

Membership from May 2020

Councillor Appleby
Councillor Borda
Councillor Drummond
Councillor Hood
Councillor Jefferys - 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
Thursday 22nd April 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/86492369907?pwd=THZONVN1SEhSb1cwN3Fvd1Rvcmh5QT09>

Or by telephone: +442034815237 /Meeting ID: 864 9236 9907 & password 969940

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 15th March 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
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
9. **To receive the PCSO report for March 2021**

10. **To receive and approve the Statement of Internal Control (to follow)**
11. **Health and safety** - To receive a monthly report (to follow)
12. **Memorial Hall Office Space** - To receive a report and authorise any actions
13. **Consultation** – To authorise a response to the government consultation in to local authority remote meetings
14. **Correspondence**
15. Date of next meeting **Monday 17th May 2021**
16. To note items for consideration at the next meeting

Signed *D. Baines*

Debbie Baines, Town Clerk

DATE 16/04/2021



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 15th March 2021 at 7:00pm via Zoom

Attendance:

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

Councillor M Jefferys
Councillor C O'Neill
Councillor A Drummond
Councillor R Hood

Also Present: D Baines – Town Clerk, C Whitaker – RFO, G. Colby – Minute Assistant, 1 Member of the Press and 4 Members of the Public.

Minute	
F/21/03/1	<u>Chairman to Announce that Proceedings are being Recorded and Advise that all Participants will be Muted by the Host of the Meeting who will Unmute the Individual the Charman has Invited to Speak</u> The Chairman 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/21/03/2	<u>Apologies for Absence</u> No apologies were received.
F/21/03/3	<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/21/03/4	<u>To Confirm the Minutes of the Meeting Held on 15th March 2021 and any Matters Arising</u> Members received the minutes of the Finance & Policy Committee meeting held on 15th March 2021 and the following was agreed: <u>F/21/03/4.01 Resolved</u> <u>That the minutes of the Finance & Policy Committee meeting held on 15th March 2021 be adopted and signed as a true record by the Chairman of the Finance & Policy Committee.</u> There were no matters arising
F/21/03/5	<u>Public Open Session</u> A resident spoke to Item 5 Soapbox Derby and thanked the Town Clerk for her responses and report.

F/21/03/6	<u>Submission of Schedules of Payments for Information CB1 - CB4 for (February 2021)</u> Members reviewed CB1 - CB4 and the following was agreed: <u>F/21/03/6.01 Recommendation</u> That the ratification of the schedules of payments for the period 01/02/2021 – 28/02/2021 (Cash Book 1 - 4) be received and adopted.
F/21/03/7	<u>To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee</u> The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 28/02/2021 (month 11) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.
F/21/03/8	<u>To Receive the Income and Expenditure for February 2021</u> The Income and Expenditure reports for February 2021 were received and noted.
F/21/03/9	<u>Soapbox Derby and charitable trusts</u> Councillors received and noted a report regarding set up and running of the Soapbox Derby 2019. A report regarding the NTC Charitable Fund bank account, and the benefits and possibility of setting up a charitable trust was considered. It was agreed to close the account and transfer the funds to the NTC Current account. <u>F/21/03/9.1 Recommendation</u> To transfer the existing balance of £369.56 from the NTC Charitable Fund bank account back to the NTC Current account. Committee considered and decided not to pursue the set up of a new charitable trust fund at the present time.
<i>Cllr Borda declared a non-pecuniary interest in this item, and did not vote on the matter.</i>	
F/21/03/10	<u>Grant Requests</u> A request for a grant of £1,000 to support the SOS Bus was considered and the following was agreed: <u>F/21/03/10.1 Recommendation</u> That a grant of £1,000 be awarded to the SOS Bus, to be drawn from 4076/101 Grants account for 2021/22, subject to an activity report being made to NTC at the end of the year. A request for a grant for 2021/22 of £3,000 to support Citizens Advice, West Suffolk was considered and the following was agreed: <u>F/21/03/10.2 Recommendation</u> That a grant of £3,000 be awarded to the Citizens Advice, West Suffolk for 2021/22, to be drawn from 4076/101 Grants account.

F/21/03/11 Permissions for virement

Councillors considered a request to vire funds –

£2,000 from 4180/101 Civic Functions to 4076/101 Grants:

- to cover previously resolved £1,300 grant to Abbeycroft Leisure in support of Adventure Outdoor Activity Days & £1,000 for SOS bus funding (as resolved)

F/21/03/11.1 Recommendation

That the virement of £2,000 from 4180/101 Civic Functions to 4076/101 Grants be made.

F/21/03/12 Health & Safety

The monthly Health & Safety reports for February 2021 were not yet complete and would be circulated.

F/21/03/13 Town Council Constitution – To Review Policy Documents

The Standing Orders Working Group presented the revised Standing Orders to committee members for approval, and the following was agreed:

F/21/03/13.1 Recommendation

That the revised Standing Orders be adopted.

F/21/03/14 Correspondence

It was noted that Cllr Kerby had resigned from the Finance and Policy committee and from Newmarket Town Council.

