

Membership from May 2020

Councillor Appleby
Councillor Borda
Councillor Drummond
Councillor Hall
Councillor Harvey
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor O'Neill
Councillor Yarrow

Quorum = 3 councillors



Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the
FINANCE & POLICY COMMITTEE to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP on
Monday 21st June at 6.45pm *or following on from the*
Development and Planning Committee meeting

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

A G E N D A

1. **To elect a Chairman** for the Finance & Policy Committee for the municipal year 2021/2022
2. **To elect a Vice Chairman** for the Finance & Policy Committee for the municipal year 2021/2022
3. **Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
4. **Apologies** - To receive and accept apologies for absence
5. **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
6. **Minutes of previous meeting held 17th May 2021**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
7. **Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
8. **Submission of schedules of payments for information** - To review and approve cashbooks 1-4 for the previous month
9. **Bank statements** - To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
10. **Income & expenditure** - To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month
11. **Budget virements** – to receive a request for Budget Virement approval
12. **Grants** – to receive a grant application
13. **To receive the PCSO report for May 2021**
14. **Working Groups** –
 - a) to receive a list of current Finance & Policy committee working groups, and confirm their terms of reference and membership

b) Request to set up a working group to consider terms of reference and delegation arrangements for committees

15. **Outside Bodies** – To review membership of outside bodies by Town Councillors
16. **Health and safety** - To receive a monthly report
17. **Training** – to discuss Councillor training
18. **Correspondence**
19. Date of next meeting **Monday 19th July 2021**
20. To note items for consideration at the next meeting

Signed 

Cathy Whitaker, Town Clerk

DATE 15/06/2021



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.

Date: 06/06/2021

Newmarket Town Council Current Year 2021/2022

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Time: 22:49

Cashbook 1

User: CEW

Current Account

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,050,754.59					1,050,754.59	
	Banked: 04/05/2021	210.60						
	Sales Recpts Page 2248	210.60	210.60		101			Sales Recpts Page 2248
dd	Banked: 05/05/2021	855.36						
dd	Siemens Financial Services	855.36		142.56	4028	101	712.80	Office Printer Lease,maint,fac
correction	Banked: 05/05/2021	-855.36						
correction	Siemens Financial Services	-855.36		-142.56	4028	101	-712.80	correction-shd be a payment
000105	Banked: 06/05/2021	60.00						
000105	Soutgate of Newmarket	60.00			1007	201	60.00	2 baskets BM/Southgates
bacs	Banked: 10/05/2021	220.00						
	Sales Recpts Page 2249	220.00	220.00		101			Sales Recpts Page 2249
bacs	Banked: 21/05/2021	12,276.60						
	Sales Recpts Page 2251	12,276.60	12,276.60		101			Sales Recpts Page 2251
bacs	Banked: 24/05/2021	1,368.00						
	Sales Recpts Page 2250	1,368.00	1,368.00		101			Sales Recpts Page 2250
000106	Banked: 25/05/2021	100.00						
000106	Sutton/Fitzgerald	50.00		8.33	1172	303	41.67	Soapbox entry
000106	Marchant	50.00		8.33	1172	303	41.67	Soapbox entry
Total Receipts for Month		14,235.20	14,075.20	16.66			143.34	
Cashbook Totals		<u>1,064,989.79</u>	<u>14,075.20</u>	<u>16.66</u>			<u>1,050,897.93</u>	

