



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP
Tel: 01638 667 227. E-mail townclerk@newmarket.gov.uk

Councillors, you are hereby summoned to attend the
ANNUAL MEETING OF THE NEWMARKET TOWN COUNCIL
to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP
on **Monday 24th May 2021 at 6pm**

A G E N D A

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

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

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

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

1. The Mayor to read the fire safety notice and announce that proceedings are being recorded
2. **Election of Mayor** – to elect a Mayor for Newmarket Town Council for the 2021/22 Municipal Year and to sign the Declaration of Acceptance of Office.
3. **Election of Deputy Mayor** - to elect a Deputy Mayor for Newmarket Town Council for the 2021/22 Municipal Year and to sign the Declaration of Acceptance of Office.
4. **Apologies** for absence.
5. **To welcome newly elected councillors and note receipt of Declarations of Acceptance of Office**
6. **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
7. **Minutes of the previous meeting held 26th April 2021**
 - a) To consider and adopt the minutes as a true record of the proceedings
 - b) To consider any matters arising.
8. **Public participation** – an invitation to members of the public to make representations to Councillors.
The maximum time permitted for this item is 15 minutes and no person may speak for longer than 3 minutes in total. This is the only opportunity during the meeting, for members of the public to address councillors.
9. **Councillor Reports** – To receive and note reports from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
10. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 04th May 2021 and 17th May 2021

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website

- b) To receive the minutes and consider and approve any recommendations from the Community & Leisure Services meeting held on 04th May 2021
- c) To receive the minutes and consider and approve any recommendations from the Finance and Policy meeting held on 17th May 2021
- 11. Committee Terms of Reference and Membership**
 - a) To review Terms of Reference and delegation arrangements to committees
 - b) To appoint members to committees
- 12. To review delegation arrangements to staff**
- 13. Review and adoption of Standing Orders and Financial Regulations**
To note that revised Standing Orders were adopted 22nd March 2021 and that Financial Regulations are undergoing a Working Group review for presentation to a future meeting of the Finance and Policy committee
- 14. To confirm Town Councillor representatives on other bodies and arrangements for reporting back**
- 15. To review arrangements with other local authorities**
 - a) West Suffolk Council SLA for grounds maintenance and cemetery management
- 16. To review the Asset Register**
- 17. To confirm arrangements for insurance cover in respect of all insurable risks**
- 18. To review council's expenditure incurred under the General Power of Competence**
- 19. To approve dates and times of ordinary council meetings for 2021/2022**
- 20. Internal Audit – to receive the Internal Auditor report for 2020/2021**
- 21. Annual Governance and Accountability Return (external audit) 2020/2021**
 - a) To approve Section 1, Annual Governance Statement
 - b) To approve Section 2, Accounting Statements
- 22. To consider a response to consultations**
 - a) Newmarket Cumulative Impact Assessment
 - b) Exning Road Traffic Regulation Order
- 23. PCSO – to receive the monthly report**
- 24. Correspondence**
- 25. Date of the next Meeting – Monday 28th June 2021**
- 26. Exclusion of the press & public -** To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information relating to individuals
- 27. Staff update – To receive an update on staff matters and consider any actions**

Signed: *D.Baines*
Debbie Baines, Town Clerk

18th May 2021

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website



Item 7

Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council
held on Monday 26th April 2021 at 6:00 pm via Zoom

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor A Appleby
Councillor J Borda
Councillor A Drummond
Councillor Y Fitzgerald

Councillor R Hood
Councillor P Hulbert
Councillor J Lay
Councillor C O'Neill
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, C Argyroudi – Events Manager, J Ashton – Minute Assistant, Cllrs K Soons and R Nobbs – West Suffolk Council, P Winter, 1 Member of the Press and 5 Members of the Public.

Minute

21/04/1 Welcome

The Mayor opened the meeting and announced that the meeting was being recorded and asked if anyone else intended to record the meeting. There were no requests.

21/04/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllr De'Ath. Cllr Anderson was absent.

21/04/3 Declaration of Members Interests & to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

None noted.

21/04/4 To Receive and Confirm the Minutes of the Town Council Meeting held on 22nd March 2021 and 6th April 2021 and consider any Matters Arising.

The minutes of the virtual meeting held on 22nd March 2021 were presented and the following was agreed:

21/04/4.01 Resolved

That the minutes of the virtual meeting held on 22nd March 2021 be adopted and would be signed as a correct record by the Town Mayor on receipt in the post.

There were no matters arising.

The minutes of the virtual meeting held on 6th April 2021 were presented and the following was agreed

21/04/4.02 Resolved

That the minutes of the virtual meeting held on 6th April 2021 be adopted and would be signed as a correct record by the Town Mayor on receipt in the post.

There were no matters arising.

21/04/5 Public Open Session

Resident Douglas Hall spoke to an item in Correspondence regarding the SCC consultation on Exning Road and traffic/road safety concerns raised by parents and

the lack of consultation.

The Mayor proposed that item 20 Correspondence be brought forward and the following was agreed:

21/04/5.01 Resolved

That item 20 Correspondence SCC consultation on Exning Road be brought forward

Cllr Soons reported that a new crossing near the Laureate School had been agreed in principle and a TRO would follow, which ensures that the public are consulted in any planned changes. The Headmaster of the School had contacted parents last December and invited them to comment. There was also an article in the Journal.

The safety concerns and lack of crossing control officer were discussed further and the following was agreed:

21/04/5.02 Resolved

That NTC supports all measures to improve safety on Exning Road and welcomes the public consultation on the proposed crossing. NTC requests that the crossing control officer be reinstated as soon as possible.

21/04/5.03 Resolved

That NTC arranges a meeting with Parents to discuss safety concerns on Exning Road.

21/04/6 Suffolk Constabulary

The PCSO monthly report was received and noted.

21/04/7 Councillor Reports

SCC - Cllr Hood reported that the monthly SCC report had been sent out and included a report on the success of secondary pupils getting their preferred place.

Cllr Drummond reported that the work to widen the path in Snailwell Road had been completed and had received good feedback from residents.

West Suffolk Council (WSC) – Cllr Drummond reported that the WSC newsletter had been circulated by the Town Clerk.

Cllr Hood reported that the work to resurface the Grosvenor carpark had started.

Cllr Lay reported that the Jockey Club Estates plan to build houses at Scaltback had changed to provide a 5-acre park.

Cllr Soons reported that WSC had upgraded and increased the number of dog bins and requested feedback on them.

Ward – Cllr Fitzgerald reported concerns raised by a resident regarding parked cars outside of her house in Exning Road and the following was agreed:

21/4/7.01 Resolved

That the concerns regarding parked cars in Exning be referred to the Community and Leisure Services Committee to consider all issues on Exning

Road.

Cllr Fitzgerald also reported that a resident had requested additional dog bins at the George Lambton Playing Fields. The request will be forwarded to Cllr Soons.

Cllr Yarrow reported that litter picking continues.

Outside bodies – none noted.

21/04/8 Announcements

The Mayor reported that in addition to normal Committee meetings and Working Groups his activities included the following:

13th April Site visit to the YBR with representatives of Newmarket Community Network.

14th April Met the Deputy Mayor of Maison Lafitte (Twinning Zoom meeting).

15th April Fullers Mill Garden, West Stow for their open day.

24th April Officiated at the coin toss of the first Newmarket Cricket Club match.

21/04/9 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 6th and 22nd April 2021

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 6th and 22nd April 2021. There were no recommendations.

21/04/10 To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 6th April 2021

The Vice Chairman presented the minutes of the Community & Leisure Services Committee meeting held on 6th April 2021.

21/04/10.01 (CL/21/04/6.01 Recommendation)

That the Revised Cemetery Regulations 2021 be received and adopted.

21/04/10.02 (CL/21/04/6.02 Recommendation)

That the Revised Cemetery Fees and Charges 2021 be received and adopted.

21/04/10.03 Resolved (CL/21/04/6.03 Recommendation)

That the newly planted Cherry tree be dedicated as a Covid-19 Memorial tree at the Cemetery.

21/04/10.04 Resolved (CL/21/04/10.01 Recommendation)

That the Carnival and Platinum events be a joint event and be held on the 4th June 2022.

21/04/10.05 Resolved (CL/21/04/10.02 Recommendation)

That the offer of free Fitness Yoga and Pilates events be approved and a budget of £750 be allocated.

21/04/10.06 Resolved (CL/21/04/10.03 Recommendation)

That the Car Boot Sales schedule from the 30th May be approved.

21/04/10.07 Resolved (CL/21/04/11.01 Recommendation)

That the quote for the Christmas lights from Gala Lights for £11,910 for the first year and £10,560 for each of the next 2 -5 years be accepted.

21/04/10.08 Resolved (CL/21/04/12.01 Recommendation)

That NTC supports the Studlands Resident Association proposal to allocate the old BMX track at Studlands as a new allotment site and to write to West Suffolk Council to request this proposal.

21/04/10.09 Resolved (CL/21/04/14.01 Recommendation)

That the request from Newmarket Academy to hold a Charity event in the Memorial Hall 9th July 2021 free of charge be approved.

21/04/11 To Receive the Minutes and Consider any Recommendations from the Neighbourhood Plan Committee Meeting held on 12th April 2021

The Chairman of the Neighbourhood Plan Committee presented the report and recommendations from the Neighbourhood Plan Committee meeting held on 12th April 2021.

21/04/11.01 Resolved (N/21/04/9.01 Recommendation)

That WSC and SCC are invited to carry out a walk of the High Street to identify where improvements can be made and to regularly inspect the High Street every 6 months.

21/04/12 To Receive the Minutes and Consider any Recommendations from the Human Resources Committee Meeting held on 12th April 2021

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 12th April 2021.

21/04/12.01 Resolved (H/21/04/21.01 Recommendation**)**

That eligible staff be awarded a 1-point increment on the NJC Salary Scale.

21/04/12.02 Resolved (H/21/04/21.02 Recommendation**)**

That the request to do additional work be approved.

21/04/12.03 Resolved (H/21/04/21.03 Recommendation**)**

That the employment contract of the Town Clerk be reviewed regarding the responsibility for line management in consultation with the Town Clerk, Mayor, Chairman of the HR Committee, Ellis Whittam and guidance from NALC.

21/04/12.04 Resolved (H/21/04/21.04 Recommendation**)**

That a temporary 3-month contract be offered to the candidate for the post of Town Keeper subject to references being received. That the post be advertised in the press and social media.

21/04/12.05 Resolved (H/21/04/21.05 Recommendation**)**

That the request for the Town Clerk to attend the SLCC Leadership in Action 2021 Conference to be held on 9th and 10th June 2021 at a cost of £75+VAT be approved.

21/04/13 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meetings held on 22nd April 2021

The Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meetings held on 22nd April 2021.

21/04/13.01 Resolved (F/21/04.6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/03/2021 – 31/03/2021 (Cash Book 1 - 4) be received and adopted.

21/04/13.02 Resolved ((F/21/04/10.01 Recommendation)

That the Statement of Internal Control be received and adopted.

21/04/13.03 Resolved (F/21/04/12.01 Recommendation)

That the costs for partitioning the main office space be investigated.

21/04/14 Newmarket Community Network

The Mayor reported that there had been 29 helpline requests since 1st April and that demand was reducing. He had also completed a walk of the YBR with the Newmarket Community Network who were looking to hold some events there in the near future. The minutes of the last meeting will be circulated when they are available.

21/04/15 Maison Lafitte Twinning Event

The Events Manager presented a report on a proposal to refresh the Twinning connections by holding an online event with a video and informal discussion. The proposal was considered and the following was agreed:

21/04/15.01 Resolved

That a budget of £500 be allocated from the Twinning budget be approved for the Maison Lafitte Twinning Event video.

21/04/16 Town Council Bus Stops

The Events Manager presented a report to recommend appointing a cleaning service to carry out a monthly clean of the bus shelters belonging to NTC. The proposal was considered and the following was agreed:

21/04/16.01 Resolved

That Crash Cleaners be appointed to provide a monthly cleaning service of the NTC bus shelters.

Details of any bus shelters belonging to NTC that were not on the list should be sent to the Events Manager.

A report for a request to repair any broken bus shelters and notice boards was presented and considered. The following was agreed:

21/04/16.02 Resolved

That Discount Display be appointed to repair broken bus shelter and replace the notice boards.

21/04/17 Annual Meeting of the Town

Tues 25th May meeting in person – a report from The Working Group was received. Planning for the event, to take in to account Covid-19 requirements was ongoing.

21/04/18 Meetings after 6th May 2021

A report was presented and considered on the current legislation for holding meetings. The following was agreed:

Cllr O'Neill left the meeting

21/04/18.01 Resolved

That no virtual full Council or Committee meetings be held after 6th May 2021 and that the first meeting to be held in the Memorial Hall be the Development and Planning and the Finance & Policy Committee meetings taking place on 17th May 2021.

21/04/19 Health and Wellbeing Working Group

A Working Group report had been circulated.

21/04/20 Correspondence

- Newmarket BID – Town maps artwork - noted
- WSC – Town centre recovery. A meeting will be arranged to invite WSC to walk through the town with Cllrs Jefferys, Hood, Appleby, O'Neill and Lay.
- Abbey Cross Leisure Centre update was noted.
- Confidential item to be discussed in the confidential part of the meeting.

21/04/21 Date of the next Meeting

Monday 24th May 2021, Annual Council Meeting in the Memorial Hall.

21/04/22 Exclusion of the Press & Public

With the vote being unanimous, it was:

21/04/22.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

The press and public left the meeting

21/04/23 *Resignation of Town Clerk*****

Town Clerk reported that she had tendered her resignation to take up a post nearer to home and would be leaving in a few weeks' time.

Members totally understood, and appreciated her contributions to keep the Council going during this difficult period. Thanks were giving for an outstanding job and the Mayor wished her well in her new post.

The recruitment process would now be started to find a replacement and the following was agreed:

*****21/04/23.01 Resolved*****

That the resignation letter of the Town Clerk be accepted and that the recruitment process to recruit a replacement Town Clerk be started. That Cllrs Jefferys, O'Neill and Drummond be appointed to carry out short listing and interviews.