F/21/03/15 Date of Next Meeting

Tuesday 6th April 2021 via Zoom.

F/21/03/16 Items for the Next Agenda

None noted

Meeting closed at 7:45pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/03/6</u>	That the ratification of the schedules of payments for the period 01/02/2021 – 28/02/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/03/9.1</u>	To transfer the existing balance of £369.56 from the NTC Charitable Fund bank account back to the NTC Current account.
<u>F21/03/10.1</u>	That a grant of £1,000 be awarded to the SOS Bus, to be drawn from 4076/101 Grants account for 2021/22, subject to an activity report being made to NTC at the end of the year.
<u>F/21/03/10.2</u>	That a grant of £3,000 be awarded to the Citizens Advice, West Suffolk for 2021/22, to be drawn from 4076/101 Grants account.
<u>F21/03/11</u>	That the virement of £2,000 from 4180/101 Civic Functions to 4076/101 Grants be made.
<u>F/21/03/13.1</u>	That the revised Standing Orders be adopted.

Date: 10/03/2021

Newmarket Town Council

Page: 1

Time: 12:46

Cashbook 1

User: CEW

Current Account

For Month No: 11

Receipts for Month 11

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 :		497,244.97					497,244.97	
000101	Banked: 02/02/2021	75.00						
000101	R Latter	75.00			1103	101	75.00	Rent on land adj to Field Terr
BACS	Banked: 10/02/2021	4,290.20						
	Sales Recpts Page 2238	4,290.20	4,290.20		101			Sales Recpts Page 2238
bacs	Banked: 15/02/2021	912.00						
	Sales Recpts Page 2239	912.00	912.00		101			Sales Recpts Page 2239
	Banked: 26/02/2021	850.00						
	Zurich Insurance	850.00			1005	204	850.00	ins repay for bollard BTutte
Total Receipts for Month		6,127.20	5,202.20	0.00			925.00	
Cashbook Totals		<u>503,372.17</u>	<u>5,202.20</u>	<u>0.00</u>			<u>498,169.97</u>	

Payments for Month 11					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2021	Simplicity	637072	59.29	59.29		501			637072/3018/CONTRACT/Si
01/02/2021	Simplicity	635908	19.76	19.76		501			635908/3019/CONTRACT/Si
01/02/2021	British Telecommunications Plc	6519500	118.80	118.80		501			6519500/3020/CONTRACT/
01/02/2021	Thomas Hoblyn Garden Design Lt	1443	2,877.60	2,877.60		501			1443/3022/MH21/006/Thom Hobl
01/02/2021	Newprint Ltd	I519556	62.40	62.40		501			I519556/3025/MH21/010/Ne
08/02/2021	Massey & Harris (Engineering)	103264	972.00	972.00		501			103264/3034/MH19/312/Ma &
08/02/2021	Massey & Harris (Engineering)	103265	679.80	679.80		501			103265/3033/MH20/086/Ma &
08/02/2021	Simplicity	638186	19.76	19.76		501			638186/3032/CONTRACT/Si
08/02/2021	N-CIS	8295	518.40	518.40		501			8295/3031/MH21/009/N-CIS
08/02/2021	Phillip Green	07022021	110.00	110.00		501			07022021/3030/CONTRACT
08/02/2021	Auditing Solutions Ltd	4057	534.00	534.00		501			A6811/3028/CONTRACT/Au S
08/02/2021	Cooleraid Ltd	1531798	83.70	83.70		501			1531798/3027/CONTRACT/
08/02/2021	Ridgeons Ltd	IB025482	70.43	70.43		501			IB025482/3026/MH21/004/R
10/02/2021	Corona Corporate Solutions Ltd	DD	233.82	233.82		501			245410/3024/CONTRACT/C Co
12/02/2021	N-CIS	DDR	585.73	585.73		501			8280/3029/CONTRACT/N-CIS
12/02/2021	Total Gas and Power Ltd	ddr	10.27	10.27		501			229537115/21/3021/CONTR
12/02/2021	Siemens Financial Services	DDR	200.84		33.47	4028	101	167.37	SAMSUNG LEASE FINAL PAYMENT
15/02/2021	CRC Pest Control	3917/3035	600.00	600.00		501			3917/3035/MH20/084/CRC Pest Co
15/02/2021	Suffolk Gate Automation	4076/3040	2,416.26	2,416.26		501			4076/3040/MH20/135/Suffol Gat
15/02/2021	Quadian Finance UK Ltd	2021008888	101.34	101.34		501			2021008888/3041/CONTRA
15/02/2021	Simplicity	639292	88.94	88.94		501			639292/3042/CONTRACT/Si
15/02/2021	SLCC Enterprises Ltd	BK200796-8	96.00	96.00		501			BK200796/3045/MH21/014/En
15/02/2021	SLCC Enterprises Ltd	ORD507632	92.20	92.20		501			ORD507632/3046/MH21/01E
15/02/2021	Anglian Water Business Nationa	354447001	269.82	269.82		501			35444701/8463704/3047/C
15/02/2021	Newmarket Plant Hire Ltd	575636	79.08	79.08		501			575636/3048/MH21/011/Ne
22/02/2021	Anglia Gifts & Promotions	4384	278.88	278.88		501			4384/3052/MH21/017/Anglia Gift
22/02/2021	All Saints Convenience Store L	1011JAN21	19.90	19.90		501			1011JAN21/3051/DELEGAT