Payments for Month 2					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/05/2021	Siemens Financial Services	BACS	855.36		142.56	4028	101	712.80	Siemens/office ptr lease,maint
06/05/2021	Rotary Club of Nmkt Trust Fund	LOCALCOMM	1,000.00			4076	101	1,000.00	Rotary/Local Comm Awards grant
06/05/2021	West Suffolk Council (Rates)	20111348	1,472.05	1,472.05		501			20111348./3131/ONGOING/Su
06/05/2021	Simplicity	651960/312	335.99	335.99		501			651960/3125/CONTRACT/Si
06/05/2021	Simplicity	653250	306.35	306.35		501			653250/3132/CONTRACT/Si
06/05/2021	Abbey Security Services Ltd	3470134826	240.00	240.00		501			34826/3134/CONTRACT/Ab Secu
06/05/2021	Thurlow Nunn Standen Ltd	407522	91.20	91.20		501			407522/3136/mh21/050/Thu N
06/05/2021	Phillip Green	03052021	110.00	110.00		501			03052021/3137/CONTRACT
06/05/2021	Rialtas Business Solutions Ltd	28783	672.00	672.00		501			28783/3138/CONTRACT/Ria Bu
06/05/2021	SLCC Enterprises Ltd	1953-6-793	318.00	318.00		501			BK201956/3127/MH21/041/En
06/05/2021	PRO-SCAPE LTD	21399/3124	12,089.45	12,089.45		501			21399/3124/MH21/007/PRO-SCAPE
06/05/2021	N-CIS	8539	313.20	313.20		501			8539/3135/MH21/052/N-CIS
10/05/2021	Corona Corporate Solutions Ltd	ddr	150.30	150.30		501			267163/3130/CONTRACT/C Co
12/05/2021	CK Compliance	12472+A	404.30	404.30		501			001272./3140/MH21/057/CK Compl
12/05/2021	Office Wizard	000281	15.00	15.00		501			000281/3141/CONTRACT/O Wi
12/05/2021	Newmarket Citizens Advice Bure	NTC21/22	3,000.00	3,000.00		501			2021/22/3142/MH21/030/Ne
12/05/2021	Bury Flyer Ltd	2177	222.00	222.00		501			2177/3146/MH21/047/Bury Flyer
12/05/2021	Latta Hire Limited	158815	3,120.00	3,120.00		501			158815/3148/MH21/060/Latt Hir
12/05/2021	Rothwell's Cleaning Services L	9683	1,560.00	1,560.00		501			9683/3149/MH21/015/Roth
12/05/2021	Thurlow Nunn Standen Ltd	408127+30	179.54	179.54		501			408127/3151/DELEGATED/T
12/05/2021	East Anglia Medical Care Ltd	0281	1,170.00	1,170.00		501			0281/3153/MH21/062/East Anglia
12/05/2021	Niche Event Hire	4986	1,425.60	1,425.60		501			4986/3154/MH21/059/Niche Event
12/05/2021	Green Wood Tree Surgery	1699	120.00	120.00		501			1699/3155/DELEGATED/Gre Wood
12/05/2021	Fairhaven Stone Ltd	1202	180.00	180.00		501			1202/3156/MH21/058/Fairha S
12/05/2021	Simplicity	654601	444.70	444.70		501			654601/3157/CONTRACT/Si
12/05/2021	New Heath Autos Ltd	27233	54.85	54.85		501			27233/3158/DELEGATED/N Heath
12/05/2021	N-CIS	dd	566.84	566.84		501			8524/3159/CONTRACT/N-

Payments for Month 2					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/05/2021	Total Gas and Power Ltd	dd	19.91	19.91		501			CIS 235869694/21/3129/CONTR
14/05/2021	Total Gas and Power Ltd	DD	20.39	20.39		501			235875172/21/3128/CONTR
15/05/2021	West Suffolk Council	DD	599.00			4011	120	599.00	WSC Rates monthly inst
15/05/2021	West Suffolk Council	DD	404.00			4011	202	404.00	WSC Rates monthly inst
17/05/2021	Anglian Water Business Nationa	354447001	488.38	488.38		501			354447001/8920460/3165/
17/05/2021	Complete Business Solutions Gr	02701481	125.16	125.16		501			02701481/3164/MH21/064/
17/05/2021	Business Watch UK Fire & Secu	4022612	197.66	197.66		501			4022612/3163/CONTRACT/
17/05/2021	Auditing Solutions Ltd	A6985	534.00	534.00		501			A6985/3162/ONGOING/Audi So
17/05/2021	Newmarket BID Ltd	72512669	329.00	329.00		501			72512669/3161/ONGOING/
17/05/2021	Quadiant Finance UK Ltd	2021028170	101.34	101.34		501			201028170/3160/CONTRAC
22/05/2021	Corona Corporate Solutions Ltd	28SYB1AGC0	52.56	52.56		501			269436/3123/CONTRACT/C Co
24/05/2021	Business Watch UK Fire & Secu	4022954-81	416.56	416.56		501			4022981/3174/CONTRACT/
24/05/2021	Simplicity	6559637294	800.45	800.45		501			657294/3172/CONTRACT/Si
24/05/2021	Collaboration 23 Construction	645	2,916.00	2,916.00		501			645/3175/MH20/143+CONT/
24/05/2021	Suffolk Police & Crime Commiss	9422005693	18,000.00	18,000.00		501			9422005693/3171/MH20/13
24/05/2021	Saxon Fire Ltd	40521	91.90	91.90		501			40521/3170/CONTRACT/Sa Fire
24/05/2021	Quadient UK Limited	83039284	100.00	100.00		501			83039284/3169/CONTRACT
24/05/2021	Dorans Plumbing	2199	55.00	55.00		501			2199/3167/DELEGATED/Dor Plu
25/05/2021	Total Gas and Power Ltd	DD	362.97	362.97		501			236704407/21/3152/CONTR
25/05/2021	Total Gas and Power Ltd	dd	181.13	181.13		501			236491337/21/3145/CONTR
25/05/2021	Total Gas and Power Ltd	DDR	46.67	46.67		501			236491326/21/3144/CONTR
25/05/2021	Total Gas and Power Ltd	ddr	23.72	23.72		501			236704418/21/3143/CONTR
31/05/2021	Abbey Security Services Ltd	34981	240.00	240.00		501			34981/3191/CONTRACT/Ab Secu
31/05/2021	Barcham Trees Plc	146141	1,080.00	1,080.00		501			146141/3190/MH21/071/Bar T
31/05/2021	Regency Cakes	85400	22.50	22.50		501			85400/3189/MH21/075/Reg Ca
31/05/2021	Cooleraid Ltd	1547897	55.80	55.80		501			1547897/3187/CONTRACT/
31/05/2021	SLCC Enterprises Ltd	133563	246.00	246.00		501			133563/3186/MH21/056/SL