Meeting closed at 7:13pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>21/04/5.02 Resolved</u>	That NTC supports all measures to improve safety on Exning Road and welcomes the public consultation on the proposed crossing. NTC requests that the crossing control officer be reinstated as soon as possible.
<u>21/04/5.03 Resolved</u>	That NTC arranges a meeting with Parents to discuss safety concerns on Exning Road.
<u>21/04/7.01 Resolved</u>	That the concerns regarding parked cars in Exning be referred to the Community and Leisure Services Committee to consider all issues on Exning Road.
<u>21/04/10.01 Resolved (CL/21/04/6.01 Recommendation)</u>	That the Revised Cemetery Regulations 2021 be received and adopted.
<u>21/04/10.02 Resolved (CL/21/04/6.02 Recommendation)</u>	That the Revised Cemetery Fees and Charges 2021 be received and adopted.
<u>21/04/10.03 Resolved (CL/21/04/6.03 Recommendation)</u>	That the newly planted Cherry tree be dedicated as a Covid-19 Memorial tree at the Cemetery.
<u>21/04/10.04 Resolved (CL/21/04/10.01 Recommendation)</u>	That the Carnival and Platinum events be a joint event and be held on the 4 th June 2022.
<u>21/04/10.05 Resolved (CL/21/04/10.02 Recommendation)</u>	That the offer of free Fitness Yoga and Pilates events be approved and a budget of £750 be allocated.
<u>21/04/10.06 Resolved (CL/21/04/10.03 Recommendation)</u>	That the Car Boot Sales schedule from the 30 th May be approved.
<u>21/04/10.07 Resolved (CL/21/04/11.01 Recommendation)</u>	That the quote for the Christmas lights from Gala Lights for £11,910 for the first year and £10,560 for each of the next 2 -5 years be accepted.
<u>21/04/10.08 Resolved (CL/21/04/12.01 Recommendation)</u>	That NTC supports the Studlands Resident Association proposal to allocate the old BMX track at Studlands as a new allotment site and to write to West Suffolk Council to request this proposal.
<u>21/04/10.09 Resolved (CL/21/04/14.01 Recommendation)</u>	That the request from Newmarket Academy to hold a Charity event in the Memorial Hall 9 th July 2021 free of charge be approved.
<u>21/04/11.01 Resolved (N/21/04/9.01 Recommendation)</u>	That WSC and SCC are invited to carry out a walk of the High Street to identify where improvements can be made and to regularly inspect the High Street every 6 months.
<u>21/04/12.01 Resolved</u> <i>(***H/21/04/21.01 Recommendation***)</i>	That eligible staff be awarded a 1-point increment on the NJC Salary Scale.
<u>21/04/12.02 Resolved</u> <i>(***H/21/04/21.02 Recommendation***)</i>	That the request to do additional work be approved.
<u>21/04/12.03 Resolved</u> <i>(***H/21/04/21.03 Recommendation***)</i>	That the employment contract of the Town Clerk be reviewed regarding the responsibility for line management in consultation with the Town Clerk,

	Mayor, Chairman of the HR Committee, Ellis Whittam and guidance from NALC.
<u>21/02/12.04 Resolved</u> <i>(***H/21/02/21.04 Recommendation***)</i>	That a temporary 3-month contract be offered to the candidate for the post of Town Keeper subject to references being received. That the post be advertised in the press and social media.
<u>21/02/12.05 Resolved</u> <i>(***H/21/02/21.05 Recommendation***)</i>	That the request for the Town Clerk to attend the SLCC Leadership in Action 2021 Conference to be held on 9 th and 10 th June 2021 at a cost of £75+VAT be approved.
<u>21/04/13.01 Resolved</u> <i>(F/21/04.6.01 Recommendation)</i>	That the ratification of the schedules of payments for the period 01/03/2021 – 31/03/2021 (Cash Book 1 - 4) be received and adopted.
<u>21/04/13.02 Resolved</u> <i>(F/21/04/10.01 Recommendation)</i>	That the Statement of Internal Control be received and adopted.
<u>21/04/13.03 Resolved</u> <i>(F/21/04/12.01 Recommendation)</i>	That the costs for partitioning the main office space be investigated.
<u>21/04/15.01 Resolved</u>	That a budget of £500 be allocated from the Twinning budget be approved for the Maison Lafitte Twinning Event video.
<u>21/04/16.01 Resolved</u>	That Crash Cleaners be appointed to provide a monthly cleaning service of the NTC bus shelters.
<u>21/04/16.02 Resolved</u>	That Discount Display be appointed to repair broken bus shelter and replace the notice boards.
<u>21/04/18.01 Resolved</u>	That no Committee meetings be held after 6 th May 2021 and that the first meeting to be held in the Memorial Hall be the F&P Committee meeting on 17 th May 2021.
<u>***21/04/23.01 Resolved***</u>	
<u>21/04/20.01 Resolved</u>	That the resignation letter of the Town Clerk be accepted and that the recruitment process to recruit a replacement Town Clerk be started. That Cllrs Jefferys, O'Neill and Drummond be appointed to carry out short listing and interviews.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Tuesday 4th May 2021 at 6.00pm via Zoom**

Attendance:

Councillor C O'Neill (Chairman)
Councillor A Appleby
Councillor A Drummond

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys

Also Present: D Baines – Town Clerk, J Ashton – Minute Assistant, Cllr R Nobbs – West Suffolk Council and 2 Members of the Public.

Minute

D/21/05/1 Chairman to Announce that Proceedings are Being Recorded and to Advise that all Participants will be Muted by the Host of the Meeting who will Unmute the Individual the Chairman has Invited to Speak

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.

D/21/05/2 Apologies

Apologies were received from Cllr Yarrow.

D/21/05/3 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider Any Requests Received for Member's Dispensation

Cllrs Appleby and Hood declared non-pecuniary interests in applications DC/21/0861/TCA and DC/21/0809/TCA.

D/21/05/4 To Confirm the Minutes of the Meeting Held on Thursday 22nd April 2021 and Matters Arising

Members received the minutes of the Development & Planning Committee held on 22nd April 2021 and the following was agreed:

D/21/05/4.01 Resolved

That the minutes of the Development & Planning Committee held on 22nd April 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/21/05/5 Public Open Session

Resident Ian Young spoke to item 21/04/7 from last full Council meeting - statement regarding the Jockey Club estates plans for the Scaltback site, following a meeting with the Jockey Club and West Suffolk, which was incorrect. He asked the other District Councillors who were at that meeting for their recollection of the outcomes discussed. There was no response from Cllrs Hood and Drummond.

D/21/05/6 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

The NNP Tree Policy applied to the tree applications.

D/21/05/7 Planning Applications

Week commencing 12/04/2021

D/21/05/7/1 DC/21/0779/TE1 - Trees in a conservation area notice – Determination in respect of Development by Telecommunications Code systems operators - proposed 18m Phase 8 Monopole C/W wraparound Cabinet at base and associated ancillary works Street Record - George Lambton Avenue Newmarket Suffolk.

It was noted that this application had been withdrawn.

D/21/05/7/2 DC/21/0681/TPO – TPO 12 (2005) tree preservation order - one Silver birch (T1 on plan and order) reduce height by two metres b. one Walnut (T2 on plan and order) reduce lateral limbs by up to one metre back to previous reduction points - 6 Balaton Place Snailwell Road Newmarket.

D/21/05/7.02 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.

D/21/05/7/3 DC/21/0660/HH – Householder application - drop kerb to create access and paved driveway - Pernataen Snailwell Road Newmarket.

D/21/05/7.03 Resolved

The Committee voiced no objections.

Week commencing 19/04/2021

Cllrs Appleby and Hood declared a non-pecuniary interest in the following application and did not vote.

D/21/05/7/4 DC/21/0861/TCA – Trees in a conservation area notification - one Lime (L1 on plan) - Fell - The Lodge 23 Bury Road Newmarket.

D/21/05/7.04 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

D/21/05/7/5 DC/21/0865/~TCA - Trees in a conservation area notification - five Sycamore (T1, T2, T3, T4 and T5 on plan) crown lift to five metres above ground level Fitzroy Stables Black Bear Lane Newmarket.

D/21/05/7.05 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being

carried out, outside of the bird nesting season.

D/21/05/7/6 DC/21/0820/TCA – Trees in a conservation area notification - one Robinia (T3 on plan) overall crown reduction by up to 50cm to compact crown - 6 Balaton Place Snailwell Road Newmarket.

D/21/0/7.06 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.

Cllrs Appleby and Hood declared a non-pecuniary interest in the following application and did not vote.

D/21/05/7/7 DC/21/0809/TCA – Trees in a conservation area notification - a. 10 Ash (T012,T013,T025,T026,T029,T030,T033,T036,T043 on plan) fell; b. one Elm (T035 on plan) fell; c. three Horse chestnut (T007,T040, A002 on plan) fell; d. four Maple (T011,T047, A001 on plan) fell; e. four Sycamore (T005,T031,T032,T034 on plan) fell; f. one Lime (T027 on plan) prune branches from cables by 1.5 metres, g. one Beech (T001 on plan) remove epicormic growth; f. group of one Lime, one Whitebeam, one Leylandi (A002 on plan) fell - Tree Belt Godolphin Stud Snailwell Road Newmarket Suffolk.

D/21/05/7.07 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

D/21/05/7/8 DC/21/0732/TPO – TPO 012 (1956) Tree preservation order - one Scots pine (T1 on plan within A7 on order) fell - 13 Collings Place Newmarket.

D/21/05/7.08 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

D/21/05/7/9 DC/21/0711/HH – Householder planning application - a. single storey front extension; b. two storey side extension - 116 Windsor Road Newmarket.

D/21/05/7.09 Resolved

The Committee voiced no objections.

D/21/05/7/10 DC/21/0706/VAR – Planning application - removal of conditions five and six and variation of condition two of DC/17/1614/FUL to allow the use of UPVC windows and doors - Oakfield Surgery Vicarage Road Newmarket.

D/21/05/7.10 Resolved

The Committee objected to the variation and requested that the original conditions be complied with.

D/21/05/7/11 DC/21/0683/HH – Householder planning application - detached garage - 1 Seymour Close Newmarket.

There were no plans or information for this application and the following was agreed:

D/21/05/7.11 Resolved

That this item be delegated to the Chairman and Town Clerk on receipt of the relevant information.

D/21/05/8 Amended and Deferred Planning Applications

None noted.

D/21/05/9 East Cambs Planning Applications

None noted.

D/21/05/10 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 12/04/2021 & 19/04/2021.

Applications	Description	Address	WS Decision	NTC Decision
DC/18/1556/FUL	Non material amendment to DC/18/1556/FUL - amendment to the edge of the bed on the north eastern side of the clock tower to permit the edging to line up at the rear of the boulders	Planting Beds Adj Clocktower Roundabout High Street Newmarket	Approved	No objections
DC/21/0514/TCA	Trees in a conservation area notification - one Leylandii (TPI on plan) fell	Derby House 27 Exeter Road Newmarket	Approved	No objections
DC/21/0466/TCA	Trees in a conservation area notification - five Conifers (T1 - T5 on plan) - fell	19-21 Bedford Lodge Hostel Bury Road Newmarket	Approved	No objections
DC/21/0284/LB	Application for listed buildings consent - internal alterations to form first floor WC	1 Abernant Drive Newmarket	Approved	No objections
DC/21/0210/HH	Householder planning application - single storey rear extension	1 Highclere Close Newmarket Suffolk	Approved	No objections
DC/21/0523/TCA	Trees in a conservation area notification - a. two Sycamore (T1, T2 on plan) overall reduction and shape by 3 metres; b. one Birch (T3 on plan) overall reduction by 3 metres	16 Brewers Lane Newmarket Suffolk	Approved	No objections
DC/21/0301/HH	Householder planning application - two storey rear extension following demolition of existing single storey rear extension	Shalfleet Cottage 13 Bury Road Newmarket Suffolk	Approved	No objection
DC/20/2246/FUL	Planning application - change of use from equestrian property consultancy and estate agency to nail bar and beauty salon (Sui Generis)	1 Sun Lane Newmarket	Approved	No objections
DCON(A)/17/2676	Application to Discharge Condition 3 (Construction method statement), 4 (Means of access), 5 (Surface water drainage), 7 (Ecological statement), 8 (Materials), 9 (Sustainability statement), 10 (Discharge of surface water), 11 (Deliveries management plan) and 14 (Details of landscaping) of Application DC/17/2676/FU	Kininvie Fordham Road Newmarket	Approved	Not considered
DC/21/0262/HH	Householder planning application a. single storey side extension.	1 Southgate Stables Hamilton Road Newmarket	Approved	No objections
DCON(B)/17/1414	Discharge of condition 12 (screen wall and fence), 13 (landscaping) and 14 (arbiculture impact assessment) of application DC/17/1614/FUL	Oakfield Surgery Vicarage Road Newmarket	Approved	Not considered

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D/21/05/11 Delegation Panel Decisions
None noted.

Cllr Nobbs joined the meeting.

D/21/05/12 East Cambs Local Plan single Issue Review

The Working Group presented a recommendation and the following was agreed:

D/21/05/12.01 Recommendation

That the following Working Group statement be submitted to East Cambs:

As ECDC wards adjacent to Newmarket look to Newmarket as their home town, any development in these wards shall make financial contribution to Newmarket infrastructure, through S106 monies.

D/21/05/13 To Discuss any Licensing Applications
Non noted.

D/21/05/14 Correspondence
None noted.

D/21/05/15 Date of Next Meeting
Monday 17th May 2021 at 6.00pm at the Memorial Hall.

D/21/05/16 To Note any Items for Next Meeting
None noted.

Meeting closed at 6:27pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/05/7.01 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.
<u>D/21/05/7.02 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/05/7.03 Resolved</u>	The Committee voiced no objections.
<u>D/21/05/7.04 Resolved</u>	The Committee actively encourages responsible tree

	management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.
<u>D/21/05/7.05 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/05/7.06 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/05/7.07 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the trees are to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.
<u>D/21/05/7.08 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.
<u>D/21/05/7.09 Resolved</u>	The Committee voiced no objections.
<u>D/21/05/7.10 Resolved</u>	The Committee objected to the variation and requested that the original conditions be complied with.
<u>D/21/05/7.11 Resolved</u>	That this item be delegated to the Chairman and Town Clerk on receipt of the relevant information.
<u>D/21/05/12.01 Recommendation</u>	That the following Working Group statement be submitted to East Cambs: As ECDC wards adjacent to Newmarket look to Newmarket as their home town, any development in these wards shall make financial contribution to Newmarket infrastructure, through S106 monies.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee **Held on Monday 6pm 17th May 2021 at the Memorial Hall**

Attendance:

Councillor C O'Neill (Chairman)
Councillor A Appleby
Councillor A Drummond

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker - RFO, J Ashton – Minute Assistant, 1 Member of the Press and 2 Members of the Public.

Minute

D/21/05/16 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded.

The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings may be filmed or recorded.

D/21/05/17 Apologies

None noted.

D/21/05/18 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider Any Requests Received for Member's Dispensation

Cllrs Appleby and Hood declared a non-pecuniary interest in application DC/21/0966/TCA. A Group dispensation was requested for application DC/21/0967/TCA.

D/21/05/19 To Confirm the Minutes of the Meeting Held on Monday 4th May 2021 and Matters Arising

Members received the minutes of the Development & Planning Committee held on 4th May 2021 and the following was agreed:

D/21/05/19.01 Resolved

That the minutes of the Development & Planning Committee held on 4th May 2021 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/21/05/20 Public Open Session

A resident spoke to application DC/21/0842/FUL and raised concerns regarding overdevelopment and pedestrian safety along Woodditon Road.

A proposal was made to bring application DC/21/0842/FUL forward and the following was agreed:

D/21/05/20.01 Resolved

That application DC/21/0842/FUL be brought forward.

DC/21/0842/FUL – Planning application – Cross boundary application (East Cambridgeshire District Council) - eight dwellings and associated external works Plot 1 Land West Of 104 Crockford Road Woodditon Road Newmarket Suffolk.

D/21/05/20.02 Resolved

The Committee objected on the grounds of overdevelopment of the site and highway safety for pedestrians that have not been addressed. The Committee requests that the development does not go ahead until Section 106 money is used to install a foot bridge over the railway line and safety improvements are made to the footpath along Woodditon Road.

A member of the public left the meeting.

D/21/05/21 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

The NNP Tree Policy applied to the tree applications.

D/21/05/22 Planning Applications

Week commencing 26/04/2021

D/21/05/22/1 DC/21/0956/TCA - Trees in a conservation area notification - one Maple (on plan) fell - Clifton House 41 Old Station Road Newmarket.

D/21/05/22.01 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

D/21/05/22/2 DC/21/0941/TCA – Trees in a conservation area notification - one Horse chestnut (T1 on plan) – crown lift to 7 metres above ground level on north side only; one Sycamore (T2 on plan) - crown lift to 7 metres above ground level on north side; reduce remaining lower lateral limbs on the north side only by up to 1 metre to clear the boundary fence - 14 Malcolm Way Newmarket.

D/21/05/22.02 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.

Cllr Hood declared a non-pecuniary interest in the following application and did not vote.

D/21/05/22/3 DC/21/0896/TCA – Trees in a conservation area notification - one Horse Chestnut (T1 on plan) reduce south west lowest limb up to two metres, one Walnut (T2 on plan) overall crown reduce by two metres, one Sycamore (T3 on plan) overall crown reduce by two metres, one Cypress (T4 on plan) fell, one Walnut (T5 on plan) overall crown reduce by two metres, four Sycamore (T6, T7, T8, T9 on plan) pollard to eight metres above ground level - The Belt 56 And 58 Bury Road Newmarket Suffolk.

D/21/05/22.03 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

- D/21/05/22/4** DC/21/0897/TCA – Trees in a conservation area notification - three cypresses (grp 1 on plan) reduce height by 4.5 metres and cut back overhang over neighbours garden by two metres - 20 Mill Hill Newmarket Suffolk.

D/21/05/11.04 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.

- D/21/05/22/5** DC/21/0845/TPO - TPO 01 (1990) tree preservation order – one Beech (T1 on plan within A1 on order) thin canopy by up to 15%, reduce one limb growing towards house and one limb growing towards the right of the garden by two metres, and reduce limb growing to left of garden by one metre - 6 Churchill Avenue Newmarket.

D/21/05/22.05 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.

Cllr Appleby declared a non-pecuniary in the following application and did not vote.

- D/21/05/22/6** DC/21/0803/TPO – TPO 13 (2005) tree preservation order – one Horse chestnut (T1 on plan and order) re-pollard overall crown by up to three metres to previous pollard points 8 Saint Albans Newmarket.

D/21/0/22.06 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.