Payments for Month 11

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>
									S
22/02/2021	Simplicity	640431	39.53	39.53		501			640431/3050/CONTRACT/Si
22/02/2021	Staff Salary Account	SALARIES	20,000.00			204		20,000.00	TFR TO COVER SALARIES
23/02/2021	Total Gas and Power Ltd	DDR	108.10	108.10		501			230219005/21/3039/CONTR
23/02/2021	Total Gas and Power Ltd	dd	58.13	58.13		501			230219016/21/3038/CONTR
23/02/2021	Total Gas and Power Ltd	ddr	7.02	7.02		501			230269693/21/3037/CONTR
23/02/2021	Total Gas and Power Ltd	DD	39.67	39.67		501			230218994/21/3036/CONTR
28/02/2021	Petty Cash	300765	142.70			210		142.70	M11 PCash reimbursement
28/02/2021	Mrs Hart	22022021	280.00	280.00		501			22022021/3053/CONTRACT Har
28/02/2021	Office Wizard	000267	90.00	90.00		501			000267/3054/MH21/018/Offi Wi
28/02/2021	Anglian Water Business Nationa	290307401	27.31	27.31		501			290307401/8390428/3055/
28/02/2021	Simplicity	641530	158.11	158.11		501			641530/3056/CONTRACT/Si
28/02/2021	SLCC Enterprises Ltd	BK201222	36.00	36.00		501			BK201222/3057/MH21/021/ En
28/02/2021	Kallkwik	85307	30.00	30.00		501			853- 7/3058/MH21/015/Kallkwik
28/02/2021	Phillip Green	01032021	110.00	110.00		501			01032021/3059/CONTRACT
Total Payments for Month			32,325.59	11,982.05	33.47			20,310.07	
Balance Carried Fwd			471,046.58						
Cashbook Totals			503,372.17	11,982.05	33.47			491,356.65	

Receipts for Month 11				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: 28/02/2021		142.70						
300765	Current Account	142.70			201		142.70	M11 PCash reimbursement
Total Receipts for Month		142.70	0.00	0.00			142.70	
Cashbook Totals		<u>292.70</u>	<u>0.00</u>	<u>0.00</u>			<u>292.70</u>	

Payments for Month 11				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>
28/02/2021	Petty Cash M11	PCASHFEB21	142.70		3.51	4022	101	121.60	PCash/Postage Stamps (RFO)
						4023	101	5.67	PCash/Clipboard
						4018	101	11.92	PCash/Ink cartridges(RFO)
Total Payments for Month			142.70	0.00	3.51			139.19	
Balance Carried Fwd			150.00						
Cashbook Totals			292.70	0.00	3.51			289.19	

Receipts for Month 11				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 :	14,547.12					14,547.12
	Banked: 22/02/2021	20,000.00					
SALARIES	Current Account	20,000.00			201		20,000.00 TFR TO COVER SALARIES
Total Receipts for Month		20,000.00	0.00	0.00			20,000.00
Cashbook Totals		<u>34,547.12</u>	<u>0.00</u>	<u>0.00</u>			<u>34,547.12</u>

Payments for Month 11				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>
24/02/2021	Net Salaries M11	BACS	8,521.66			516		8,521.66	Net Salaries M11
24/02/2021	HMRC	BACS	3,310.93			515		3,310.93	HMRC/PAYE&NICs M11
25/02/2021	People's Pension	DD	520.99			514		520.99	People's Pension/ M11
Total Payments for Month			12,353.58	0.00	0.00			12,353.58	
Balance Carried Fwd			22,193.54						
Cashbook Totals			34,547.12	0.00	0.00			34,547.12	

Receipts for Month 11			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:	0.00						
			0.00				0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Balance Carried Fwd	434.62						
	Cashbook Totals	<u>434.62</u>	<u>0.00</u>	<u>0.00</u>			<u>434.62</u>	

Payments for Month 11				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 :			216.09					216.09	
29/01/2021	card/Zoom	CC126	14.39		2.40	4115	101	11.99	card/Zoom monthly lic
01/02/2021	card/Moneysoft Ltd	CC125	88.80		14.80	4025	101	74.00	card/Moneysoft Payroll lic
01/02/2021	card/QD	CC122	13.27		2.21	4016	310	11.06	card/cleaning equipment
02/02/2021	card/Adobe Acropro	CC127	15.17		2.53	4025	101	12.64	card/Adobe Acropro subsmnthly
10/02/2021	card/Homebase	CC121	41.25		6.88	4037	120	18.33	card/paint for TC office
						4037	310	16.04	card/gutter repairs
11/02/2021	card/QD	CC123	5.98		1.00	4039	200	4.98	card/antifreeze for van
20/02/2021	card/Adobe Acropro	CC128	25.28		4.21	4025	101	21.07	card/Adobe Acropro monthllysubs
28/02/2021	card/Zoom	CC129	14.39		2.40	4115	101	11.99	card/Zoom monthly lic
Total Payments for Month			218.53	0.00	36.43			182.10	
Cashbook Totals			434.62	0.00	36.43			398.19	