Payments for Month 2					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
31/05/2021	MPB Electrical Contractors Ltd	0038	1,015.00	1,015.00		501			Ente 0038/3185/MH21/061/MPB Electri
31/05/2021	Newprint Ltd	I520058/80	132.00	132.00		501			I520080/3184/MH21/065/Ne
31/05/2021	Complete Business Solutions Gr	02734912	44.28	44.28		501			SINV02734912/3183/Compl Bus
31/05/2021	Kallkwik	86153	19.56	19.56		501			86153/3182/DELEGATED/K
31/05/2021	The Green Reaper Ltd	81357	1,799.00	1,799.00		501			81447/3181/MH21/074/The Green
31/05/2021	Fairhaven Stone Ltd	1208	180.00	180.00		501			1208/3179/MH21/058/Fairha S
31/05/2021	Ken Booth & Co Ltd	364996	187.27	187.27		501			364996/3178/MH21/069/Ke Booth
31/05/2021	Anglia Gifts & Promotions	4492	211.56	211.56		501			4492/3177/MH21/073/Anglia Gift
31/05/2021	Dorans Plumbing	2180	67.50	67.50		501			2180/3176/MH21/038/Doran Plum
31/05/2021	Petty Cash May21	PETTYCASH	70.52		8.40	4023	101	5.99	Pcash/Wall CAendar
						4028	101	47.93	Pcash/Lanyards
						4020	102	1.80	Pcash/office refr
						4020	102	6.40	Pcash/staff parking
31/05/2021	Petty Cash	300767	70.52			210		70.52	May PCash
31/05/2021	Petty Cash correction	ADJ	-70.52		-8.40	4022	101	-5.99	Petty Cash correction
						4028	101	-47.93	Petty Cash correction
						1020	202	-1.80	Petty Cash correction
						1020	202	-6.40	Petty Cash correction
Total Payments for Month			61,653.52	58,724.64	142.56			2,786.32	
Balance Carried Fwd			1,003,336.27						
Cashbook Totals			1,064,989.79	58,724.64	142.56			1,006,122.59	

Date: 06/06/2021

Newmarket Town Council Current Year 2021/2022

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Cashbook 2

User: CEW

Petty Cash

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	150.00					150.00	
	Banked: 31/05/2021	70.52						
300767	Current Account	70.52			201		70.52	May PCash
Total Receipts for Month		70.52	0.00	0.00			70.52	
Cashbook Totals		<u>220.52</u>	<u>0.00</u>	<u>0.00</u>			<u>220.52</u>	

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Payments for Month 2					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1/05/2021	Petty Cash May21	PETTYCASH	70.52		8.40	4023	101	5.99	PCash/Wall Calendar
						4028	101	47.93	PCash/Lanyards
						4020	102	1.80	PCash/office refr
						4020	102	6.40	PCash/staff parking
Total Payments for Month			70.52	0.00	8.40			62.12	
Balance Carried Fwd			150.00						
Cashbook Totals			220.52	0.00	8.40			212.12	

