installed with the respective option above it

FINISHING FUNCTIONALITIES



Corner stapling



Two-point stapling



Two-hole punching



Four-hole punching



Duplex



Combined mixplex/mixmedia



Half-fold



Sheet insertion, report



Letter-fold



Booklet



Offset sorting



Banner printing