10/03/2021

Newmarket Town Council

Page 1

12:43

Detailed Income & Expenditure by Budget Heading as at 28/2/21

Month No: 11

Committee Report Finance & Policy M11

	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	75	75	75	0			100.0%	
1181 Grant Received WSC	0	2,000	0	(2,000)			0.0%	
1190 Interest Received	0	1	50	49			2.3%	
Administration :- Income	75	2,076	1,125	(951)			184.5%	0
4008 Staff Training	200	1,946	2,500	554		554	77.9%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	12	555	1,500	945		945	37.0%	
4019 New IT System/Hardware	0	341	2,030	1,689		1,689	16.8%	
4021 Telephone and Fax	160	1,444	2,000	556		556	72.2%	
4022 Postage	122	1,310	2,100	790		790	62.4%	
4023 Stationery	6	941	2,000	1,059		1,059	47.0%	
4025 Subscriptions&Licences	108	3,520	4,000	480		480	88.0%	
4026 Insurance	0	8,128	8,129	1		1	100.0%	
4028 Office Maintenance	798	10,624	7,500	(3,124)		(3,124)	141.7%	
4030 Recruitment Advertising	0	0	406	406		406	0.0%	
4051 Bank Charges/Interest	0	228	600	372		372	38.0%	
4056 Legal Expenses	0	44,205	41,205	(3,000)		(3,000)	107.3%	
4057 Audit & Accountancy Fees	445	2,750	3,500	750		750	78.6%	
4058 Professional Fees	0	100	0	(100)		(100)	0.0%	
4059 web site	25	3,199	3,050	(149)		(149)	104.9%	
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	99	199	315	116		116	63.2%	
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	562	8,561	5,000	(3,561)		(3,561)	171.2%	6,263
4180 Civic Functions	0	0	2,000	2,000		2,000	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 Yellow Brick Road	0	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	2,536	143,030	173,231	30,201	0	30,201	82.6%	6,263
Net Income over Expenditure	(2,461)	(140,954)	(172,106)	(31,152)				
6000 plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(2,461)	(134,691)						
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	75	667,190	666,239	(951)			100.1%	
Expenditure	2,536	145,530	176,231	30,701	0	30,701	82.6%	
Net Income over Expenditure	(2,461)	521,660	490,008	(31,652)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(2,461)	527,923						
Grand Totals:- Income	75	667,190	666,239	(951)			100.1%	
Expenditure	2,536	145,530	176,231	30,701	0	30,701	82.6%	
Net Income over Expenditure	(2,461)	521,660	490,008	(31,652)				
plus Transfer from EMR	0	6,263						
Movement to/(from) Gen Reserve	(2,461)	527,923						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	8,391	
105	Vat Due	4,466	
201	Current Account	471,047	
204	Staff Salary Bank Account	22,194	
208	Barclaycard Account	(435)	
210	Petty Cash	150	
	Total Current Assets		505,813
	<u>Current Liabilities</u>		
501	Creditors	28	
515	Paye/NI Due	0	
516	Wages Control	(0)	
565	Bookings Deposit	368	
	Total Current Liabilities		396
	Net Current Assets		505,417
	Total Assets less Current Liabilities		505,417
	<u>Represented by :-</u>		
301	Current Year Fund	188,528	
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		505,417

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	75	667,190	666,239	(951)			100.1%
Expenditure	2,536	145,530	176,231	30,701	0	30,701	82.6%
Net Income over Expenditure	<u>(2,461)</u>	<u>521,660</u>					
plus Transfer from EMR	0	6,263					
Movement to/(from) Gen Reserve	<u>(2,461)</u>	<u>527,923</u>					

Community Services

Income	850	55,855	71,650	15,795			78.0%
Expenditure	5,384	124,341	202,038	77,697	0	77,697	61.5%
Net Income over Expenditure	<u>(4,534)</u>	<u>(68,487)</u>					
plus Transfer from EMR	0	5,550					
Movement to/(from) Gen Reserve	<u>(4,534)</u>	<u>(62,937)</u>					

Leisure Services

Income	5,888	20,163	34,900	14,737			57.8%
Expenditure	2,624	143,687	207,520	63,833	0	63,833	69.2%
Net Income over Expenditure	<u>3,264</u>	<u>(123,524)</u>					
plus Transfer from EMR	0	17,700					
Movement to/(from) Gen Reserve	<u>3,264</u>	<u>(105,824)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	12,586	140,962	184,000	43,038	0	43,038	76.6%
Movement to/(from) Gen Reserve	<u>(12,586)</u>	<u>(140,962)</u>					

Development & Planning

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

Summary Income & Expenditure by Budget Heading as at 28/2/21

Month No: 11

Committee Report SUMMARY M11

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	6,813	743,208	772,789	29,581			96.2%
Expenditure	23,129	554,680	772,789	218,109	0	218,109	71.8%
Net Income over Expenditure	<u>(16,317)</u>	<u>188,528</u>	<u>0</u>	<u>(188,528)</u>			
plus Transfer from EMR	0	29,513					
Movement to/(from) Gen Reserve	<u>(16,317)</u>	<u>218,041</u>					



Welcome to my monthly Partnership Funded PCSO report.