Date: 06/06/2021

Newmarket Town Council Current Year 2021/2022

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Time: 22:50

Cashbook 3

User: CEW

Staff Salary Account

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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	Balance Brought Fwd :	26,953.03					26,953.03	
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	Banked:	0.00						
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		0.00						
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							0.00	
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Total Receipts for Month		0.00	0.00	0.00			0.00	
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Cashbook Totals		26,953.03	0.00	0.00			26,953.03	
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Payments for Month 2				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/05/2021	Net Salaries M2	BACS	10,498.42			516		10,498.42	Net Salaries M2
25/05/2021	People's Pension	DD	490.16			514		490.16	People's Pension M2
25/05/2021	HMRC	BACS	3,684.21			515		3,684.21	HMRC M2
Total Payments for Month			14,672.79	0.00	0.00			14,672.79	
Balance Carried Fwd			12,280.24						
Cashbook Totals			26,953.03	0.00	0.00			26,953.03	

Date: 06/06/2021

Newmarket Town Council Current Year 2021/2022

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Banked:

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

2,807.22

Cashbook Totals

2,807.22

0.00

0.00

2,807.22

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Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			667.41					667.41	
05/05/2021	card/BP Express Hyperion	CC22-15	70.03		11.67	4039	200	58.36	card/fuel for van
05/05/2021	card/O2	CC-16	24.99		4.16	4019	101	20.83	card/mobile charger TK
06/05/2021	card/Real Tree Solutions	CC-17	144.00		24.00	4038	120	120.00	card/Xmas Tree Stand
11/05/2021	card/Cafe Nero	CC-18	13.45		0.87	4181	307	12.58	card/Filming Crew refr
12/05/2021	card/Suffolk County Council	CC-19	50.00			4098	303	50.00	card/SCC Rd Closure
12/05/2021	card/B&M	CC-20	10.00			4020	102	10.00	card/Staff kitchen restock
12/05/2021	card/BigDug.co.uk	CC22-21	178.80		29.80	4038	120	149.00	card/Storage for Workshop
12/05/2021	card/Amey Lg Ltd	CC22-22	768.00		128.00	4098	303	640.00	card/Chemical toilets
14/05/2021	card/QD	CC22-23	7.98		1.33	4037	120	6.65	card/padlock
14/05/2021	card/Tindalls	CC22-24	20.99		3.50	4023	101	17.49	card/photo paper
14/05/2021	card/All Saints Convenience St	CC22-25	8.00			4028	101	8.00	card/paper bill3Apr-1May21
14/05/2021	card/DVLA	CC22-26	277.50			4039	200	277.50	card/van tax
17/05/2021	card/Adobe	CC22-27	15.17		2.53	4025	101	12.64	card/Adobe acropo monthly lic
20/05/2021	card/Homebase	CC22-28	15.00		2.50	4037	120	12.50	card/hanging strips
20/05/2021	card/Mountain Warehouse	CC22-29	50.09		8.33	4010	102	41.76	card/groundsmen coat
20/05/2021	card/Homebase	CC22-28CX	-15.00		-2.50	4037	120	-12.50	card/Homebase/correction
20/05/2021	card/Homebase	CC22-28	15.00		2.50	4036	120	12.50	card/hanging strips
20/05/2021	card/Adobe	CC22-35	25.28		4.21	4025	101	21.07	card/Adobe Acropro lic
21/05/2021	card/Funky Pigeon	CC22-30	4.14		0.69	4023	101	3.45	card/TC
21/05/2021	card/National HR Museum	CC22-31	40.00		4.17	4028	101	20.83	card/TC leaving gift
						4023	101	15.00	card/notebook
24/05/2021	card/Wickes	CC22-32	58.00		9.66	4036	120	48.34	card/woodstain NTC sign@door
24/05/2021	card/Funky Pigeon	CC22-33	12.98		2.16	4023	101	10.82	card/TC
26/05/2021	card/AAT	CC22-34	101.00			4008	101	101.00	card/AAT fees RFO
27/05/2021	card/Homebase	CC22-36	49.95		8.32	4029	200	41.63	card/gardening tools
27/05/2021	card/Homebase	CC22-37	61.85		10.31	4038	120	51.54	card/Foyer plant repot
28/05/2021	card/LCN.COM	CC22-38	116.27		19.38	4059	101	96.89	card/NNP website renewals
28/05/2021	card/Card Factory	CC22-39	1.95		0.32	4023	101	1.63	card/stationery
29/05/2021	card/Zoom	CC22-41	14.39		2.40	4115	101	11.99	card/Zoom monthly lic
Total Payments for Month			2,139.81	0.00	278.31			1,861.50	
Cashbook Totals			2,807.22	0.00	278.31			2,528.91	