- D/21/05/22/7** DC/21/0767/VAR – Planning application - variation of condition 2 of DC/20/0729/FUL to allow use of revised plans for seven commercial use units (use class B1) and associated works (demolition of existing commercial unit) - 7 Laureate Paddocks Newmarket.

D/21/05/22.07 Resolved

The Committee voiced no objections.

Week commencing 03/05/2021

A Group dispensation was requested for the following application.

- D/21/05/22/8** DC/21/0967/TCA – Trees in a conservation area notification - two Cherry (T1 and T2 on plan) overall crown reduction by up to two metres - Memorial Hall 144 High Street Newmarket.

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D/21/05/22.08 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.

Cllrs Appleby and Hood declared a non-pecuniary in the following application and did not vote.

D/21/05/22/9 DC/21/0966/TCA – Trees in a conservation area notification - one Sycamore (T1 on plan) fell 5A Stanley House Bungalows Bury Road Newmarket.

D/21/05/22.09 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

D/21/05/22/10 DC/21/0899/TPO – TPO 02 (1980) tree preservation order - a. one Sycamore (T86 on plan) reduce height and spread above stables by up to three metres b. one Horse chestnut (T83 on plan) overall crown reduction by up to four metres - 8 Cecil Lodge Close Falmouth Avenue Newmarket.

D/21/05/22.10 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.

D/21/05/22/11 DC/21/0883/TPO – TPO/1990/03 – Tree preservation order – one Beech (T1 on plan, G2 on order) remove unfused crossing branches; reduce mid and lower crown by 1.5-2 meters from the north easterly crown through to the south westerly crown; remove hanging branches and tidy sprags - 57 Drinkwater Close Newmarket.

D/21/05/22.11 Resolved

The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.

D/21/05/22/12 DC/21/0872/HH – Householder planning application - a. two storey extension to side b. porch to side elevation c. detached cart lodge to front d. roof window to rear roof e. render to front, side and rear elevations - Willoughby Cottage Fordham Road Newmarket.

D/21/05/22.12 Resolved

The Committee voiced no objections.

D/21/05/22/13 DC/21/0783/HH – Householder planning application - front porch - 23 Drinkwater Close Newmarket.

D/21/05/22.13 Resolved

The Committee voiced no objections.

D/21/05/23 Amended and Deferred Planning Applications

None noted.

D/21/05/24 East Cambs Planning Applications

A request was made for a copy of the Committee's objection to application

DC/21/0842/FUL be sent to East Cambs District Council.

D/21/05/25 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 26/04/2021 & 03/05/2021.

Applications	Description	Address	WS Decision	NTC Decision
DC/21/0779/TE1	Determination in respect of Development by Telecommunications Code systems operators - proposed 18m Phase 8 Monopole C/W wraparound Cabinet at base and associated ancillary works	Street Record George Lambton Avenue Newmarket Suffolk	Withdrawn	Not considered
DC/21/0457/HH	Householder planning application - conversion of outbuilding to ancillary annexe	Rosebank 4 Rayes Lane Newmarket	Approved	No objections
DC/21/0261/TPO	TPO 032 (1960) tree preservation order - one Beech (T1 on plan within A1 on order) - crown raising to 6 metres above ground level	17 Wyndham Way Newmarket	Approved	No objections
DC/20/2047/ADV	Application for advertisement consent – two internally illuminated digital totem signs with static BID map to replace existing signage	98 High Street Newmarket Suffolk	Approved	No objections
DC/20/1968/FUL	Planning application - 1. Conversion of stables at first floor level, and associated alterations, to provide ancillary accommodation for two members of staff and two guest bedrooms 2. Walkway to connect the dwelling and first floor ancillary accommodation 3. Re-tile roof stables 4. Demolition of flint walls at entranceway to stable yard	Hurworth House Fordham Road Newmarket	Approved	No objections
DC/20/1889/FUL	Planning application - installation of extraction unit and flue pipe	4-5 Crown Walk Newmarket	Approved	No objections
DCON(C)/17/2676	Application to Discharge Conditions 17 (External Lighting Strategy), 18 (Obscured Window Details) and 19 (Plant or Machinery Details) of DC/17/2676/FUL	Kininvie Fordham Road Newmarket	Approved	Not considered
DCON(D)/17/1881	Application to discharge conditions nine (materials) and 30 (energy strategy) of DC/17/1881/FUL	Development Site Aldi South Drive Exning Road Newmarket Suffolk	Approved	Not considered
DC/21/0680/TCA	Trees in a conservation area notification - a. one Horse chestnut (T1 on plan) fell, b. group of Leylandii (G1 on plan) reduce height to 3 metres above ground level	Mesnil Warren 40 Bury Road Newmarket	Approved	Objected
DC/21/0424/HH	Householder planning application - single storey side extension	5 Wragg Drive Newmarket	Approved	No objections
DCON(B)/17/1881	Application to discharge conditions 6 (construction management plan), 7 (deliveries management plan), 13 (cycle storage and changing facilities), 18 (surface water SCC Floods), 19 (surface water management), 20 (surface water EA), 21 (contamination EA) 22 (contamination) and 24 (window glazing and ventilation) of DC/17/1881/FUL	Development Site Aldi South Drive Exning Road Newmarket Suffolk	Approved	Not considered

D/21/05/26 Delegation Panel Decisions

DC/21/0424/HH – Householder planning application – single storey side extension - 5 Wragg Drive Newmarket.

The option to grant approval was noted.

D/21/05/27 To Discuss any Licensing Applications
None noted.

D/21/05/28 Correspondence
None noted.

D/21/05/29 Date of Next Meeting
Monday 7th June 2021 at 6.00pm at the Memorial Hall.

D/21/05/30 To Note any Items for Next Meeting
None noted.

Meeting closed at 6:29pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/21/05/20.02 Resolved</u>	The Committee objected on the grounds of overdevelopment of the site and highway safety for pedestrians that have not been addressed. The Committee requests that the development does not go ahead until Section 106 money is used to install a foot bridge over the railway line and safety improvements are made to the footpath along Woodditon Road.
<u>D/21/05/22.01 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.
<u>D/21/05/22.02 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/05/22.03 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

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<u>D/21/05/22.04 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/05/22.05 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/05/22.06 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/05/22.07 Resolved</u>	The Committee voiced no objections.
<u>D/21/05/22.08 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/05/22.09 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.
<u>D/21/05/22.10 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/05/22.11 Resolved</u>	The Committee actively encourages responsible tree management. The Committee does not object to this application subject to the tree work being carried out, outside of the bird nesting season.
<u>D/21/05/22.12 Resolved</u>	The Committee voiced no objections.
<u>D/21/05/22.13 Resolved</u>	The Committee voiced no objections.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community & Leisure Services Committee **Held on Tuesday 4th May 2021 at 7:00 pm via Zoom**

Attendance:

Councillor J Borda (Vice Chairman)
Councillor A Appleby
Councillor A Drummond
P Winter

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys

Also Present: D Baines – Town Clerk, C Whitaker – RFO, C Argyroudi – Events Manager, J Ashton – Minute Assistant, Cllr R Nobbs – West Suffolk Council, 1 Member of the Press and 4 Members of the Public.

Minute

CL/21/05/1 Chairman to Announce that Proceedings May be Filmed or Recorded

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.

CL/21/05/2 Apologies for Absence

Apologies were received from Cllrs De'Ath, O'Neill and Yarrow. Cllr Anderson was absent.

CL/21/05/3 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.

CL/21/05/4 To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Tuesday 6th April 2021 and Any Matters Arising

Members received the minutes of the Community and Leisure Services Committee meeting held on 6th April 2021 and the following was agreed:

CL/21/05/4.01 Resolved

That the minutes of the Community and Leisure Services Committee meeting held on 6th April 2021 be adopted and signed as a true record by the Chairman of the Community and Leisure Services Committee.

There were no matters arising.

CL/21/05/5 Public Open Session

A resident raised an incident of a potential breach of the Social Media Policy by a member of the Council. The details will be sent to the Town Clerk to investigate.

CL/21/05/6 To Receive The Accounts For April 2021

The accounts for April 2021 were received and noted.

Book number 6 2021 -2022

CL/21/05/7 Memorial Gardens Monthly Play Inspection Report

The monthly Play Inspections Report was noted. A report giving an update on the Memorial Gardens was presented and a proposal to recommission the Splashpad was considered. The following was agreed:

CL/21/05/07.01 Recommendation

That the splashpad be recommissioned with a full service to be carried out in May 2021 for a cost of £1,162+VAT

CL/21/05/8 Cemetery Matters

Town Clerk reported that the gates are waiting to be installed and that opening hours would be reviewed once they were in place.

CL/21/05/9 Clock Tower Project

Members were advised that phase 1 had been completed apart from the bulbs, which will be added to phase 2 and be planted in the autumn to flower next spring.

CL/21/05/10 Update on Newmarket Events

The Events Manager reported on the following:

Soap Box Derby 2021 – Events Manager presented a report on the costs and expected revenue. The event will be a free ticket event with online bookings. Tickets were being booked and new teams had entered. Planning will continue and further updates will be reported.

Silver Sunday – A proposal was made to hold the event in December rather than October and free vouchers will be issued to residents to attend the first Tea Dance in December 2021.

Purple Tuesday – NTC will participate in this event again this year and the format will be the same as last year.

Summer Entertainment – A new supplier had been sourced to provide the bouncy castle and other community groups will invited to provide a joint event with an environmental theme. A full report will be presented to full council.

A request from a local music teacher to hold an outdoor student concert in the Memorial Gardens mid-late July 2021 was considered and the following was agreed:

CL/21/05/10.02 Recommendation

That the request to hold an outdoor student concert in the Memorial Gardens be approved and any fees be waived. That the date and arrangements be agreed with the Events Manager.

Summer Nights Walk

Newmarket Festival are planning to host the Summer Nights 10km walk on Saturday 14th August 2021 and requested that the fees be waived for the use of the Pavilion as they were last year. The request was considered and the following was agreed:

CL/21/05/10.03 Recommendation

That the fees be waived for Newmarket Festival to use the Pavilion to host the Summer Nights 10km walk on Saturday 14th August 2021.

CL/21/05/11 Exning Road

This item had been referred by full Council to consider the parking issues in Exning Road and the Committee referred it to the Parking Working Group.

CL/21/05/12 Weatherby Crossing

Suffolk County Council had placed an article in the press regarding the inquiry results giving a date of 13th May for any objections to be submitted.

CL/21/05/13 Correspondence

None noted.

CL/21/05/14 Date of Next Meeting

Monday 7th June 2021 at the Memorial Hall.

CL/21/05/15 Items for Next Agenda

- Soap Box
- Student concert
- YBR
- Clock Tower Project
- Memorial Hall summer entertainment
- Memorial Gardens
- Events

Meeting closed at 7:28pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>CL/21/05/7.01 Recommendation</u>	That the splashpad be recommissioned with a full service to be carried out in May 2021 for a cost of £1,162+VAT
<u>CL/21/05/10.02 Recommendation</u>	That the request to hold an outdoor student concert in the Memorial Gardens be approved and any fees be waived. That the date and arrangements be agreed with the Events Manager.
<u>CL/21/05/10.03 Recommendation</u>	That the fees be waived for Newmarket Festival to use the Pavilion to host the Summer Nights 10km walk on Saturday 14th August 2021.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 17th May 2021 at the Memorial Hall**

Attendance:

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

Councillor R Hood
Councillor C O'Neill
Councillor K Yarrow

Also Present: D Baines – Town Clerk, C Whitaker – RFO, J Ashton – Minute Assistant and 2 Members of the Public.

Minute

- F/21/05/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded.**
The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings may be filmed or recorded.
- F/21/05/2 Apologies for Absence**
No apologies were received.
- F/21/05/3 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/21/05/4 To Confirm the Minutes of the Meeting Held on 22nd April 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 22nd April 2021 and the following was agreed:
F/21/05/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 22nd April 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/21/05/5 Public Open Session**
No member of the public wished to speak.
- F/21/05/6 Submission of Schedules of Payments for Information CB1 - CB4 for (April 2021)**
Members reviewed CB1 - CB4 and the following was agreed:

F/21/05/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/04/2021 – 30/04/2021 (Cash Book 1 - 4) be received and adopted.

F/21/05/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 30/04/2021 (month 1) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/21/05/8 To Receive the Income and Expenditure

The Income and Expenditure reports for April 2021 were received and noted.

F/21/05/9 End of Year Budget Analysis 2020-2021

The RFO presented a report on the closing budget balances and underspends. The report was considered and the following was agreed:

F/21/05/9.01 Recommendation

That the recommended transfers from Committee underspends to the specified ear-marked reserves detailed in the report, be approved. That the calculation for the General Reserve Fund for 2021/22 be approved.

F/21/05/10 To Consider a Request for Grant Funding

The request from Newmarket Festival for a grant to support the Food & Drink Festival 11th – 12th September 2021 was considered and the following was agreed:

F/21/04.10.01 Recommendation

That the request for Grant Funding from Newmarket Festival for £1,500.00 to support the Food & Drink Festival to be held on 11th – 12th September 2021 be approved, subject to the funds being carried forward to 2022 if the event is cancelled.

F/21/05/11 Health and Safety

The monthly Health and Safety report was received and noted. Town Clerk gave a verbal update on the Legionella issues at the Pavilion. Test results are awaited along with further water treatment and resampling.

F/21/05/12 Correspondence

None noted.

F/21/05/13 Date of Next Meeting

Monday 21st June 2021 at the Memorial Hall.

F/21/05/14 Items for the Next Agenda

- Legionella report for the Pavilion

Meeting closed at 7:12pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/05/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/04/2021 – 30/04/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/05/9.01 Recommendation</u>	That the recommended transfers from Committee underspends to the specified ear-marked reserves detailed in the report, be approved. That the calculation for the General Reserve Fund for 2021/22 be approved
<u>F/21/05/10.01 Recommendation</u>	That the request for Grant Funding from Newmarket Festival for £15,00.00 to support the Festival to be held on 11th – 12th September 2021 be approved, subject to the funds being carried forward to 2022 if the event is cancelled.



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY and LEISURE SERVICES COMMITTEE

Adopted by Council: 22nd June 2020

Minimum of 6 Members of Council

Quorum = 3 or a third of members whichever is the higher.