Below are some of the activities I have been involved in alongside actively supporting the Police with tasks regarding crimes reported in Newmarket, this has involved requesting and collecting CCTV and speaking with businesses that have been victims or witnesses of crime to offer support, advice and updates as well as regular intelligence submissions.(14 this Month)

ACTIVITIES THIS MONTH

- ❖ HIGHLY VISIBLE PATROLS are conducted daily with the following areas being given priority: ICEWELL HILL, THE SEVERALS PAVILLION, THE MEMORIAL GARDENS, THE CEMETERY and THE YELLOW BRICK ROAD. All patrols are either on foot or Bicycle and in a typical week the format would be 10x foot patrols and 4xCycle Patrols. Foot patrols would usually be between 2-3 hours Cycle Patrols one to two hours.
- ❖ **With Lockdown restrictions still in place I have been kept busy whilst on patrol engaging and reassuring the public. Most people understand the rules but there is still a minority that need to be reminded.**
- ❖ COVID VACCINATION SITES x3 receive periodic visits as does the Lateral flow testing facility at St Etheldreda Catholic Church.
- ❖ To complement the daily Hi Viz patrols further work has been conducted around the town in the evenings by specialist Police units such as the KESTREL team.
- ❖ SPEED CHECKS have been conducted at FORDHAM RD and EXNING RD using the SL700 speed gun I am endeavouring to complete one of these checks weekly at approved sites in and around Newmarket. I have Attached a leaflet from Suffolk Constabulary containing advice on speeding concerns to Parish/Town Councils.
- ❖ **MARCH 3RD Was the final session assisting the OLISE church in packaging and delivering food parcels to those in the community who would normally receive free school meals.**
- ❖ MARCH 8TH Saw many youngsters returning to school having been home schooled since Christmas! With this in mind I cycled round most of our primary schools to greet and reassure both parents and children at the school gates, This also gave them the chance to get a preview of the marked POLICE bicycle which I collected in preparation on 06/03/2021. This is it!



- ❖ Weekly visits continue to be made to key locations such as PORTLAND HOUSE, THE RACING CENTRE and THE DAY CENTRE further locations will be added once Covid restrictions allow.
 - ❖ Engagement with the West Suffolk Council Rough Sleepers team continues as we work together to minimise any ASB issues which may have arisen from the small number (2) of rough sleepers we currently have in Newmarket.
 - ❖ On 7th March I was tasked with managing scene preservation following an incident on New Chevely Road.
 - ❖ On 09th MARCH Whilst on foot patrol on Exning Road I came across an elderly gentleman who had unfortunately collapsed on the footpath. I was able to administer First aid make an assessment and call for an ambulance. Also, on 23rd March in the same area an elderly lady sustained minor injuries following a fall from her Bicycle. Fortunately, I was able to provide first aid and ensured that she was taken home along with her bicycle.
 - ❖ **POLICE ADVICE AND GUIDANCE**
Naturally 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 ideally placed to seek advice from other professionals. Members 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>
-



How to deal with
Speeding Concerns.

Kind Regards,

Bill Butcher

PCSO 3036 WILLIAM BUTCHER NTC

Forest Heath Safer Neighbourhood Team

Newmarket Police Station

101 (non-emergency)/ 999 (Emergency only).

Suffolk Police has recently launched "1st Principle".

The first phase of a new library of crime prevention, security and personal safety advice.



www.suffolk.police.uk/1stprinciple



Report to	Finance and Policy Committee		
Subject	Memorial Hall Office Space		
Purpose	Decision		
Classification	Unrestricted		
Meeting date	22/04/2021	Item number	12
Written By	Town Clerk		

Summary: This report outlines a proposal to investigate changes to Memorial Hall Staff Office space

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

1. To authorise an investigation in to current staff working space in the Memorial Hall and consider any options for modification, to provide more practical and useful staff working space.

1.	Introduction
a.	The pandemic has resulted in a change to working arrangements leading to a reassessment of the needs of staff and how the existing office space meets those needs
2.	Context
a.	To maintain social distancing a) The RFO has been based in the Ernest Cassel Room b) The Events Manager has been working from the Council Chamber
b.	Neither of these are permanent or long-term solutions and the preference is for staff to work in closer proximity to enable more effective co-working and support.
c.	Where pre-pandemic, the Town Clerk and RFO shared an office: a) The space is not particularly large for two members of staff; b) There are a large number of physical finance related papers to store and access; c) It is difficult to discuss staffing or confidential matters in a shared space d) The RFO needs to be able to work undisturbed and where necessary on confidential material (eg salaries).
3.	Proposal/Options
a.	To investigate whether the main office, could be partitioned up so as to create practical and useful additional staff working space.
b.	To consider any other options for better use of staff facilities.
4.	Financial/Resource Implications
a.	The purpose of this exercise is to investigate the financial implications.
5.	Next Steps/Recommendations
a.	To authorise the investigation of this proposal, to include cost implications.