06/06/2021

Newmarket Town Council Current Year 2021/2022

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Detailed Income & Expenditure by Budget Heading as at 31/05/2021

Month No: 2

Committee Report FINANCE & POLICY

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy								
100 Precept								
1176 Precept Received	0	655,380	655,380	0			100.0%	
Precept :- Income	0	655,380	655,380	0			100.0%	0
Net Income	0	655,380	655,380	0				
101 Administration								
1003 Banner Income	0	0	1,000	1,000			0.0%	
1103 Rent Receivable	0	0	75	75			0.0%	
1173 Precept Support Grant	0	9,734	9,734	0			100.0%	
Administration :- Income	0	9,734	10,809	1,075			90.1%	0
4008 Staff Training	101	561	2,500	1,939		1,939	22.4%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	0	0	1,500	1,500		1,500	0.0%	
4019 New IT System/Hardware	21	21	2,030	2,009		2,009	1.0%	
4021 Telephone and Fax	144	308	2,000	1,692		1,692	15.4%	
4022 Postage	94	23	2,100	2,077		2,077	1.1%	
4023 Stationery	202	693	2,000	1,307		1,307	34.7%	
4025 Subscriptions&Licences	363	2,717	5,700	2,983		2,983	47.7%	
4026 Insurance	0	0	10,000	10,000		10,000	0.0%	
4028 Office Maintenance	1,182	1,699	11,500	9,801		9,801	14.8%	
4030 Recruitment Advertising	205	205	500	295		295	41.0%	
4051 Bank Charges/Interest	0	0	200	200		200	0.0%	
4056 Legal Expenses	0	0	10,000	10,000		10,000	0.0%	
4057 Audit & Accountancy Fees	445	1,005	3,850	2,845		2,845	26.1%	
4058 Professional Fees	0	0	200	200		200	0.0%	
4059 web site	113	226	1,000	774		774	22.6%	
4060 Councillors Training	0	0	550	550		550	0.0%	
4061 Councillors Expenses	0	0	275	275		275	0.0%	
4062 Civic Regalia	0	0	325	325		325	0.0%	
4064 Town Mayor's Allowance	23	23	1,000	978		978	2.3%	
4075 Grant to CAB	3,000	3,000	3,000	0		0	100.0%	
4076 Grants	1,000	1,000	5,000	4,000		4,000	20.0%	
4077 Marketing	0	0	3,000	3,000		3,000	0.0%	
4079 Grant to Royal British Legion	0	0	25	25		25	0.0%	
4083 PCSO	18,000	18,000	34,000	16,000		16,000	52.9%	
4090 Biodegradable Dog Poo Bags	0	0	1,000	1,000		1,000	0.0%	
4097 Election Costs	0	0	5,000	5,000		5,000	0.0%	