1.	All functions as set out in the Terms of Reference; the committee has no delegated powers
2	Grounds Maintenance and Management
2.1	To maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10
2.2	To deal with all matters relating to the management, upkeep and maintenance of public open space under the Town Council's control.
2.3	To provide, control and monitor, either directly or through a third party, the horticultural maintenance relating to grass cutting, seasonal planting, planters, hanging baskets and trees under the Town Council's control, including the Severals and land at Birdcage Walk.
2.4	To promote and support floral and planting Initiatives, Local Government Act 1972. s 144
3	Public Realm & Public Facilities
3.1	Provision of litter receptacles, Litter Act 1983, S5&6
3.2	Provision and maintenance of street furniture, benches and signs
3.3	Matters relating to the provision, control and monitoring of street cleansing, litter, fly posting, graffiti relating to areas within the Town Council's responsibility. Fixed penalty notices for littering, graffiti & fly posting (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005
3.4	To provide public conveniences, Public Health Act 1936, s87. Maintenance and management of public conveniences within Town Council control.
3.5	To maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, s11 as extended by Local Government Act 1948, s133. Maintenance of the War Memorial, related gardens and Cooper Memorial.
4	Bus Shelters
4.1	To provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.
5.	Clocks
5.1	To provide public clocks, Parish Councils Act 1957, S2, including upkeep of Jubilee Clock Tower.
6	Allotments
6.1	To provide allotments, improve land and let rights under S 23, 26, & 42 of the Small Holding & Allotments Act 1908.
6.2	To work with the Newmarket Allotment Association in the upkeep, maintenance and general management of allotments at Field Terrace and new Cheveley Road

7	Burial Facilities
7.1	To acquire, provide & maintain; The Local Authorities' Cemeteries Order 1977 and Local Government Act 1972, s214. Management and operation of the Town Cemetery
7.2	To agree to maintain monuments & Memorials, Open Spaces Act 1906, Ss 9&10; Local Government Act 1972, s214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, s1.
7.3	To contribute towards expenses of cemeteries, Local Government Act 1972, s214.
7.4	Maintenance of closed churchyards, Local Government Act 1972, s215, including at St Mary's and All Saints churches
7.5	To provide Mortuaries, Public Health Act 1936, s198
8.	Street Lighting
8.1	To light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972, Sch 14 para 27. Council to maintain within designated areas of the Town
9.	Community Engagement
9.1	To promote the social wellbeing of the Town and to promote social inclusion within communities.
9.2	To support the implementation of the Newmarket Vision Plan.
9.3	To facilitate and support local community and voluntary organisations
9.4	To support a CAB for the Town, Local Government Act 1972, s 142
9.5	To promote Fair Trade in the Town
9.6	Provision, amendments & updates to layout of Website and ensuring it is compliant with relevant legislation The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018; Local Government Transparency Code 2015
10	Young People
10.1	Support public and community services and facilities for the young.
10.2	Co-ordinate the involvement of young people in decision making within the Town.
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11.	Environment
11.1	To promote the environmental wellbeing of the Town
11.2	Conservation of the built & natural environment
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17. Public Buildings 17.1 To provide & encourage the use of conference facilities, Local Government Act 1972, s144; To provide public buildings & halls. Local Government Act 1972, s215; To provide and equip community buildings, Local Government Act 1972, s 133; To provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 s19 17.2 To manage the public office in the Memorial Hall and to provide a gateway to the District and County councils, the Police and other public bodies to provide a coordinated public service hub for the Town.
18 Public Relations 18.1 To administer Town Twinning. 18.2 To administer Civic Hospitality and related public relations activities.
19. Leisure and Sport 19.1 To promote, enable and facilitate leisure and sporting activities and events throughout the Town, through its own efforts and partnership working. 19.2 To acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, s44, Local government (Miscellaneous Provisions) Act s19; Public Health Act 1961, s54 19.3 Management & enhancement of Play areas 19.4 To develop and oversee the implementation of a programme of events for the Town either directly or in partnership. Power to provide entertainment and support of the arts, Local Government Act 1972, s145 19.5 To organise the Town's Carnival 19.6 To oversee the provision and manage the operation and maintenance of the Memorial Gardens. 19.7 The provision of activities and events in the Memorial Hall and Gardens including the letting of concessions. 19.8 To consider applications for and promote car boot sales and other activities at the Severals
20 Economic Wellbeing & Tourism 20.1 To promote the economic wellbeing of the Town through partnership with the business and community sectors 20.2 To promote tourism within the Town and power to encourage visitors 20.3 To promote regeneration in the Town 20.4 To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment 20.5 To support skills & training for local businesses 20.6 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144

NB. Any actions delegated to the Town Council Manager/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Council Manager's return. Any actions delegated within these Terms of Reference, Financial Regulations or Standing Orders for Contracts to the Responsible Financial Officer may in his/her absence be undertaken by the Proper Officer.



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE: DEVELOPMENT AND PLANNING COMMITTEE

Adopted by Council: 28th September 2020

Minimum of 6 Members of Council

Quorum = 3 or a third of members whichever is the higher

The definition of a **Major Application** in the Development Management Order is development involving any one or more of the following:

- a) The winning and working of minerals or the use of land for mineral-working deposits;
- b) Waste development;
- c) The provision of dwelling houses where –
 - i. the number of dwelling houses to be provided is 10 or more; or
 - ii. the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
- d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or development carried out on a site having an area of 1 hectare or more

Function of the Council Column 1	Delegation of Function Column 2
Planning and Development Control 1. To make observations on all district council and county council Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	Committee/ Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. Reserved to Council in the case of a major application
2. Referring any Planning enforcement issue to the principal Council	Town Clerk
3. To make observations on all planning aspects and licensing aspects of waste applications or mineral applications	Reserved to Council
4. To comment on Tree Preservation applications or the making of Orders.	Committee/ Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
5. To make observations on Planning consultation documents from the district or county councils or other bodies.	Committee
6. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.	Committee

7. To make observations on Hazardous Substance applications.	Committee
8. Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the district or county councils.	Committee
9. Making observations on applications and other actions in relation to hedge rows.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
10. Making observations on Street naming or numbering.	Committee
11. To liaise with the district council on any matter relating to building control.	Town Clerk
12. To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.	Committee
13. To request a district councillor to “call in” applications to be determined by the Development Control Committee.	Committee
14. To undertake the Council’s role in the making, review or management of conservation areas	Committee
Strategic Planning 15. Making observations on district Local Plan and County Waste and Mineral Plans 16. Making observations on district or county supplementary planning documents 17. To oversee the Council’s role in preparing, reviewing and monitoring the Neighbourhood Plan	Council on the advice of Committee Committee Committee Approval of Plan reserved to Council
Licensing 18. Making observations on any matter relating to gaming or gambling 19. Making observations on applications and other matters under the Licensing legislation	Committee Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
Housing 20. To lobby for sufficient affordable housing and an adequate range of housing types for the Town.	Committee under the direction of Council

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Clerk's return



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE: FINANCE AND POLICY COMMITTEE

Adopted by Council: 28th September 2020

Minimum of 6 Members of Council

Quorum = 3 or a third of members whichever is the higher

1.	All functions as set out in the Terms of Reference; the committee has no delegated powers.
2. Strategy and Policy	
2.1	To advise the Town Council in formulating its objectives and priorities and in establishing programmes. To recommend such steps as are necessary to achieve objectives.
2.2	To overview all policies of the Council and recommend changes or additional policies.
2.3	To advise the Council on the development and review of governance documents
3. Performance & Business Management	
3.1	Without detracting from the duties and responsibilities of other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.
3.2	To be responsible for monitoring the performance of the Council.
3.3	To monitor the progress of the Capital Programme.
3.4	Approval of Corporate Business Plan
4. Quality & Integrated Management System	
4.1	To promote efficiency, value for money and an integrated approach to management
4.2	To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes
4.3	To promote customer care and equality in service delivery and access.
5. Resources	
5.1	To oversee and direct the use of financial and technological resources of the Council.
6. Under the direction of the Council:	
6.1	To be responsible for the overall management and control of the finances of the Council.
6.2	To monitor the Council's capital and revenue budgets.
6.3	Approval of variation, overspend, and virement in accordance with Financial regulations
6.4	To make recommendations to the Council on Budget & Precept requirements, having considered proposals by other committees.
6.5	To monitor the level of Council income/expenditure compared with approved Estimates
6.6	To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue, or situations where proposed expenditure or identified income reduction is not contained in Budget.
6.7	To advise Council on borrowing policy, investment & treasury management
6.8	The policy management of the Council's financial resources-in particular capital funds, repairs and renewals fund. To regularly monitor the performance of all funds invested.
6.9	To determine policy and supervise the Council's insurance arrangements.
6.10	To supervise the Council's banking arrangements.
6.11	To be responsible for all matters related to the full range of financial and accountancy functions.
6.12	Approval of all fees and charges
6.13	To control the collection of revenues, consider reports on outstanding debts due to the Council and to undertake recovery to recommend to Council the writing off of irrecoverable amount
6.14	To issue orders for work, goods & services.

6.15 To approve all security arrangements of the Council in respect of computers and financial issues. 6.16 To authorise investments and debt repayment in accordance with the Council's Policy 6.17 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budget. 6.18 To review the Financial Regulations annually and to advise Council on the regulation and control of the Council's finances
7 Grant Scheme 7.1 To administer the Council's Grant Scheme in accordance with Policy. 7.2 To make recommendations to Council for approval (or otherwise) of grant applications 7.3 To consider and make recommendations to Council regarding venue fee concessions in accordance within Policy To advise Council on the formulation and amendment of its Grants Policy
8 Information Technology Services 8.1 To oversee the use of information and other technology in support of the Council's business and service commitments.
9 Procurement 9.1 To co-ordinate and oversee the Council's Corporate Procurement and advice it on policy.
10. Communications / Public Relations and Marketing 10.1 To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy 10.2 To promote the public face of the Council through the management of public and media relations. 10.3 To promote implementation of the Council's policies in respect of corporate marketing and communication. 10.4 To advise Council on adoption of a Publicity Code and Information & Data Protection Policy 10.5 To approve the content of the Annual Report and other publicity material relating to policies, responsibilities and outcomes of the Council
11 Audit 11.1 To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference. 11.2 To receive, approve and action interim audit reports. 11.3 11.3 To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information and Transparency.
12 Emergency Planning 12.1 To recommend a Town Emergency Plan to Council and lead in its implementation.
NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Clerk's return. Any actions delegated within these Terms of Reference, Financial Regulations or Standing Orders for Contracts to the Responsible Financial Officer may in his/her absence be undertaken by the Proper Officer.



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE: HUMAN RESOURCES COMMITTEE

Adopted by Council: 28th September 2020

A minimum of 8 members of Council (to include Mayor and Deputy Mayor). Membership will be restricted to 9 councillors, to ensure an appeal committee can be formed if required. Should more than 9 councillors wish to join the committee, this will be resolved by ballot.

Quorum = 3

1.	All functions are set out in the Terms of Reference; the committee has no delegated powers.
2	To recommend to Council the overall Staffing structure and approval of additional posts.
3	To agree the pay and conditions of staff
4	Approval of personnel policies & Employee Handbook
5	Management and Appointment of Staff (Local Government Ac 1972 s112-119)
5.1	Recommend appointment of new <u>Town Clerk</u> to be endorsed by Council. Selection of long list by Town Clerk with personnel assistance if appropriate. Selection of final short list-Chairman & V Chairman + Mayor & Deputy Mayor. Final Interview-Committee
5.2	Appointment of other staff (once decision to appoint is approved by full council), undertaken by Town Clerk in consultation with 2 members of Committee.
5.3	Town Clerk for casual staff and temporary appointments to approved positions below managerial level
5.4	Decision on whether to fill vacant positions is delegated to Town Clerk.
6	Disciplinary matters under the Council's Disciplinary Procedure.
6.1	Town Clerk with appeal to HR Committee
7	Determination of individual grading issues and job evaluation
8	Issues relating to nominated Pension Scheme as it affects individual employees and administration of retirement.
9	Approval of job descriptions & person specifications.
10.	Absence issues under the Council's Attendance Management Guidelines.
10.1	Town Clerk except Committee in the case of Town Clerk
11.	Appeals Procedure under personnel policies.
12.	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working
13.	Competence Procedure
13.1	Town Clerk except Committee in the case of Town Clerk
14.	Issue of Contracts of Employment
➤	Town Clerk except Committee in the case of Town Clerk
15.	Redundancy & Redeployment.

16. Monitoring Equalities Policy in relation to employment.
17. Approval of Officer Codes of Conduct Approval of Member-Officer Protocol
18. Health & Safety ➤ Town Clerk for routine management
19. Grievance Procedure
20. Administration of other Personnel procedures 20.1 Routinely undertaken by Town Clerk except Committee in the case of Town Clerk
21. Employee Performance Development Review and assessment at end of Probationary period 21.1 Town Clerk for all staff 21.2 Undertaken by two of Mayor, Deputy Mayor or Chairman of Committee for Town Clerk
22. Training & Development Plan for staff 23.1 Town Clerk to draw up plans for consideration by committee
23. To administer the Volunteers Policy 23.1 Town Clerk to administer 23.2 Committee to monitor & recommend to Council
24. To administer the Child & Vulnerable Adult Policy 24.1 Town Clerk to administer 24.2 Committee to monitor & recommend to Council
25 To administer the Council's Equality Policy 25.1 Town Clerk to administer for employees, services, volunteers and democratic processes 25.2 Committee to monitor & recommend to Council

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Clerk's return.



Newmarket

TOWN COUNCIL

TERMS OF REFERENCE: NEIGHBOURHOOD PLAN COMMITTEE

Adopted by Council: 22nd June 2020

Minimum of 6 Members of Council

Quorum = 3 or a third of members whichever is the higher.

1. All functions as set out in the Terms of Reference; the committee has no delegated powers
2. To work towards delivering the objectives set out in the Neighbourhood Plan (NNP) namely:
 - A: To Promote and Maintain the Character and Prosperity of the Town
 - B: To Improve and Promote Well-Being for All Residents
 - C: To Value and Protect Our Environment
 - D: To Develop Sustainable Housing within the Boundary of the Designated Area
 - E: To Develop a Sustainable Transport Network
 - F: To Create a Vibrant, Attractive Town Centre which Enhances Newmarket as a Major Tourist Destination
3. To work towards delivering the community actions set out in the Neighbourhood Plan under each objective set out above
4. To work with the Development and Planning Committee to ensure robust responses to planning applications where a relevant policy in the NNP applies
5. To work with the Community and Leisure Services Committee to ensure that relevant matters are developed in accordance with the community actions in the NNP, specifically those in A, B, C, E & F

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Newmarket

TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY and LEISURE SERVICES COMMITTEE

Adopted by Council: 22nd June 2020

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3 Public Realm & Public Facilities 3.1 Provision of litter receptacles, Litter Act 1983, S5&6 3.2 Provision and maintenance of street furniture, benches and signs 3.3 Matters relating to the provision, control and monitoring of street cleansing, litter, fly posting, graffiti relating to areas within the Town Council's responsibility. Fixed penalty notices for littering, graffiti & fly posting (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005 3.4 To provide public conveniences, Public Health Act 1936, s87. Maintenance and management of public conveniences within Town Council control. 3.5 To maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, s11 as extended by Local Government Act 1948, s133. Maintenance of the War Memorial, related gardens and Cooper Memorial.
4 Bus Shelters 4.1 To provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.
5. Clocks 5.1 To provide public clocks, Parish Councils Act 1957, S2, including upkeep of Jubilee Clock Tower.
6 Allotments 6.1 To provide allotments, improve land and let rights under S 23, 26, & 42 of the Small Holding & Allotments Act 1908. 6.2 To work with the Newmarket Allotment Association in the upkeep, maintenance and general management of allotments at Field Terrace and new Cheveley Road

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17. Public Buildings 17.1 To provide & encourage the use of conference facilities, Local Government Act 1972, s144; To provide public buildings & halls. Local Government Act 1972, s215; To provide and equip community buildings, Local Government Act 1972, s 133; To provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 s19 17.2 To manage the public office in the Memorial Hall and to provide a gateway to the District and County councils, the Police and other public bodies to provide a coordinated public service hub for the Town.
18 Public Relations 18.1 To administer Town Twinning. 18.2 To administer Civic Hospitality and related public relations activities.
19. Leisure and Sport 19.1 To promote, enable and facilitate leisure and sporting activities and events throughout the Town, through its own efforts and partnership working. 19.2 To acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, s44, Local government (Miscellaneous Provisions) Act s19; Public Health Act 1961, s54 19.3 Management & enhancement of Play areas 19.4 To develop and oversee the implementation of a programme of events for the Town either directly or in partnership. Power to provide entertainment and support of the arts, Local Government Act 1972, s145 19.5 To organise the Town's Carnival 19.6 To oversee the provision and manage the operation and maintenance of the Memorial Gardens. 19.7 The provision of activities and events in the Memorial Hall and Gardens including the letting of concessions. 19.8 To consider applications for and promote car boot sales and other activities at the Severals
20 Economic Wellbeing & Tourism 20.1 To promote the economic wellbeing of the Town through partnership with the business and community sectors 20.2 To promote tourism within the Town and power to encourage visitors 20.3 To promote regeneration in the Town 20.4 To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment 20.5 To support skills & training for local businesses 20.6 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144

NB. Any actions delegated to the Town Council Manager/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Council Manager's return. Any actions delegated within these Terms of Reference, Financial Regulations or Standing Orders for Contracts to the Responsible Financial Officer may in his/her absence be undertaken by the Proper Officer.