1. Home (<https://www.gov.uk/>)
 2. Regional and local government (<https://www.gov.uk/regional-and-local-government>)
 3. Local government (<https://www.gov.uk/regional-and-local-government/local-government>)
 4. Local authority remote meetings: call for evidence (<https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence>)
- Ministry of Housing, Communities & Local Government (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>)

Open consultation

Local authority remote meetings: call for evidence

Published 25 March 2021

Contents

Scope of the consultation

Purpose of this call for evidence

Terminology

Background

Questions

About this consultation

Personal data

Print this page



© Crown copyright 2021

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit [nationalarchives.gov.uk/doc/open-government-licence/version/3](https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3) (<https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3>) or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>

Scope of the consultation

Topic of this consultation: This call for evidence seeks views on the use of the current arrangements which have provided express provision for local authorities to hold meetings remotely or in a hybrid format during the coronavirus pandemic.

Scope of this consultation: This call for evidence seeks to understand the experience of local authorities in the whole of the UK regarding remote meetings. This includes authorities in England, Wales, Northern Ireland and Scotland.

Scottish authorities had express provision to meet remotely prior to the pandemic, and this call for evidence seeks to understand their experience of remote meetings since their arrangements came into force.

For England, Wales and Northern Ireland, this call for evidence refers to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (<https://www.legislation.gov.uk/uksi/2020/392/contents>) (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020. The regulations come into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.

In respect of these regulations, 'local authority' means:

- a county council
- a district council
- a London borough council
- the Common Council of the City of London
- the Greater London Authority
- the Council of the Isles of Scilly
- a parish council
- a joint board continued in being by virtue of section 263(1) of the 1972 Act
- a port health authority constituted under section 2 of the Public Health (Control of Disease) Act 1984
- an authority established under section 10 of the Local Government Act 1985
- a joint authority established under Part 4 of the Local Government Act 1985
- a joint committee constituted to be a local planning authority under section 29 of the Planning and Compulsory Purchase Act 2004
- a combined authority established under section 103 of the Local Democracy, Economic Development and Construction Act 2009
- a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, or created by an order under section 4A of that Act
- a National Park authority established under section 63 of the Environment Act 1995
- the Broads Authority established by section 1 of the Norfolk and Suffolk Broads Act 1988
- a conservation board established under section 86 of the Countryside and Rights of Way Act 2000

- a Mayoral development corporation established under section 198 of the Localism Act 2011
- an urban development corporation established under section 135 of the Local Government, Planning and Land Act 1980
- a parish meeting constituted under section 13 of the Local Government Act 1972
- Transport for London
- Police and crime panels

Geographical scope: This call for evidence seeks to understand the experience of local authorities in the whole of the UK regarding remote meetings. This includes authorities in England, Wales, Northern Ireland and Scotland.

Section 78 of the Coronavirus Act applies to local authorities in England, Wales and Northern Ireland only. After it came into force, each of these administrations used the powers within section 78 to introduce regulations to make express provision for their local authorities to meet remotely before 7 May.

The Welsh Government has since passed the Local Government and Elections (Wales) Act 2021 which comes into force on 1 May and makes express provision for Welsh local authorities to meet remotely.

Scottish local authorities had express provision to meet remotely prior to the pandemic.

If any changes to legislation are made as a result of this call for evidence, they would apply to England only.

Impact assessment: If any policy changes are made following this call for evidence they will be subject to appropriate assessment. No impact assessment has been conducted at this time.

Basic Information

Body/bodies responsible for the consultation: The Local Government Stewardship Division in the Ministry of Housing, Communities and Local Government is responsible for conducting this call for evidence.

Duration: This call for evidence will last for 12 weeks from 25 March 2021.

Enquiries: For any enquiries about this call for evidence please contact:
Megan.McKibbin@communities.gov.uk.

How to respond: You can only respond to this call for evidence through our online consultation platform, Citizen Space (<https://consult.communities.gov.uk/local-government-stewardship/local-authority-remote-meetings-call-for-evidence>).

Purpose of this call for evidence

The government would like to gather evidence about the use of the current arrangements for local authorities to meet remotely or in hybrid format, as set out in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (<https://www.legislation.gov.uk/uksi/2020/392/contents>) (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020.

These regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021. Local authorities in Scotland had express provision to meet remotely prior to the pandemic, and we are also interested to understand their experience of remote meetings since their arrangements came into force.

The powers in section 78 of the Coronavirus Act 2020 were brought in specifically to make express provision for local authorities in England, Wales and Northern Ireland to deal with the challenges of holding physical meetings during the coronavirus pandemic. They have helped local authorities to redeploy resources to deal with the pandemic and ensure that essential business continues whilst protecting the health and safety of their members, officers and the public.

We are aware that experience of remote meetings has been varied, and that while the experience of managing and participating in remote meetings has grown considerably during the period since the remote meetings regulations came into force, there have been examples of the difficulties this format has posed for some authorities.