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4113 Rolling Capitol Reserve	0	0	13,176	13,176		13,176	0.0%	
4114 Other Projects / Reserves	0	0	18,964	18,964		18,964	0.0%	
4115 Coronavirus Response Costs	133	251	5,000	4,749		4,749	5.0%	
4180 Civic Functions	0	0	2,000	2,000		2,000	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 Yellow Brick Road	0	0	2,000	2,000		2,000	0.0%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	25,025	34,731	155,645	120,914	0	120,914	22.3%	0
Net Income over Expenditure	(25,025)	(24,997)	(144,836)	(119,839)				
103 Health & Safety								
4020 Misc. Staff Costs	0	100	250	150		150	40.0%	
4028 Office Maintenance	0	0	250	250		250	0.0%	
4058 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
Health & Safety :- Indirect Expenditure	0	100	3,000	2,900	0	2,900	3.3%	0
Net Expenditure	0	(100)	(3,000)	(2,900)				
Finance & Policy :- Income	0	665,114	666,189	1,075			99.8%	
Expenditure	25,025	34,831	158,645	123,814	0	123,814	22.0%	
Movement to/(from) Gen Reserve	(25,025)	630,283						
Grand Totals:- Income	0	665,114	666,189	1,075			99.8%	
Expenditure	25,025	34,831	158,645	123,814	0	123,814	22.0%	
Net Income over Expenditure	(25,025)	630,283	507,544	(122,739)				
Movement to/(from) Gen Reserve	(25,025)	630,283						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	2,158	
105	Vat Due	9,648	
201	Current Account	1,003,336	
204	Staff Salary Bank Account	12,280	
208	Barclaycard Account	(2,807)	
210	Petty Cash	150	
	Total Current Assets	1,024,765	
	<u>Current Liabilities</u>		
501	Creditors	(13)	
565	Bookings Deposit	(168)	
	Total Current Liabilities	(182)	
	Net Current Assets	1,024,947	
	Total Assets less Current Liabilities	1,024,947	
	<u>Represented by :-</u>		
301	Current Year Fund	554,751	
310	General Fund	117,846	
311	EMR Play Equipment	15,000	
313	EMR Town Regeneration	48,264	
316	EMR Clocks/Memorials	7,205	
317	EMR Buildings-M Hall Fund	19,632	
318	EMR Buildings - Pavilion Fund	25,000	
319	EMR Disused Churchyard	2,836	
320	EMR Cooper Memorial	2,008	
321	EMR Grants	10,192	
322	EMR Street Lighting	3,500	
323	EMR Allotments	4,839	
325	EMR Public Realm	12,000	
326	EMR Elections	12,790	
327	EMR Legends of the Turf	2,844	
328	EMR Vehicle Replacement	3,260	
329	EMR Nmkt Bombing Memorial	1,000	
330	EMR Cemetery	41,296	
331	EMR Town Improvement	22,840	
332	EMR Human Resources	43,914	
333	EMR Carnival	15,267	
334	EMR Christmas Lights	9,729	
335	EMR Winter Event	6,000	
336	EMR Events-General	6,000	
337	EMR Twinning	3,338	
338	EMR Soapbox Derby	10,000	
341	EMR Water Feature	4,971	
342	EMR Memorial Gardens	8,857	
343	EMR Workwear	818	
344	EMR Asset Sales	8,950	
	Total Equity	1,024,947	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	0	665,114	666,189	1,075			99.8%
Expenditure	25,025	34,831	158,645	123,814	0	123,814	22.0%
Net Income over Expenditure	<u>(25,025)</u>	<u>630,283</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(25,025)</u>	<u>630,283</u>					

Community Services

Income	68	68	65,100	65,032			0.1%
Expenditure	6,938	44,949	209,645	164,696	0	164,696	21.4%
Net Income over Expenditure	<u>(6,870)</u>	<u>(44,881)</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(6,870)</u>	<u>(44,881)</u>					

Leisure Services

Income	6,655	13,283	27,700	14,417			48.0%
Expenditure	12,074	16,147	206,699	190,552	0	190,552	7.8%
Net Income over Expenditure	<u>(5,418)</u>	<u>(2,864)</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(5,418)</u>	<u>(2,864)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	14,917	27,786	174,000	146,214	0	146,214	16.0%
Movement to/(from) Gen Reserve	<u>(14,917)</u>	<u>(27,786)</u>					

Development & Planning

Income	0	0	0	0			0.0%
Expenditure	0	0	10,000	10,000	0	10,000	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	6,724	678,465	758,989	80,524			89.4%
Expenditure	58,954	123,714	758,989	635,275	0	635,275	16.3%
Net Income over Expenditure	<u>(52,230)</u>	<u>554,751</u>	<u>0</u>	<u>(554,751)</u>			
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(52,230)</u>	<u>554,751</u>					



Report to	Finance & Policy Committee
Subject	Approval of Budget Virements
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	21st June 2021
Item number	
Written By	Cathy Whitaker RFO

Summary: This report outlines virement requests by the Responsible Finance Officer. Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. Virement requests to supplement the current budget for two nominal accounts.

1.	Introduction
a.	Two under-budgeted items have come to light since the budget was prepared.
2.	Context
a.	The budget was prepared with the relevant information available at the time.
3.	Proposal/Options
a.	Virement request for £2,000 from 4114/101 Other Projects/Reserves to 4083/101 PCSO
b.	Virement request for £2,325 from 4114/101 Other Projects/Reserves to 4045/220 Studlands Lighting Maint.& Energy
4.	Financial/Resource Implications
a.	This is a virement from the 4114/101 code which is a budgeted account for unexpected costs.
5.	Next Steps/Recommendations
a.	Virement approval as above.