Item 14

Group	Representative 2020/2021
Twinning Association (Maisons Laffitte and Lexington Link)	Town Mayor & Deputy Town Mayor
MARPA	Cllr Hulbert
Newmarket Rail Group	Cllr Hulbert
Newmarket Vision Steering Group	Town Mayor & Deputy Mayor
Newmarket Vision Town Centre Retail Economy & Tourism Group	Cllrs Kerby & Hood
Newmarket Vision Transport Delivery Group	Cllrs Hood & Hulbert
Newmarket Vision Education Group	Deputy Town Mayor, Cllrs Jefferys & O'Neill
Great Local Run	Cllr Jefferys
Chamber of Commerce Newmarket & Suffolk	All Cllrs can attend. Two representatives to be nominated on confirmation of the meetings
Newmarket BID	Deputy Town Mayor
PCSO & Police Crime Commissioner	Town Mayor, Deputy Town Mayor, Cllrs Drummond & O'Neill
Web & IT Development	Cllr Borda



At 31 March the following assets were held:

	2021 Value £	2020 Value £	Change
Freehold Land and Buildings			
KE VII Memorial Hall	£ 2,609,263	£ 2,609,263	£ -
Chapel Workshops	£ 170,352	£ 170,352	£ -
Sports Pavilion - The Severals	£ 554,455	£ 554,455	£ -
Field Terrace Allotments	£ 1	£ 1	£ -
New Cheveley Road Allotments	£ 1	£ 1	£ -
The Severals Allotments	£ 1	£ 1	£ -
All Saints Churchyard	£ 1	£ 1	£ -
St Mary's Churchyard	£ 1	£ 1	£ -
Land at 45 Field Terrace Road	£ 1	£ 1	£ -
Public Toilets	£ 1	£ 1	£ -
	£ 3,334,077	£ 3,334,077	£ -
Vehicles and Equipment			
Office & Memorial Hall Furniture & Equipment	£ 149,210	£ 149,210	£ -
Memorial Hall Stage Lighting etc	£ 36,142	£ 36,142	£ -
Grounds Maintenance Tools & Equipment	£ 5,052	£ 5,052	£ -
Signage	£ 6,392	£ 6,392	£ -
Display Cases	£ 2,514	£ 2,514	£ -
Play Equipment	£ 166,083	£ 148,445	£ 17,638
Computer Hardware - fixed and portable	£ 6,514	£ 6,293	£ 221
P A System	£ 1,313	£ 1,313	£ -
Speed Device	£ 5,748	£ 2,873	£ 2,875
Telephone Hardware	£	£ 1,327	£ -
Severals Pavilion Furniture and Equipment	£	£ 6,487	£ -
Artificial Cricket Wicket	£	£ 5,610	£ -
Cricket Roller	£	£ 7,500	£ -
Scaffold Tower	£	£ 1,170	£ -
Rotavator	£	£ 499	£ -
Fiat Doblo Cargo Van CV61 PTX	£ 8,032	£ 8,032	£ -
CCTV equipment	£ 7,625	£ 7,625	£ -
Flagpole	£ 950	£ 950	£ -
Clock Tower Lighting System	£ 13,300	£ 13,300	£ -
Cemetery Automated Gate Equipment	£ 2,014	£ -	£ 2,014
Navaho Information Screen	£ 1,707	£ 1,707	£ -
	£ 435,189	£ 412,441	£ 22,748
Infrastructure Assets			
Planters	£ 23,073	£ 23,073	£ -
Benches	£ 34,474	£ 34,474	£ -
Bus Shelters (11)	£ 61,305	£ 61,305	£ -
Street Lights (184)	£ 92,000	£ 92,000	£ -
Bins	£ 3,894	£ 3,894	£ -
Shed	£ 662	£ 662	£ -
Water Feature	£ 80,682	£ 80,682	£ -
Cycle Racks	£ 8,942	£ 8,942	£ -
Cemetery Shed	£ 4,026	£ 4,026	£ -
Christmas Lights Infrastructure	£ 16,985	£ 16,985	£ -
Grit Bins	£ 180	£ 180	£ -
Memorial Gardens Kiosk	£ 2,125	£ 2,125	£ -
	£ 328,348	£ 328,348	£ -
Community Assets			
Civic Regalia	£ 3,677	£ 3,677	£ -
Cooper Memorial	£ 96,061	£ 96,061	£ -
Clock Tower	£ 266,971	£ 266,971	£ -
War Memorial	£ 40,123	£ 40,123	£ -
Bill Tutte	£ 1	£ 1	£ -
Queens Statue	£ 1	£ 1	£ -
Cemetery	£ 1	£ 1	£ -
	£ 406,835	£ 406,835	£ -

£	4,504,449	£	4,481,701	£	22,748
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The basis of valuation of the above assets is set out in the Statement of Accounting Policies.
In certain instances current insurances values have been used as approximate current replacement cost.

[illegible][illegible]



Mrs Cathy Whitaker
Newmarket Town Council
Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272021-0693
Insured	Newmarket Town Council
Business	Parish / Town Council
Period of Insurance	
From	14 th January 2021
To	13 th January 2022
and any other period for which cover has been agreed.	
Renewal Premium	£ 7,933.49

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	80545490
Long term agreement active until	14 th January 2024
Preparation Date	29 th December 2020
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACC03

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that

we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Memorial Gardens Public Conveniences, Memorial Gardens Public Conveniences, Newmarket, CB8 8JP	£133,010.85	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Chapel/Workshops/Public Toilets, Dullingham Road, Newmarket, Suffolk, CB8 9JT	£270,477.59	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. King Edward VII Memorial Hall, High Street, Newmarket, Suffolk, CB8 8JP	£2,850,720.64	N/A	£136,191.30	£734.41	£14,690.50	£293.00	£0.00	£0.00	£0.00
4. Sports Pavilion, The Severals, Bury Road, Newmarket, Suffolk, CB8 7YN	£768,576.65	N/A	£6,359.03	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1, 2, 3 & 4

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100

Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£86,000	24	N/A		£160,000	24

For Premises: 1, 2, 3, 4

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a communicable disease; or
- b) the fear or threat (whether actual or perceived) of a communicable disease

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, 'communicable disease' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

11. Named Diseases amendment

Extension 2. under Part B – Business Interruption Section 5 – Special Extensions is deleted and restated as follows;

2. Named Diseases, Murder, Suicide or Rape

The insurance in respect of each item under this Part includes loss resulting from interruption of or interference with the **business** carried on by the **insured** at the **premises** in consequence of:

- a) i) any occurrence of a Named Disease at the **premises** or attributable to food or drink supplied from the **premises**

- ii) any discovery of an organism at the **premises** likely to result in the occurrence of a Named Disease
- iii) any discovery of a Named Disease at the **premises**
- b) the discovery of vermin or pests at the **premises**
- c) any accident causing defects in the drains or other sanitary arrangements at the **premises** which causes restrictions on the use of the **premises** on the order or advice of the competent local authority
- d) any occurrence of murder, suicide or rape at the **premises**.

Provided always that:

- 1) Named Disease will mean illness sustained by any person resulting from:
 - A) food or drink poisoning
 - B) one of the following specified human infectious or human contagious diseases:

Acute encephalitis	- Ophthalmia neonatorum
Acute poliomyelitis	- Paratyphoid fever
Anthrax	- Rabies
Bubonic Plague	- Relapsing fever
Cholera	- Rubella
Diphtheria	- Scarlet fever
Dysentery	- Smallpox
Legionellosis	- Tetanus
Legionnaires Disease	- Tuberculosis
Leprosy	- Typhoid fever
Leptospirosis	- Typhus fever
Malaria	- Viral hepatitis
Measles	- Viral haemorrhagic
Meningitis	- Whooping cough
Meningococcal Infection	- Yellow fever
Mumps	

an outbreak of which the competent local authority has stipulated shall be notified to them.

- 2) For the purposes of this clause:
 - A) Indemnity Period will mean the period during which the results of the **business** are affected in consequence of the occurrence, discovery or accident beginning with the date from which the restrictions on the **premises** are applied or in the case of d) above with the date of the occurrence and ending not later than the Maximum Indemnity Period thereafter.
 - B) Maximum Indemnity Period will mean three months.

- 3) in the event that this Part includes an extension which deems loss, destruction or damage at other locations to be Damage at the **premises** such extension will not apply to this Special Extension.
- 4) The **insurer** will not be liable under this clause for:
 - A) loss arising from restrictions on the use of the **premises** in consequence of an emergency prohibition notice or emergency prohibition order being served against the insured or the manager of the **premises** in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any amendments or re-enactment thereto
 - B) any costs incurred in the cleaning, repair, replacement, recall or checking of **property**.
- 5) The **insured** will comply with all issues identified as contraventions arising from a Food Premises Inspection Report within the timescales stated in such report.
- 6) 6) The **insured** will notify the **insurer** immediately of any prohibition notice, emergency prohibition notice or emergency prohibition order served against them or the manager of the premises in relation to a breach of the Food Safety Act 1990, General Food Regulations 2004 or Food Hygiene Regulations 2006 including any amendments or re-enactment thereto.
- (7) The **insurer** will only be liable for the loss arising at those **premises** which are directly affected by the occurrence, discovery or accident under this part and then only for an amount not exceeding £100,000 any One Event and in the aggregate in any one period of insurance.

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Grounds Maintenance Tools and Equipment	£4,143.88	£100
Sound and Lighting System	£38,343.05	£100
PA System with additional microphones	£1,835.99	£100
Navaho Information Screen	£1,810.96	£100
Cricket Roller	£10,081.97	£100
Play Equipment inc kiosk, benches and bins	£256,987.28	£100
Clock Tower	£377,121.96	£100
Bank House Furniture and Equipment	£1,655.00	£100
2 x Display Cases	£2,346.48	£100
Cemetery CCTV	£827.50	£100
Civic Regalia	£5,191.95	£100
Street Lights	£97,602.80	£100
Laptops/ Computers	£3,288.79	£100
Cooper Memorial	£135,701.02	£100
War Memorial	£56,676.54	£100
Christmas Lights Infrastructure	£14,157.71	£100
47 x Benches	£34,048.52	£100
38 x Planters	£24,478.15	£100
Bins	£2,819.87	£100
Cycle Racks	£9,486.57	£100
Shed	£702.32	£100
Cemetery Shed	£4,271.18	£100
11 x Bus Shelters	£65,038.47	£100
Scaffolding Tower	£1,326.59	£100
5 Stainless Steel Bollards	£2,411.99	£100
Memorial Paving (Bill Tutte Memorial)	£36,179.78	£100

Bill Tutte Memorial	£112,550.88	£100
Ice Cream Freezer in Kiosk	£440.58	£100
Fridge in icecream kiosk	£157.56	£100
Defibrillator x 2	£3,819.24	£100
Kiosk	£3,824.54	£100
Speed Indicator Device	£3,769.91	£100
Sensory Wall	£26,522.50	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (see pages 35 - 37)

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, '**communicable disease**' means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any variation thereof, whether deemed living or not; and
- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

‘In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.’

10. Communicable Diseases exclusion

The following exclusion is added to General Exclusions but is not applicable to parts E, F, G, H, I, J, K, L, M, N, O, P, Q and R

5. Communicable Diseases

This Policy does not cover any loss, damage, liability, claim, cost or expense of whatsoever nature, directly or indirectly caused by, contributed to by, resulting from, arising out of, or in connection with the following:

- a) a **communicable disease**; or
- b) the fear or threat (whether actual or perceived) of a **communicable disease**

regardless of any other cause or event contributing concurrently or in any other sequence thereto.

For the purposes of this exclusion, ‘**communicable disease**’ means any disease which can be transmitted by means of any substance or agent from any organism to another organism where:

- i) the substance or agent includes, but is not limited to, a virus, bacterium, parasite or other organism or any

variation thereof, whether deemed living or not; and

- ii) the method of transmission, whether direct or indirect, includes but is not limited to, airborne transmission, bodily fluid transmission, transmission from or to any surface or object, solid, liquid or gas or between organisms; and
- iii) the disease, substance or agent can cause or threaten damage to human health or human welfare or can cause or threaten damage to, deterioration of, loss of value of, marketability of or loss of use of property.

This exclusion does not however apply in respect of and only to the extent of cover expressly stated as being provided under the extension applicable to Part B – Business Interruption titled Named Diseases, Murder, Suicide or Rape.

Part E – Public Liability

Limit of Indemnity: £15,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

3. Officials Indemnity

Section 3 – Financial Loss

For the purposes of this Section, **employee** is held to include **member**

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

Part H – Libel and Slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Part N – Fidelity Guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£500,000

Excess: £100 each and every loss

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital	5.00 times annual earnings
Weekly	1.00 times weekly earnings
Cover	Sections 2 and 3 - Accident and Assault Cover

Volunteers

Capital Sum	£50,000.00
Weekly Sum	£100.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£50,000.00
Weekly Sum	£100.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Operative Endorsement:

Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

Part P – Legal Expenses

The Claims Handling Agent is DAS Legal Expenses Insurance Company Limited.

Section:

3. Employment Disputes and Compensation Awards	
(A) Employment Disputes	Operative
(B) Compensation Awards	Operative
(C) Service Occupancy	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	
(A) Property Protection	Operative
(B) Bodily Injury	Operative
6. Tax Protection	
(A) Inland Revenue Investigations, Full or Aspect Enquiries	Operative
(B) Employers compliance	Operative
(C) VAT disputes	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative
Limit of Indemnity:	£200,000

Operative Endorsements

Section 2 (c) shall read:

(c) in civil claims other than claims under Section 3 it is always more likely than not that a Person Insured will recover damages (or obtain any other legal remedy which the **insurer** has agreed) or make a successful defence.

Provisos (i) (1), (i) (2) and (ii) to Section 3 (B) are deleted.

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time. No refund will legally be due for any unused period of cover outside of the 'cooling off period' for consumer customers or following initiation for organisations and businesses. The Insurer may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims Contact Information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Line of cover	Claims team	Claims contact details	
Buildings, Contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business Interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Computer		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Money			
Public Liability	Liability Claims	Tel:	0800 876 6984
Employers Liability		Email:	fnlc@uk.zurich.com (New Claims) zmflc@uk.zurich.com (Subsequent correspondence)
Personal Assault under Money		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Personal Accident			
Financial and administrative liability			
Professional Negligence			
Hirers Liability			
Fidelity Guarantee			
Libel and Slander			
Engineering Insurance			
Engineering – Deterioration of Stock			
Business Travel			
Motor	Motor Claims	Tel:	0800 916 8872 (new claims) 0800 232 1913 (customer damage)
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 976 2030 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

Annual Internal Audit Report 2020/21

NEWMARKET TOWN COUNCIL

ENTER PUBLICLY AVAILABLE WEBPAGE ADDRESS www.newmarket.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

01/02/2021

12/05/2021

DD/MM/YYYY

Name of person who carried out the internal audit

SF Christopher for Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date

12/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Newmarket Town Council

Internal Audit Report 2020-21 (Final Update)

12th May 2021

Stephen Christopher

for Auditing Solutions Ltd

Background and Scope

There is a statutory requirement for all town and parish councils to make arrangements for an independent internal audit examination of their accounting records and system of internal control each year, and for the conclusions to be reported in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd was appointed to provide this service to Newmarket Town Council for the 2020-21 financial year.

This report sets out the results of our final audit in relation to 2020-21, which was completed in May 2021. It updates the report issued after the completion of our interim audit in January 2021. Once again, due to the impact of the Covid-19 pandemic, we undertook our audit work remotely. We wish to thank the Finance Manager for providing the documentation required for review, in an electronic format.

Internal Audit Approach

In carrying out our internal audit work, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or mis-representation in the year-end Statement of Accounts, operating a mix of 100% substantive testing or selected sampling techniques where applicable.

Our audit programme is designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions, and to afford a reasonable probability of identifying material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

On the basis of the programme of work we have undertaken, we have concluded that the Council continues to maintain an adequate and effective system of internal control. The records held in support of the accounting transactions continue to be of a high standard and provide an effective audit trail, with clear cross-referencing of all relevant documentation. We have completed and signed the 'Annual Internal Audit Report' in the 2020-21 AGAR, having concluded that the internal control objectives as set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

In the sections below, we have explained the objectives of each area of our audit, summarising the work undertaken during the year and our findings. We are pleased to report that there are no matters arising that require a recommendation for further action. We ask that Members consider the content of this report.

This report has been prepared for the sole use of Newmarket Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Detailed Report

Accounting and banking arrangements

Our objective is to confirm that the accounting records are accurate and up to date, that no anomalous entries appear in cashbooks or financial ledgers and that appropriate banking arrangements are in place.

The accounting records are maintained using the RBS Rialtas ‘Omega’ software. The Finance Manager, in her capacity as the Council’s Responsible Financial Officer (RFO), is responsible for the accounts. As in previous years, support with the year-end closedown has been provided by the software suppliers, RBS Software Solutions.

During 2020-21, the Council used a Unity Trust Bank current account for its “day to day” banking activities, with most payments made by BACS. A separate salaries current account is used for the payment of staff and related agencies. At the start of the year, this account was with Barclays. However, the Barclays account was closed in July 2020 and a second Unity Trust account is now used. The Council also continues to operate a corporate Barclaycard, which is under the control of the Finance Manager.