We have received representations from individual local authorities and sector representative organisations making the case for permanent express provision for remote meetings. The government would like to hear from interested parties about the pros and cons of making such arrangements permanent in England and the use of the arrangements to date.

We are particularly interested to receive any quantitative data that can be included to substantiate the responses you make.

Terminology

Throughout this call for evidence the phrases 'remote meetings' and 'remote meetings arrangements' will be used interchangeably to refer to the express provisions for local authorities to meet remotely or in hybrid format, as set out in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (<https://www.legislation.gov.uk/uksi/2020/392/contents>) (and the equivalent regulations for Wales and Northern Ireland) under powers granted by section 78 of the Coronavirus Act 2020.

As Scottish authorities had express provision to meet remotely prior to the pandemic, 'remote meetings' and 'remote meetings arrangements' refers to the equivalent Scottish legislation.

The regulations make express provisions for local authorities to hold meetings remotely, for example through typical digital conference software (e.g. Zoom, Skype, Teams) or telephone conference calls. However, they do not require them to be held remotely or even in a single format. This means, for example, that local authorities can hold 'hybrid' meetings (where some members attend virtually and other members attend in person) and they are also still able to hold fully 'in-person' physical meetings.

You can therefore assume that any reference to 'remote meetings' or 'remote meetings arrangements' also refers to hybrid meetings.

The term 'member' will be used to refer to any elected local authority members covered by the regulations above (and the equivalent legislation for Wales, Northern Ireland and Scotland). This includes councillors, directly elected mayors, and police and crime commissioners, and any other relevant local authority members as defined by the legislation.

Background

While local authorities in Scotland had express provision to meet remotely prior to the coronavirus pandemic, there was no express provision for remote meetings for local authorities in England, Wales and Northern Ireland. In 2017, the government consulted on proposals to allow joint committees and combined authorities to hold meetings by video conference

(<https://www.gov.uk/government/consultations/allowing-joint-committees-and-combined-authorities-to-hold-meetings-by-video-conference>), given the long distances that individual councillors often need to travel in order to attend these meetings.

The government concluded that, with appropriate safeguards to maintain town hall transparency, there are clear benefits to giving local authorities operating joint committees and combined authorities the ability to hold formal meetings by video conference.

These safeguards included not extending the provisions to cover other types of councils, and that remote access should only be permissible from sites suitable for holding a meeting with public access (i.e. from a town hall, not from private dwellings), as there was a risk of undermining visible democratic scrutiny and public debate. However, the government also noted views that remote meetings would also benefit other councils, particularly large rural authorities, and committed to further engage with the sector to understand these views.

Since regulations came into force following the introduction of the Coronavirus Act 2020, express provision was made for local authorities in England, Wales and Northern Ireland to hold meetings before 7 May 2021 remotely (such as through digital conferencing software or telephone conference) so that they can protect their members and comply with public health guidance.

As local authorities have now had extensive experience of conducting remote meetings over the past year, this call for evidence is an opportunity to understand these experiences and inform a decision about whether to make these arrangements permanent. Any permanent change would require primary legislation, and such passage would depend on agreement of Parliament and the timetabling and pressures of Parliamentary business.

Questions

The government would like to gather evidence about the use of the arrangements that make express provision for local authorities to meet remotely or in hybrid format during the coronavirus pandemic, including the arrangements that existed for Scottish Authorities prior to the pandemic.

Q1. Generally speaking, how well do you feel the current remote meetings arrangements work?

- Very Well
- Well
- Neither well nor poorly
- Poorly
- Very Poorly
- Unsure

While the powers in section 78 of the Coronavirus Act were brought in specifically to help local authorities in England, Wales and Northern Ireland deal with the challenges of holding meetings during the coronavirus pandemic, the government would also like to hear from interested parties about the pros and cons of making permanent express provision, in whole or in part, for local authorities in England.

Q2. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?

- Yes
- No
- Unsure

Beyond having express provision to avoid face-to-face meetings during the coronavirus pandemic, we are aware of feedback from local authorities about additional benefits of being able to hold remote meetings including, but not limited to, the environmental and cost benefits of reduced travel, increased participation from local residents, and the potential to attract more diverse local authority members. We are keen to obtain representative views on the benefits of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q3. What do you think are some of the benefits of the remote meetings arrangements? Please select all that apply.

- More accessible for local authority members
- Reduction in travel time for councillors
- Meetings more easily accessed by local residents
- Greater transparency for local authority meetings
- Documents (e.g. minutes, agendas, supporting papers) are more accessible to local residents and others online
- Easier to chair meetings in an orderly fashion
- A virtual format promotes greater equality in speaking time during meetings
- I do not think there are any benefits to remote meetings
- Other (please specify)

In their representations to us, many local authorities have referenced the cost savings they have achieved through implementing remote meetings, particularly regarding a reduction in travel expenses and accommodation costs.

For example, one upper tier authority has reported that running meetings remotely has enabled them to save in the order of £6,000 per month through reduced travel expenses. We would be interested to receive more quantitative data about the cost savings that have been achieved, including any estimates of the comparative cost of running a remote meeting versus a face-to-face meeting.