Townclerk

From: Ian Jackson <forestheathssp@gmail.com>
Sent: 08 June 2021 16:04
To: Wright, Will
Cc: Stevens Trisha (WSCCG); DARVILL, Rachel; Chris Pyburn; Townclerk; Head@houldsworthvalleyacademy.co.uk; head-486 Paddocks Primary School; Jane Trampnow; headofschool@stlouisacademy.co.uk; David Perkins; E Wilson; head-482 Exning Primary School; Penny Taylor; Patton, Nick; Amy Starkey; Collin, Simon; Hood, Rachel; Andy Drummond (SCC Councillor); Anderson, Michael; Karen Soons (SCC Councillor); Nobbs, Robert; Lay, James; head-478 Moulton Church of England Voluntary Controlled Primary School; Potter, Charlie; Fiona Butcher; sueblakeley@stlouisacademy.co.uk; Councillor Borda; Councillor Yarrow; Tracey Harding; Walsh, Margo; Edwards Carole - (WSCCG); Emma Parker; Councillor Appleby; manager@newmarketbid.com; Zinn, Michelle; Devin, Lindsay; suzanne@sharingparenting.com
Subject: Re: Beat the Streets meeting

Hi Will

Thanks for the summary in your email.

If anybody has any questions about the project or would like to discuss any aspect of the proposal, please don't hesitate to contact me by replying to this email or calling on 07525 891133.

For those not familiar with the detail, the Newmarket Family Treasure Hunt is based on a successful pilot that was delivered in Cheveley. Furthermore, by incorporating the event in the annual calendar I am confident of the support of the schools in and around the town and feel that 1,000 families is an achievable target.

Thanks a lot.

Ian

On Wed, 2 Jun 2021 at 12:22, Wright, Will <will.wright@westsuffolk.gov.uk> wrote:

Dear All

Following our last meeting and the proposal for the October Half Term treasure hunt organised by the Forest heath Sports Partnerships.

Ahead of the next meeting, Ian would need some indication to put this in the sports partnership calendar for October and plan the event.

Summary:

- Total cost £3,790 with 900 families who can take part plus 100 who can take part in a timed version, or 1000 families to take part in a none times event which would reduce the cost by £480 this would bring total to £3,310 for 1000 families to take part, which would make each family costing £3.31.
- There are 12 schools in the partnership around Newmarket also.
- The deadline to confirm the funding would be 25th June to allow Ian time to implement in the sports partnership calendar and work on making this a reality for October.

To allow for this to happen, I am making a request for any support towards the total cost to allow for Ian to run this.

If you are interested in putting funds towards this initiative, please can you contact me directly to support.

If this is not something you can support, then please let me know to enable the project to be reshaped or altered as I think we all agreed in the meeting getting families out together being active is positive for wellbeing and healthy lifestyles.

Kind regards

Will

Will Wright
 Families and Communities Team Leader
 Families & Communities
 Direct dial: 01638 719763
 Mobile: 07775 801193
 Email: will.wright@westsuffolk.gov.uk
www.westsuffolk.gov.uk
West Suffolk Council
 #TeamWestSuffolk

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outbreak. Prioritising this work may mean other services are impacted or you may get a slower response than normal.

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*****-W-S-

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Ian Jackson
Sports Partnership Manager
Forest Heath Sports Partnership

Tel: 01638 664412 (x626)
Mob: 07525 891133
Email: forestheathssp@gmail.com

Follow us on twitter @forest_heath
And on Facebook @ForestHeathSportsPartnership



No table of figures entries found.

Welcome to my monthly Partnership Funded PCSO report.

Below are some of the activities I have been involved in alongside actively supporting the Police with tasks regarding crimes reported in Newmarket, this has involved requesting and collecting CCTV and speaking with businesses that have been victims or witnesses of crime to offer support, advice and updates as well as regular intelligence submissions.(10 this Month)