In October 2020, the Council gave approval for the opening of instant access or short-term fixed interest deposit accounts with four other financial institutions, in order to minimise the potential risks of holding all funds with one bank and obtain some interest on its investments. From our discussions with the Finance Manager, we understand that these will be set up in the next few months.

During the course of our audit, we have confirmed that:

- the prior year’s closing balances were accurately rolled-forward to 2020-21 in the Omega accounts and agreed to the certified 2019-20 AGAR;
- appropriate cost centres and nominal ledger codes remain in place, to facilitate budget monitoring;
- the ledger remained “in balance” as at 31st March 2021;
- for a sample of four months (April and September 2020, plus January and March 2021), the detail of the accounting entries in the Omega cash books agreed to the supporting bank statements;
- bank reconciliations continue to be performed monthly and are independently reviewed by a Council Member. We also checked the detail of the bank reconciliations as at 30th September 2020 and 31st March 2021. We confirmed that, at the year end, there were no long-standing uncleared cheques or other anomalous entries;
- appropriate arrangements remain in place for raising, processing and reviewing journal entries made in the Omega accounts;
- the overall cash balance has been reported correctly in the draft AGAR (Section2, Line 8), and
- the accounting records continue to be backed-up regularly by the IT support providers (N-CIS) along with the Council’s other IT systems.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Corporate Governance

Our objective is to confirm that robust corporate governance arrangements are in place, that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings), all meetings are conducted in accordance with the adopted Standing Orders and Financial Regulations, and that no actions of a potentially unlawful nature have been, or are being considered for implementation.

During the course of our audit work, we noted the following:

- Our review of the minutes of the meetings of the Council and its standing committees has not identified any issues that we consider may have an adverse effect, through litigation or other causes, on the Council's future financial stability. We were pleased to note that the minutes clearly identify all recommendations requiring formal Council approval and record the decisions made;
- The Standing Orders and Financial Regulations continue to be kept under regular review. Detailed financial procedures remain in place, which underpin the Financial Regulations;
- During the year, the Council has made changes to its committee structure and the terms of reference of the committees, with the aim of improving the overall governance arrangements;
- The Council continues to ensure that its strategic aims and objectives are clearly documented, with an overarching Corporate Strategy and a Medium-Term Financial Plan supported by a wide range of policies and procedures, all of which are subject to regular review,
- Following the appointment of the new Town Clerk, who holds the appropriate professional qualifications, the Council took the decision in July 2020 to formally adopt the General Power of Competence. This will apply until the next Council elections, and
- The Council has responded proactively to the challenges it has faced during the on-going Covid-19 pandemic, ensuring that effective governance arrangements have been maintained.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Expenditure

Our objective is to confirm that:

- Council resources are released in accordance with approved procedures and budgets;

- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Any discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct nominal codes have been applied when entering details in the cashbooks; and
- VAT has been appropriately identified and been the subject of periodic recovery.

To test compliance with the above criteria, we have reviewed a sample of 67 non-pay related payments made during 2020-21. Our sample included all payments in excess of £1,750, together with a more random selection of every 30th payment as recorded in the accounts. The total value of the sample tested was approximately £367,000, including VAT, which equates to approximately 72% of non-pay expenditure in the financial year.

The Council makes use of a corporate Barclaycard, which is controlled by the Finance Manager. It is used mainly for purchasing items on the internet, or that are required at short notice. The monthly statements are reconciled by the Finance Manager and reviewed by the Chair of the Finance & Policy (F&P) Committee along with the bank accounts, with details presented to the F&P committee each month. We checked the Barclaycard payments recorded on Omega for a sample month (July 2020) to the Barclaycard statement and confirmed that these were in order, and that there was appropriate supporting documentation.

We confirmed that VAT Returns continue to be prepared and submitted quarterly in electronic format, as required by extant legislation, with the detail being reconciled to the Omega financial ledger control account. We also confirmed that the balance due for Quarter 4 has been disclosed as a year-end debtor in the Statement of Accounts.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Assessment and management of Risk

Our objective is to confirm that the Council has put in place appropriate arrangements to identify potential areas of risk of both a financial and operational/health & safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity of them coming to fruition.

From our review, we noted that.

- The overall Risk Management Scheme, together with the detailed risk register - the 'Risk Assessment and Management (Financial & Business)' document – was re-adopted by the Council in June 2020. Subsequently, a working group of F&P was set up to further review the risk assessment and risk scores. The results of this review were considered by the F&P Committee on 18th January 2021 and a revised Risk Management Scheme was formally adopted by the Council on 25th January 2021.

- Insurance cover continues to be provided by Zurich Municipal, under a five-year agreement, which runs to January 2024. The latest annual policy, from January 2021, includes Public Liability cover of £15 million, Employer's Liability of £10 million and Fidelity Guarantee of £500,000. This is in line with councils of a similar size and does not appear unreasonable;
- The Council continues to employ external consultants, Ellis Whittam, to undertake a comprehensive health and safety risk assessment each year and to provide ongoing support on health and safety matters. The F&P Committee receives regular health and safety updates; and
- Daily 'light touch' checks of play equipment continue to be carried out by Town Council staff, with monthly operational inspections and an annual inspection undertaken by West Suffolk Council as part of the current service level agreement, using the Play Inspection Company. The results of these inspections are reported to the Community & Leisure Services (C&LS) Committee.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Budget setting, budgetary control and reserves

Our objective here is to confirm that the Council has a robust process in place for identifying and approving its future budgetary requirements and the level of Precept to be drawn down from the District Council, and also that there are effective budget monitoring arrangements. We also consider whether the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We have confirmed that, during the year, Members received regular reports, either to F&P or full Council, outlining performance against the 2020-21 budget, with individual committees receiving information on their own areas of responsibility.

We have reviewed the approach taken by the Council to setting its budget and the Precept for 2021-22. The overall budgetary process continues to be underpinned by the Medium-Term Financial Plan (MTFP). From our minutes review, we confirmed that, for 2021-22, each committee gave detailed consideration to its area of budgetary responsibility, prior to the formal approval of the overall budget and the Precept requirement by the full Council at its meeting on 21st December 2020. We noted that, as part of the budgetary process, the Council considered its reserve requirements and the level of fees and charges.

The Precept for 2021-22 has been set at £665,114, which is no change from the previous year. However, the impact of Covid-19 has led to an increased number of households receiving Local Council Tax Reduction Support, which resulted in a slight reduction in the overall tax base. As a consequence, the Precept represented an increase of 3.12% for a Band D property. We note that it was subsequently confirmed that the Council would receive Council Tax Support Grant of £9,734 for 2021-22, to be offset against the Precept. This has reduced the Band D Council Tax amount from £123.49 to £121.68.

In our opinion, Members have been provided with an appropriate level of information on which to base the budget decision, with the Finance Manager attending relevant committee meetings and the Council meeting to respond to any questions raised.

As at 31st March 2021, the overall reserves stood at £470,355 compared with £316,888 at the previous year-end. Of these, the overall amount of funds earmarked for specific purposes has remained relatively unchanged, at just over £182,000, although there have been some agreed movements in the level of individual reserves.

The remaining balance of £287,827 is held in the General Fund, which is the Council's contingency reserve; this has increased from £134,192 at the previous year end. The level of the General Fund equates to approximately 43% of the 2021-22 Precept, which is in line with the commonly used 'yardstick' of between three and six months of the Precept amount.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Review of Income

In considering the Council's income streams, our objective is to confirm that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that it is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due.

Other than the Precept, the most significant sources of income are the hire of the venues (the Memorial Hall and Severals Pavilion) and cemetery related fees and charges. Due to the pandemic, the regular income from hire of the halls was significantly lower in the year. However, by the year end, this had been more than offset by income from the NHS for use of the Memorial Hall for Covid-19 vaccinations.

During the course of our audit, we have undertaken the following work:

- As noted earlier, we have checked and agreed four sample months' receipts recorded in the Current Account cashbook to the bank statements;
- We have confirmed that, in accordance with the Financial Regulations, the scales of fees and charges applicable to all Council activities in 2020-21 were formally approved by the Council in the previous financial year;
- We have confirmed that on 21st December 2021, the Council approved a recommendation from the C&LS Committee to reduce the venue hire fees from 1st April 2021, with the aim of ensuring that they remain competitive and to encourage community use, subject to review again in 6 months' time. We also note that recommended changes to the cemetery related fees and charges were made by the C&L Committee on 6th April 2021, and agreed by the Council on 26th April 2021;
- Management responsibility for Newmarket cemetery, including the billing of all cemetery related fees and charges to funeral directors and other parties, is undertaken by West Suffolk Council, under a Service Level Agreement, with the Town Council responsible for meeting the net operating costs of the cemetery.

We have confirmed that the Town Council continues to be provided with details of the income received by West Suffolk Council, so that the completeness and accuracy of the income received from fees and charges can be checked. We have confirmed with the Finance Manager that this is being received, but we have not undertaken any internal audit work in relation to it, and

- We examined the Sales Ledger “Aged Debtors Report” as at 31st March 2021 and confirmed that the amount of outstanding debt remains very low, with appropriate follow-up of late payments and no significant debts outstanding for more than three months.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Petty Cash

When completing the Annual Internal Audit Report in the AGAR, we are required to assess the effectiveness of controls over any petty cash accounts.

The Council operates a very limited petty cash account with a maximum holding of £150, topped back up on a monthly basis. At our interim audit, we reviewed the petty cash account for October and confirmed that there were no transactions in that month with a balance of £150 held at the month end.

At our final audit, we confirmed that the year-end balance of the petty cash float remained at £150 and that this is included correctly in the ‘total value of cash and short-term investments’ reported in Section 2, Line 8 of the AGAR.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Salaries and Wages

In examining the Council’s payroll function, our objective is to confirm that extant employment legislation is being appropriately observed and that the requirements of HM Revenue and Customs (HMRC) as regards the deduction and payment over of income tax and NI contributions are complied with, and that the requirements of pension scheme administrators are being adhered to (where appropriate).

The Finance Manager continues to operate a formal PAYE scheme “in house” using the bespoke “Moneysoft” software for this purpose.

To check compliance with the above criteria, we have confirmed the following:

- The Council has approved employee pay rates for the financial year and these have been duly and accurately applied. We note that, with effect from 1st April 2020, salaries have been aligned with NJC Scales, with yearly progression dependent on performance, and the employer’s pension contribution has been increased to 10% of qualifying earnings;

- Appropriate tax codes and national insurance table rates have been applied and deductions computed accurately;
- The Council does not operate the Local Government Pension Scheme, having auto-enrolled employees into the Peoples Pension in a prior year;
- The net pay shown in the payslips agrees to the electronic payments identified in both the cashbook and relevant bank statement; and
- The monthly settlements of liabilities for PAYE and the Peoples Pension are accurate and have been paid over in a timely manner.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Asset Register

The reporting arrangements for assets in the AGAR require councils to report the value of each asset at purchase cost or at a suitable proxy where that value is not known, and for community assets to be valued at a nominal £1. The value of individual assets should not change from one year to another, with the only changes being the inclusion of new assets purchased or removal of assets disposed of.

The Council maintains an asset register, with asset values recorded in accordance with the above requirements. During our final audit work, we reviewed the asset register as at 31st March 2021 and agreed the total asset value of £4,504,449, reconciling the movements from the previous year end. We also confirmed that the correct value has been included in Section 2, Line 9 of the 2020-21 AGAR.

Conclusion

There are no matters arising that require a formal comment or recommendation.

Investments and Loans

Our objectives are to confirm that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, and that interest earned is brought to account correctly and appropriately in the accounting records.

At present, all of the Council’s funds are held in two Unity Trust current accounts. Last year we were informed that consideration was to be given to moving some of the Council’s funds into interest bearing accounts and, as noted above, approval has now been given for this to be done.

In accordance with the Statutory Guidance on Local Government Investments, an investment policy (Treasury Management Policy) is in place. This was last reviewed by the Council in July 2019 and is due to be revisited in July 2021.

The Council has four outstanding loans with the Public Works Loans Board (PWLb).

We have checked and agreed the detail of the instalment repayments (capital and interest) made in June and December 2020 to third-party confirmation letters received from the PWLB. At our final audit visit we confirmed that total repayments made to the PWLB in the year and the balances outstanding at the year-end have been reported correctly in the draft 2020-21 AGAR (Section 2, lines 5 and 10).

Conclusion

There are no matters arising that require a formal comment or recommendation.

Statement of Accounts and AGAR

We have examined the detailed accounting statements prepared by the RFO using the Omega software and also the draft of the statutory “Accounting Statements 2020-21” that the Council is required to complete and approve (Section 2 of the AGAR). We have agreed the detail to the supporting accounting records and other related documentation.

Conclusions

There are no matters arising from this area of our review that require any formal comment or recommendation. We look forward to receiving a copy of the finalised AGAR (Sections 1 and 2), once the document has been approved by the Council.

On the basis of the work undertaken during the course of our review for the year, we have completed and signed the Annual Internal Audit Report in the AGAR, assigning positive assurances in all areas of internal control.

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

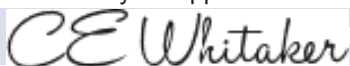
Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

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

as recorded in minute reference:

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

West Suffolk Council Briefing – Newmarket Cumulative Impact Assessment

Consultation end date – 28th June 2021

WSC contact – Jack Eddy

Policy Background

Local Authorities are required to produce a Statement of Licensing Policy under Section 5 of the Licensing Act 2003. The aim of West Suffolk's licensing policy is to ensure that the four licensing objectives are met:

- Preventing crime and disorder
- The prevention of public nuisance
- The protection of children from harm
- Promoting public safety

Cumulative impact policies were introduced as a tool for licensing authorities to manage the growth of licensed premises in an area where the number, type and density of premises selling alcohol could lead to nuisance and disorder

On 6 April 2018 section 5A of the Licensing Act 2003 came into force. This section permits a Licensing Authority to publish a "Cumulative Impact Assessment" stating that the Licensing Authority considers that granting more premises licenses and club premises certificates in one or more areas would have a negative impact on the area, and conflict with the local licensing objectives.

The major legislative change is the need for not only a full consultation to implement the CIA, but a new requirement to review the CIA every three years (commencing with its publication or revision), including a full consultation. This change followed calls for local authorities to be more open and transparent about why a CIA was introduced and whether it should be renewed upon future reviews. This also forms part of the government Modern Crime Prevention Strategy 2016 and fulfils the following commitment to put CIAs "on a statutory footing, to strengthen the ability of authorities to control the availability of alcohol and reduce alcohol-related crime and disorder, as well as providing industry with greater clarity about how they can be used".

The council must review the Newmarket CIA by the end of 2020 in consultation with stakeholders and residents. If the decision is not taken to renew, the CIA will be automatically removed.

The current Cumulative Impact Assessment applying to the centre of Newmarket was designated in 2008 and re-adopted in 2011, 2016 and 2018.¹

The licensing objectives support important strategies and corporate priorities for the council such as:

- Resilient families and communities that are healthy and active – helping support local neighbourhoods and communities and protect vulnerable people.

¹ Please note: the three-year statutory requirement to review a CIA came into effect from 2018. It was previously 5 years.

Item 22

- Increased opportunities for economic growth – making the borough more attractive for people living and visiting by ensuring a mix of well-managed and licensed leisure activities, while keeping the risk of anti-social behaviour low.

Since 2008, when the CIA was first set up, Newmarket town centre has changed considerably. The number and character of late-night opening establishments, which were frequently the focal point of a large amount of crime and anti-social behaviour, have changed – there are currently three late night establishments in the CIA area. It should also be noted that crime in the town centre is on a downward trajectory, with the bulk of crime occurring during daylight hours between 7am and 5pm. Anti-social behaviour is now the least frequently occurring form of crime in Newmarket centre.

The area covered by the CIA is shown below.