Q4. (For local authorities only) Have you seen a reduction in costs since implementing remote meetings in your authority?

- Yes
- No
- Unsure

Some local authorities have also made reference to the difficulty that some members have had with the remote meeting format, particularly in relation to the difficulties in managing misconduct, the challenges of working with unfamiliar software, and technological issues caused by a poor internet connection. We are keen to obtain representative views on the disadvantages of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q5. What do you think are some of the disadvantages of the remote meetings arrangements, and do you have any suggestions for how they could be mitigated/overcome? Please select all that apply.

- It is harder for members to talk to one another informally
- Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection
- Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology
- There is less opportunity for local residents to speak or ask questions
- Some find it more difficult to read documents online than in a physical format
- Debate is restricted by the remote format
- It is more difficult to provide effective opposition or scrutiny in a remote format
- It is more difficult to chair meetings in an orderly fashion
- Virtual meetings can be more easily dominated by individual speakers
- It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve
- It may create too substantial a division between the way national democracy (e.g. in the House of Commons) and local democracy is conducted
- I do not think there are any disadvantages to remote meetings
- Other (please specify)

The government considers that there are also many advantages of holding meetings face-to-face. For example, physical meetings provide numerous opportunities for local authority members to speak with one another informally and build alliances, as well as to encounter local residents in the flesh and listen to their concerns in person.

Additionally, some members have referenced the vast improvement in the quality of debate when there is a lively atmosphere and they are able to make full use of their oratory skills to persuade and influence others. Some may consider remote meetings stifling and that physical meetings are essential to effective democracy and scrutiny.

Q6. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?

If express provision for remote meetings were made permanent, it might be preferable for the government to constrain the meetings or circumstances in which remote meetings can be held to ensure that effective democracy and scrutiny can still take place.

There are some occasions, for example, where a remote meeting format may be seen as more appropriate, such as for smaller sub-committees, meetings convened at short notice, or for meetings where attendees are drawn from a large geographical area i.e. for some joint committees, combined authorities and large rural authorities. On the other hand, there are occasions where a remote meeting format may be viewed as less appropriate, for example larger meetings involving Full Council or an authority's Annual Meeting.

Q7. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?

- For all meetings
- For most meetings with a few exceptions (please specify)
- Only for some meetings (please specify)
- I think local should be able to decide for themselves which meetings they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings for any meetings
- Unsure

Q8. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?

- In any circumstances
- Only in extenuating circumstances where a meeting cannot be held face-to-face or some members would be unable to attend (e.g. severe weather events, coronavirus restrictions)
- I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely
- I do not think local authorities should have the option to hold remote meetings under any circumstances

- Other (please specify)
- Unsure

While local authorities have risen magnificently to the challenge of ensuring vital council business continues by conducting meetings remotely during these unprecedented times, there may be concerns that, if the arrangements were to be made permanent, a situation could arise where remote meetings arrangements were used by a ruling party to avoid effective scrutiny or abuse the power in some other way.

Q9. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?

- Yes
- No
- Unsure

Q10. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?

In deciding whether and how remote meetings arrangements may be made permanent for local authorities in England, the government needs to ensure that it has due regard to the Public Sector Equality Duty. In particular, the government would need to avoid unlawfully discriminating (either directly or indirectly) against individuals with a protected characteristic, and also consider whether the arrangements advance equality of opportunity or help to foster good relations between those who share a protected characteristic and those who do not.

Many local authorities have spoken of the potential benefits that remote meetings could have for members or potential members with disabilities or young families. However, there are also those for whom remote meetings could pose additional difficulties, for example those with hearing or visual impairments or those more likely to struggle with the technology.

We are keen to consider views on these aspects of remote meetings and would particularly welcome any quantitative evidence to support views provided.

Q11. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?

- Yes
- No

- Unsure

About this consultation

This call for evidence document and call for evidence process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this call for evidence, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included below.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this call for evidence has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the complaints procedure (<https://www.gov.uk/government/organisations/department-for-communities-and-local-government/about/complaints-procedure>).

Personal data

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018.

Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the call for evidence.

1. The identity of the data controller and contact details of our Data Protection Officer.

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk.

2. Why we are collecting your personal data.

Your personal data is being collected as an essential part of the call for evidence process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data.

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a call for evidence.

3. With whom we will be sharing your personal data.

We use a third-party platform, Citizen Space, to collect consultation responses. In the first instance, your personal data will be stored on their secure UK-based servers.

4. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for two years from the closure of the call for evidence.

5. Your rights, e.g. access, rectification, erasure.

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to ask to have all or some of your data deleted or corrected
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/> (<https://ico.org.uk/>), or telephone 0303 123 1113.

6. Your personal data will not be sent overseas.

7. Your personal data will not be used for any automated decision making.

8. Your personal data will be stored on a secure government IT system.

Your data will be transferred to our secure government IT system as soon as possible after the consultation has closed, and it will be stored there for the standard two years of retention before it is deleted.

Print this page