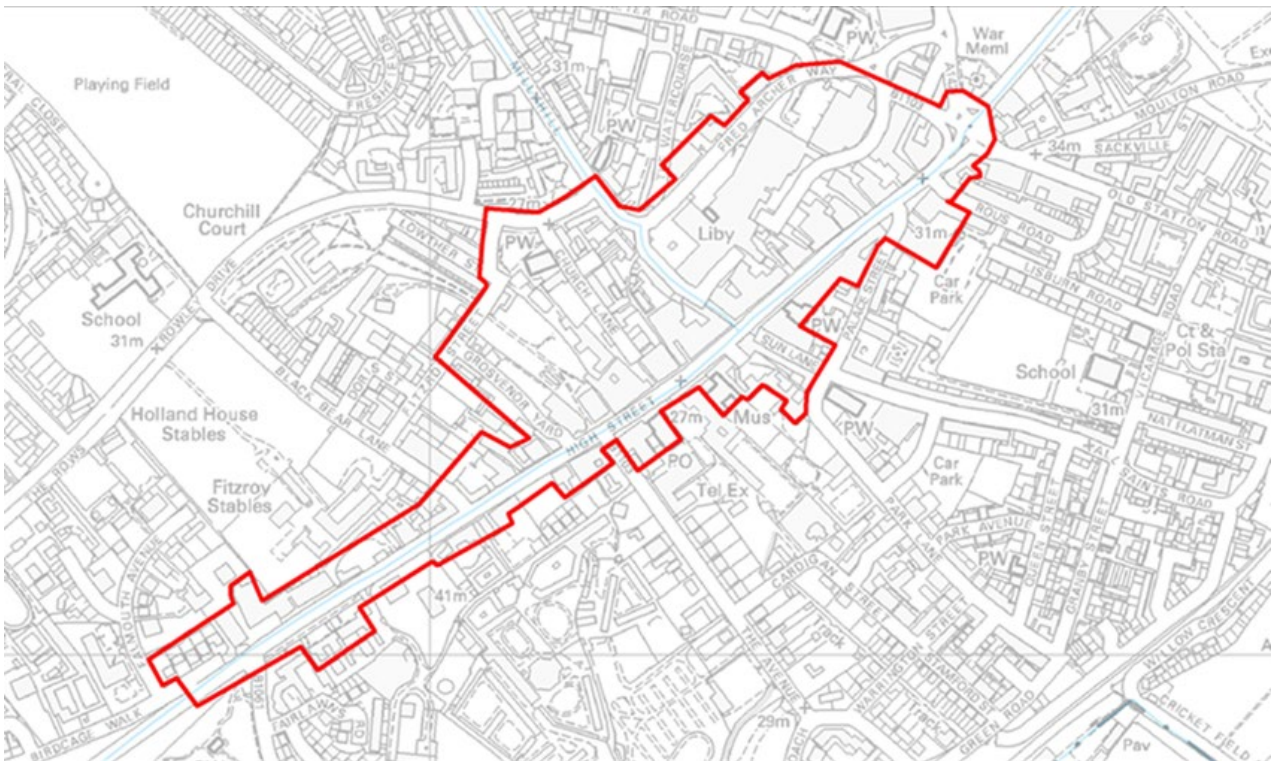


Figure 1 – Current Cumulative Impact Assessment for Newmarket town centre

Why must we hold a public consultation now?

West Suffolk Council has responsibility for reviewing the Cumulative Impact Assessment in Newmarket, which was last reviewed in 2018. We are consulting on its effectiveness so that we can take an informed decision on whether to renew the CIA.

If a CIA is granted, the evidence must show that the cumulative impact of the number and concentration of licensed premises in the area continue to adversely impact residence and businesses in Newmarket town centre – undermining the licensing objectives to prevent crime and disorder and prevent public nuisance.

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The decision to renew must be made by Cabinet before the end of 2021. If no decision is made, the CIA will automatically be removed.

What is a Cumulative Impact Assessment?

Cumulative impact assessments are where the combined effects of a significant number of licenced premises concentrated in one area is likely to undermine the licensing objectives of:

- a. Preventing crime and disorder
- b. The prevention of public nuisance
- c. The protection of children from harm
- d. Promoting public safety

What does a Cumulative Impact Assessment do?

A Cumulative Impact Assessment area allows for a "rebuttable presumption".

In other words, applications for the grant or variation of premises licenses or club premises certificates that are likely to add to the existing cumulative impact will normally be refused or subject to certain limitations.

However, if the applicant can demonstrate in the operating schedule that there will be no negative cumulative impact on one or more of the licensing objectives, then the licence or variation sought is likely to be granted.

Who is being consulted?

The licensing authority must consult the persons listed in section 5(3) of the 2003 Act. These are:

- the chief officer of police for the area
- the fire and rescue authority for the area
- persons/bodies representative of local premises licence holders
- persons/bodies representative of local club premises certificate holders
- persons/bodies representative of local personal licence holders, and
- persons/bodies representative of businesses and residents in its area.

What are we asking?

West Suffolk Council has responsibility for reviewing the Cumulative Impact Assessment in Newmarket, which was last reviewed in 2018. We are consulting on its effectiveness so that we can take an informed decision on whether to renew the Newmarket CIA.

Please feed back to us from 17th May [here](#).

Appendix I: Newmarket Cumulative Impact Assessment – Public Health Data: Summary

Alcohol related accident and emergency department attendance rates

Public Health Suffolk have supplied data for alcohol-related accident and emergency attendance rates for the area in which the majority of the Newmarket CIA is located. When compared to data from the rest of West Suffolk district, Suffolk County, and England, it is shown that there is no statistically significant difference between the CIA area and West Suffolk, Suffolk County or England.²

Alcohol related hospital admission rates

Public Health have also supplied data on alcohol related hospital admission rates for the area in which the majority of the Newmarket CIA is located. Again, this has been compared to data from West Suffolk district, Suffolk County, and England and found that there is no statistically significant difference between the CIA area and West Suffolk, Suffolk County or England.

Appendix II: Newmarket Cumulative Impact Assessment – Police Data: Summary

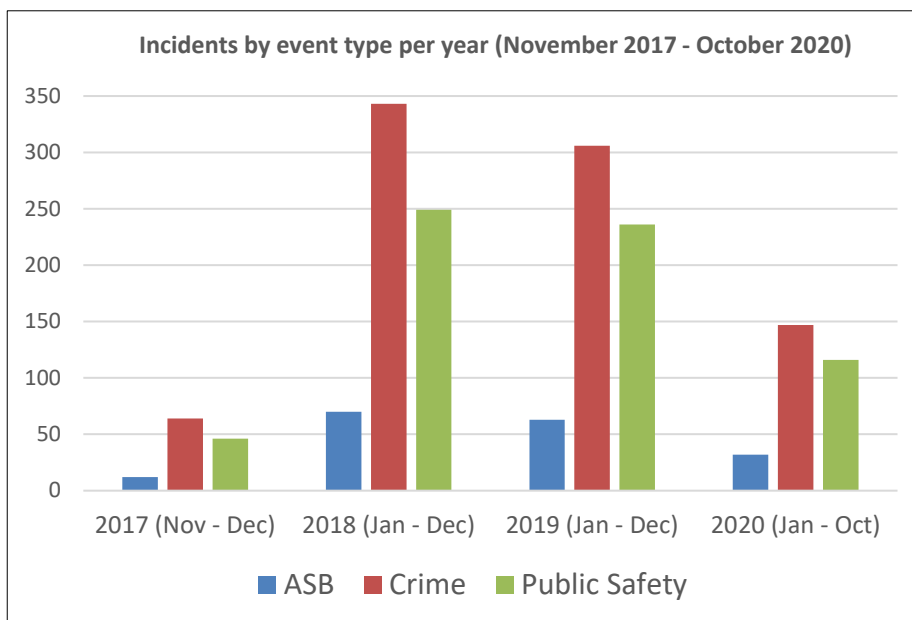
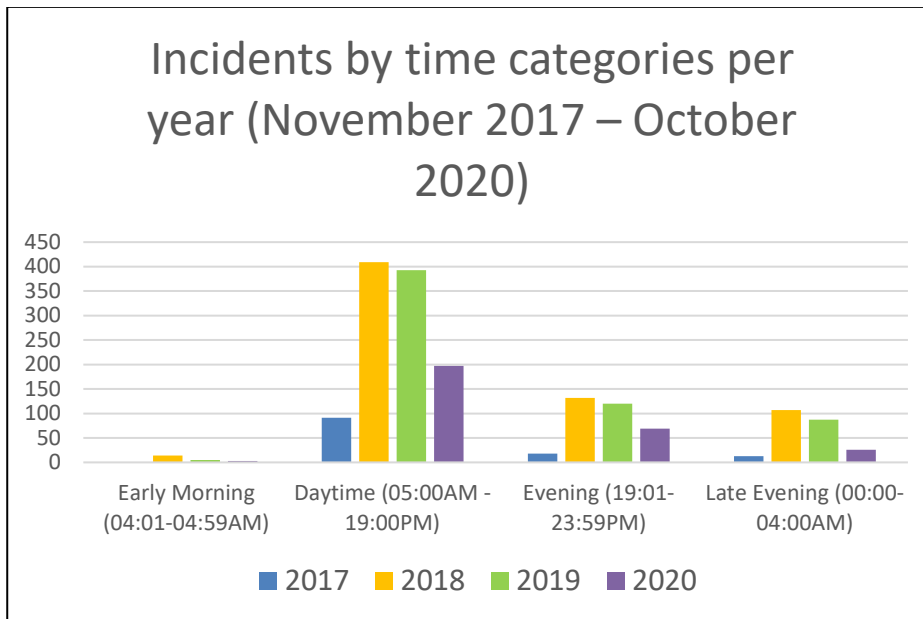
In total, 1684 incidents were recorded within the CIA area between November 2017 and November 2020. Crime (mostly daytime thefts) was the most common incident type recorded – accounting for over 51 per cent of incidents each year. Anti-social Behaviour (ASB) accounted for the fewest number of incidents each year.

However, the number of ASB incidents have remained at similar levels during 2018 and 2019 (70 and 63 respectively) with a reduction in 2020 (probably due to Covid lockdown). Public Safety incidents remain at similar levels in 2018 and 2019 (249 vs 236), but are significantly higher than those recorded in 2016, 2017 and 2018 (63, 75 and 80).

65 per cent (1090) incidents occurred during the daytime between, between 5am – 7pm. In the evening between 7pm – 12am, 20 per cent (339) of incidents occurred, and 14 per cent (233) took place during late evening (12am – 5am).

² Statistical significance means the difference we see is real, and not due to chance.

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Between the years 2018 to 2019, the total number of incidents recorded decreased by 57 (662 to 605). From 2019 to 2020 the total number of incidents recorded show a reduction of 310 (probably due to Covid lockdown).

[\(2\)](#)[Resident \(/?aud=resident\)](#)[Business \(/?aud=business\)](#)[Visitor \(/?aud=visitor\)](#)[Council \(/?aud=council\)](#)[A-Z \(/atoz/\)](#)[Home \(/\)](#) [Business \(/business/\)](#) [Licensing and regulation \(/business/regulation_and_licensing/\)](#)[Licensing \(/business/regulation_and_licensing/licensing/\)](#)[Alcohol and entertainment \(/business/regulation_and_licensing/licensing/alcohol_and_entertainment/\)](#)[Alcohol and entertainment licensing: Newmarket Cumulative Impact Assessment](#)

Alcohol and entertainment licensing: Newmarket Cumulative Impact Assessment

The Newmarket Cumulative Impact Assessment renewal consultation

(/Council/Consultations/alcoholandentertainmentlicensingmewmarketciaconsultation.cfm) will run until 11.59pm, 228 June2021.

What is a Cumulative Impact Assessment (CIA) area?

Cumulative impact assessment areas are areas of town centres where the combined effects of a significant number of licensed premises concentrated in one area is likely to undermine the licensing objectives of:

- reducing crime and disorder
- the prevention of public nuisance
- the protection of children from harm, and/or
- promoting public safety

What does a Cumulative Impact Assessment do?

A Cumulative Impact Assessment (CIA) allows for a 'rebuttable presumption'. In other words, applications for the grant or variation of premises licenses or club premises certificates that are likely to add to the existing cumulative impact will normally be refused or subject to certain limitations.

However, if the applicant can demonstrate in the operating schedule that there will be no negative cumulative impact on one or more of the licensing objectives, then the licence or variation sought is likely to be granted.

Newmarket Cumulative Impact Assessment

The current Cumulative Impact Assessment (CIA) covering key areas of Newmarket town centre was designated in 2008 and re-adopted in 2011, 2016 and 2018. Please note: the three-year statutory requirement to review a CIA came into effect from 2018 it was previously five years.

The area covered by the CIA is shown below.

Why we are consulting

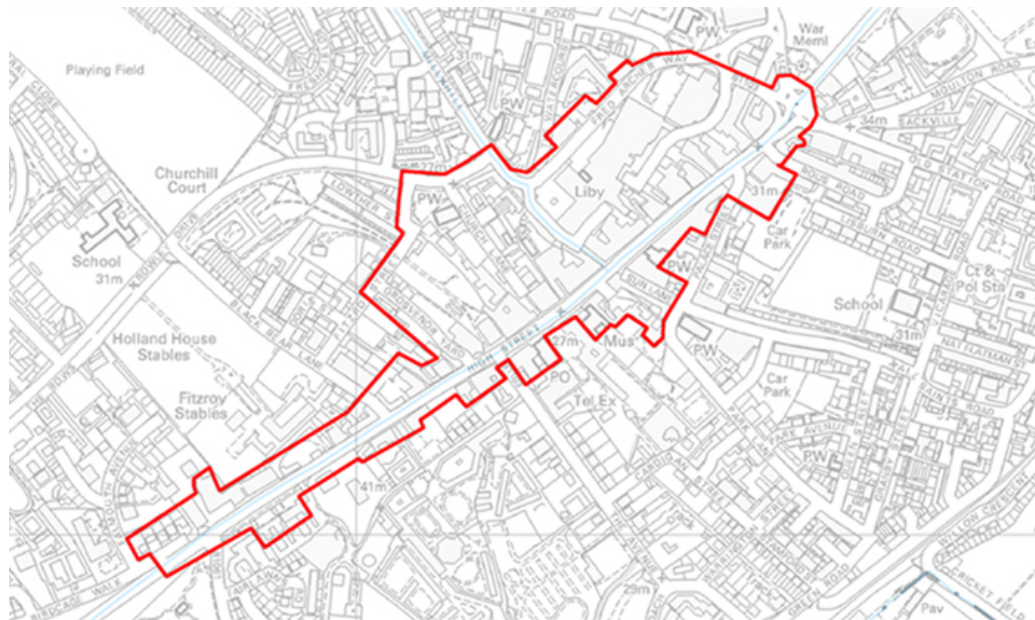
Cumulative impact policies were introduced as a tool for licensing authorities to manage the growth of licensed premises in an area where the number, type and density of premises selling alcohol could lead to nuisance and disorder.

On 6 April 2018 section 5A of the Licensing Act 2003 came into force. This permits a licensing authority to publish a 'Cumulative Impact Assessment' stating that the authority considers that granting more premises licenses and club premises certificates in one or more areas would have a negative impact on the area.

The major legislative change is the need for not only a full consultation to implement the CIA, but a new requirement to review it every three years (commencing with its publication or revision), including a full consultation.

The council must review the Newmarket CIA by the end of 2021 in consultation with stakeholders and residents. If the decision is not taken to renew, the CIA will be automatically removed.

Adopted Newmarket Cumulative Impact Assessment (expires December 2021)



- Newmarket Cumulative Impact Assessment area – Public Health Data May 2021
(/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/upload/NewmarketCumulativeImpactAssessmentArea-PublicHealthDataMay2021.pdf)
- Summary crime statistics covering the period November 2017 to 2020
(/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/upload/NewmarketCumulativeImpactAssessmentCrimeStatistics2017-2020.pdf)

Have your say in the Newmarket Cumulative Impact Assessment renewal consultation (<https://www.smartsurvey.co.uk/s/45SRGI/>) (closes 11.59pm 28 June).

In this section

Temporary Event Notice (/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/temporaryeventnotice.cfm)

Premises licence (/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/premiseslicence.cfm)

Lapsed premises licence (/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/lapsedpremiseslicence.cfm)

Personal licence (/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/personallicence.cfm)

Club premises certificate (/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/clubpremisescertificate.cfm)

Alcohol and entertainment licensing: Newmarket Cumulative Impact Assessment
(/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/alcoholandentertainmentlicensingmewmarketcia.cfm)

Busking (/Business/Regulation_and_Licensing/Licensing/Alcohol_and_entertainment/busking.cfm)

SUFFOLK COUNTY COUNCIL (DISTRICT OF FOREST HEATH) (STOPPING, WAITING AND LOADING PROHIBITIONS AND RESTRICTIONS AND ON-STREET PARKING PLACES) (MAP-BASED) ORDER 2019 (NEWMARKET) (B1103 EXNING ROAD) (REVOCATION OF PROHIBITION OF WAITING AND STOPPING) (VARIATION NO. 7) ORDER 202-

Suffolk County Council proposes to make the above order under Sections 1, 2 and 4 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended, which would substitute revision 2 of Map Tile DZ19 in place of revision 1 of the same Map Tile into the above-named 2019 Order, as amended. The effect of this would be to:

- Remove the existing 'No Stopping Mon-Fri 8am-4.30pm On Entrance Markings' restrictions on the B1103 Exning Road, Newmarket outside of Laureate School;
- Remove 45 metres of existing 'No Waiting At Any Time' restrictions on the northeast side and 46] metres of existing 'No Waiting At Any Time' restrictions on the southwest side of the B1103 Exning Road, Newmarket;
- Relocate the existing 'No Stopping (Except Buses) At Any Time' bay on the southwest side of the B1103 Exning Road, Newmarket.

A copy of the draft order and plans showing the road affected, together with a copy of the Council's reasons for this proposal, can be provided via email only, with requests for documents to be sent to George.firth@suffolk.gov.uk. Unfortunately, these cannot be viewed at our offices or made available for viewing at local libraries as normal due to ongoing restrictions in place due to Covid-19.

Objections or any other representations related to the proposed waiting restrictions, specifying the grounds on which they are made, must reach George Firth (Suffolk Legal) at the address below or at george.firth@suffolk.gov.uk, not later than 10 June 2021. Please bear in mind that any such correspondence cannot be regarded as confidential and may be inspected by any interested party.

Date: 20 May 2021

Suffolk County Council
Constantine House
5 Constantine Road
Ipswich
IP1 2DH



NIGEL INNISS
Head of Legal Services

SUFFOLK COUNTY COUNCIL (DISTRICT OF FOREST HEATH) (STOPPING, WAITING AND LOADING PROHIBITIONS AND RESTRICTIONS AND ON-STREET PARKING PLACES) (MAP-BASED) ORDER 2019 (NEWMARKET) (B1103 EXNING ROAD) (REVOCATION OF PROHIBITION OF WAITING AND STOPPING) (VARIATION NO. 7) ORDER 202-

Suffolk County Council in exercise of its powers under Sections 1 (1) and (2), 2 (1) to (3), 4 (2) and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended, (hereinafter referred to as 'the Act of 1984') and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act of 1984, hereby makes the following order:

1. The provisions of the Suffolk County Council (District of Forest Heath) (Stopping, Waiting and Loading Prohibitions and Restrictions and On-Street Parking Places) (Map-Based) Order 2019 (the "2019 Order"), as amended, shall have effect as if set out in full in the 2019 Order, save that Revision 1 of the Map Tile bearing reference DZ19 shall be replaced by the amended revision 2 of the Map Tile bearing the same reference attached to this Order.
2. This Order may be cited as the Suffolk County Council (District of Forest Heath) (Stopping, Waiting and Loading Prohibitions and Restrictions and On-Street Parking Places) (Map-Based) Order 2019 (Newmarket) (B1103 Exning Road) (Revocation of Prohibition of Waiting and Stopping) (Variation No. 7) Order 202- and shall come into operation on [].

Date: []

The COMMON SEAL of SUFFOLK)
COUNTY COUNCIL was affixed)
in the presence of:)

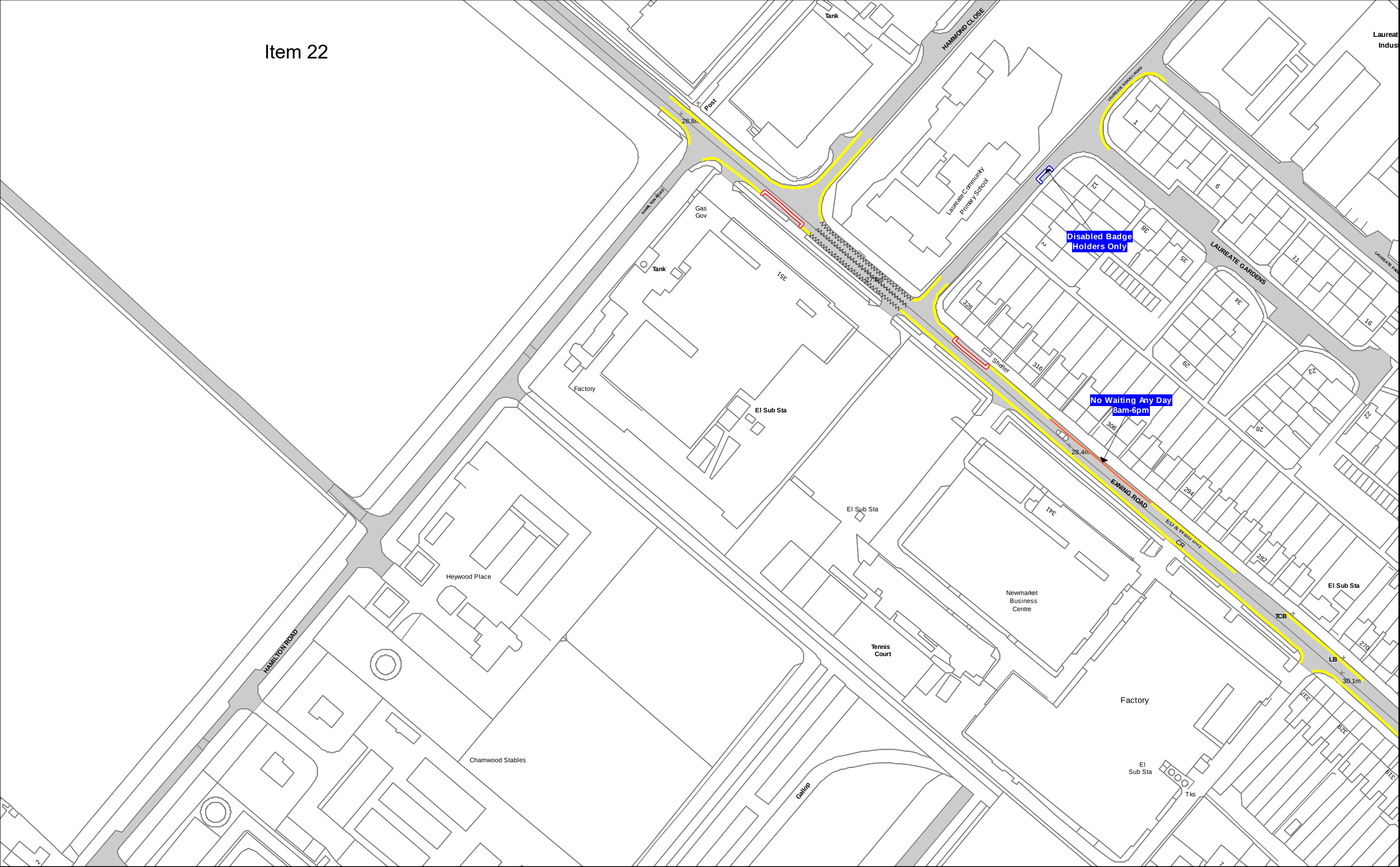
(An authorised Officer of the Council)

SUFFOLK COUNTY COUNCIL (DISTRICT OF FOREST HEATH) (STOPPING, WAITING AND LOADING PROHIBITIONS AND RESTRICTIONS AND ON-STREET PARKING PLACES) (MAP-BASED) ORDER 2019 (NEWMARKET) (B1103 EXNING ROAD) (REVOCATION OF PROHIBITION OF WAITING AND STOPPING) (VARIATION NO. 7) ORDER 202-

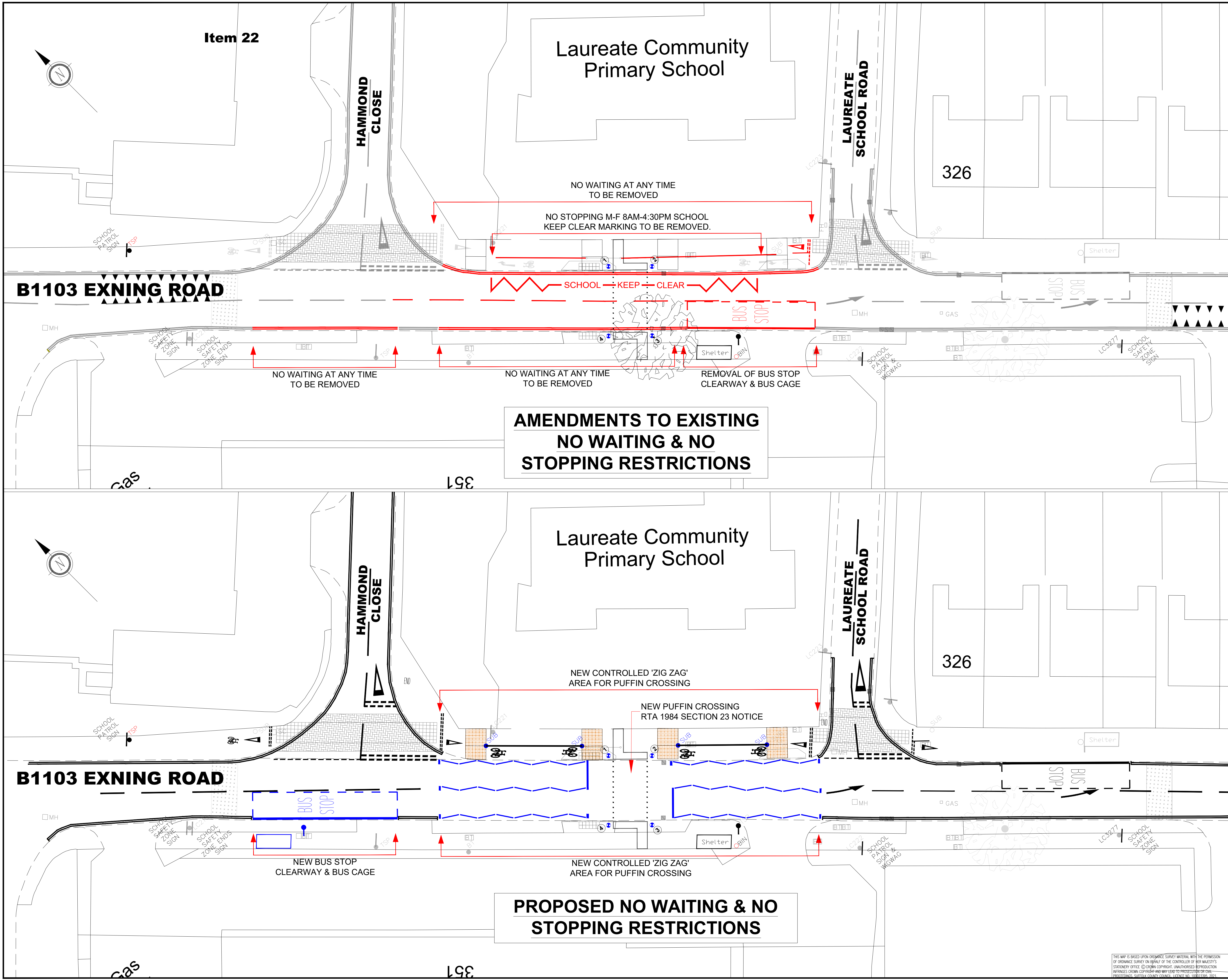
Statement of Reasons

Suffolk County Council is proposing to remove existing No Stopping and No Waiting restriction on Exning Road and to relocate an existing bus stop.

These restrictions are required to provide adequate visibility to and from a soon-to-be-constructed crossing and to prohibit parking in the vicinity of the new crossing. These proposals, including the construction of the new crossing, are part of the Council's commitment to safe movement for pedestrians.



	Order Title: SUFFOLK COUNTY COUNCIL (DISTRICT OF FOREST HEATH) (STOPPING, WAITING AND LOADING PROHIBITIONS AND RESTRICTIONS AND ON-STREET PARKING PLACES) (MAP-BASED) ORDER 2019		t p DY19 DZ20 q	U This map is based upon Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright Reserved. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence number 100023395, 2018	SCALE	1 : 1250 @ A3
					DATE	28/04/2021
					MAP	Tile Ref: DZ19
					REVISION	2
	SEE STATIC MAP SCHEDULE LEGEND FOR RESTRICTIONS DISPLAYED	STATUS: PROPOSED				



RESIDUAL DESIGN HAZARDS
THE FOLLOWING HAS BEEN COLLECTED FROM THE PRE-CONSTRUCTION INFORMATION AND HIGHLIGHTS KNOWN RESIDUAL HAZARDS.

KEY		HS-# = HEALTH AND SAFETY RISK REFERENCE NUMBER
		E-# = ENVIRONMENT RISK REFERENCE NUMBER

PLEASE DELETE / AMEND THIS TEXT TO SUIT (EXAMPLE ENTRY BELOW)
HS-01 - OVERHEAD ELECTRICITY CABLES (138KV)
E-01 - PROTECTED SPECIES (CIRCLES)

STATUS : FOR ADVERTISING
ISSUE : 100% DETAILED DESIGN

REVISION(S)			

DESCRIPTION

REV. DATE INTL.

your roads, our business

CLIENT

PROJECT TITLE
LAUREATE SCH, EXNING RD, NEWM'KT
NEW PUFFIN CROSSING

DRAWING TITLE
PROPOSED NO WAITING &
NO STOPPING AMENDMENTS

ORIGINATOR	CHECKER	DESIGNER	REVIEWER
GER	PRELIM	GER	PRELIM

SCALE(S)	ORIGINAL SIZE A1	DATE
1:200		JAN 2021

DRAWING NUMBER	REVISION
210464-EXN-PUFF-0003	0

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File Path C:\Users\Graham.Robin\OneDrive - Suffolk County Council\Documents\210464-EXN-PUFF-0003\210464-EXN-PUFF-0003\210464-EXN-PUFF-0003\210464-EXN-PUFF-0003.dwg
Plot date 06/05/2021

Dear NDAA member,

We, the Newmarket Dementia Action Alliance (NDAA), due to Covid restrictions and lockdowns have been dormant since early 2020. Before lockdown we had 87 members of which your business/organisation were one. We are excited to let you know that we are relaunching to coincide with Alzheimer's Society Dementia Action Week (DAW) 17-23 May.

Lockdown has changed the way we live and work and for this reason we would like to reconnect with you in a way which works for you. Perhaps by arranging a Dementia Awareness session. This could be used as a refresher for existing staff or training for new staff. There is no cost to this and our local Dementia Champions can deliver these sessions via zoom or face-to-face sessions when restrictions allow.

Alzheimer's Society focus for DAW 2021 is calling on the Government to cure the care system now. Currently, nearly 1 million people with dementia, who are the majority of social care users, and their families are struggling to get the support and dignity of care that they deserve. The social care system in the UK is not fit for purpose and is failing our most vulnerable people and their families. Please watch their video to further demonstrate why reform to the care system is so important www.youtube.com/watch?v=g6rk88V-TvM

The immediate way to support this campaign is for you and your colleagues to sign the on-line petition to cure the care system - www.alzheimers.org.uk/get-involved/dementia-action-week. As at 11th May 54,500 people had signed, the target is 100,000.

The website gives more information on DAW 2021 such as a section called "Share your story". There are 100's of short "stories" about people affected by dementia. You're not alone, you don't have to share your story, but searching by key words such as Mum, Dad, Wife, Husband ... you can read how many other families have similar stories to yourself.

We in Newmarket are fortunate to have free access to support from Sue Ryder Dementia Together, commissioned by Suffolk County Council/West and East Suffolk Clinical Commissioning Groups. The service provides information and support for people who are curious, concerned about or living with dementia, their carers, families and friends. The free helpline number is 0808 168 8000.

We are aware that many months have passed since you joined us, perhaps your "Dementia Friendly" window sticker needs replacing; please let us know. Reply to this email address newmarketdaa@gmail.com for a replacement sticker and with any other questions you think we may be able to help with.

Regards NDAA Steering Group

For further information see:

- Dementia Together, for support and advice – www.dementia-together.com
- Alzheimer's Society, questions and advice – www.alzheimers.org.uk/talkingpoint
- List of Newmarket 87 NDAA members as – www.dementiaaction.org.uk/local_alliances/24971_newmarket_dementia_action_alliance
- Don on your denim and run a "Denim for Dementia" fund raising event, at home, work, school ... This was the idea of mother with 2 young children who was worried after her mother received a dementia diagnosis. See YouTube video www.youtube.com/watch?v=pmj_UoT82V4&t=40s, the backing music is based on the Neil Dimond hit "Forever in Blue Jeans".