ACTIVITIES THIS MONTH

- **OP SCEPTRE** This was a countrywide week of action focussing on knife crime with emphasis placed on educating and making people aware. Newmarket College was visited and Students were spoken to informally. A stall was run on the Tuesday Market Day.
- **PRO ACTIVE PATROLS** Took place in support of a day of action organised by Road Policing. 70 Vehicles were dealt with for a number of different offences including:
No Insurance
Seatbelt (Not Worn)
Number Plate offences
Defective Tyres/Brakes
- In addition, a number of Electric scooter users were dealt with.
- **SEVERALS** Unfortunately two of the Cherry Tree Saplings which were recently planted at this location were subject to Criminal Damage. An investigation was initiated by myself but with no suspects and also nothing captured on CCTV this has now been finalised. I have begun additional patrols in this area to deter and prevent further offences.
- **ALLOTMENTS** The Allotments on New Chevely Road were visited following reports of ASB by young persons who were entering the site via a broken fence in the play area. This is an ongoing issue and I had arranged the visit with the Allotments Assoc Manager To discuss and offer Crime Reduction advice. Will be incorporating the Allotments into existing reassurance patrols which I regularly Conduct in the area.
- **CRIME REDUCTION** Stands /surgery's will be held weekly alternating between The Guineas and the Tuesday Market. This will allow people to discuss any issues they may have and to seek crime reduction advice. This will start WC 17/05/2020 as long as this is compliant with Government guidelines re COVID.
- **CIVIL ENFORCEMENT** Liaison has continued with the Civil Enforcement officers re parking issues in the Town. The replacement signage has been reinstated on Queen street enabling enforcement to recommence. I Also arranged for an abandoned vehicle to be removed from Granby Street.
- **GEORGE LAMBTON PLAYING FIELDS** Grays funfair visited the town and were sited at this location. The fair was open for four days and received regular reassurance visits. There were no reported issues although intelligence was received suggesting that Travellers would attempt to enter the field when the barriers were up to allow the Fairs vehicles to exit. This was not the case.
- **MONDAY 17th MAY** Saw a further lift in the COVID restrictions with indoor hospitality once again being offered. This meant an increase in visitors to the town, but I am happy to report very few breaches of the existing regulations with most folk happy to follow the Government Guidelines.



- THE NATIONAL HORSE RACING MUSEUM Reopened on 18/05 and I was lucky enough to be given the chance to have a guided tour which ended with me 'volunteering' to demonstrate the racing simulator.



POLICE ADVICE AND GUIDANCE

I am Happy to give advice and guidance where I can. If it is something that I cannot give an immediate answer too, then I am ideally placed to seek advice from other professionals. Member of the public wanting advice on police-related matters can be signposted to the Suffolk Constabulary.

<https://www.suffolk.police.uk/contact-us>.

Bill Butcher

PCSO 3036 WILLIAM BUTCHER NTC

Forest Heath Safer Neighbourhood Team

Newmarket Police Station

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

Suffolk Police has recently launched "1st Principle".

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



www.suffolk.police.uk/1stprinciple

Item 14

WORKING GROUPS

Updated: 18/05/2021



**Newmarket
Town Council**

Name:	Date set up:	Reporting to:	Membership:	Terms of reference:	Progress	End Date:	Officer	Comments
Standing Orders Review	14/12/2020	Finance & Policy	Cllr O'Neill, Cllr Jefferys, Cllr Appleby, Cllr Yarrow, Douglas Hall	To review Standing Orders and report back. Remit widened to include Financial Regulations, Code of Conduct and Standing Orders for Contracts (15/02/21)	Reported to F&P 15/02/21, 15/03/21	Task and Finish	TC/ RFO	Financial Regs- review not yet complete. Needs another meeting post May elections.

Membership of outside bodies/NTC roles (referred to F&P from Annual Council meeting held 24th May 2021)

Group	Representative 2020/2021	2021/2022 and updates
Chamber of Commerce Newmarket & Suffolk	All Cllrs can attend. Two representatives to be nominated on confirmation of the meetings	
Great Local Run	Cllr Jefferys	
MARPA	Cllr Hulbert	
Newmarket Community Voluntary Network	Town Mayor	
Newmarket BID	Deputy Town Mayor	
Newmarket Rail Group	Cllr Hulbert	
Newmarket Vision Education Group	Deputy Town Mayor, Cllrs Jefferys & O'Neill	
Newmarket Vision Steering Group	Town Mayor & Deputy Mayor	
Newmarket Vision Town Centre Retail Economy & Tourism Group	Cllrs Kerby & Hood	Now disbanded
Newmarket Vision Transport Delivery Group	Cllrs Hood & Hulbert	
PCSO & Police Crime Commissioner	Town Mayor, Deputy Town Mayor, Cllrs Drummond & O'Neill	
Rotary Club Community Awards Scheme	Town Mayor	

Twinning Association (Maisons Laffitte and Lexington Link)	Town Mayor & Deputy Town Mayor	
Web & IT Development (NTC role)	Cllr Borda	



THE KING EDWARD MEMORIAL HALL
124 HIGH STREET NEWMARKET SUFFOLK CB8 8JP

TELEPHONE 01638667227

Town Mayor Councillor Michael Jefferys

Town Clerk: Cathy Whitaker

Health and Safety Report Update for the Finance and Policy Committee

June 2021

Location	Issue	Action	Update
Sir Daniel Cooper Bart	Light	Under investigation, disconnected non urgent	Ongoing
Bill Tutte	Bollard been hit 2	re fixed awaiting top coat.	Completed
Severals	Booster pump needs repairing (showers)	Quote received waiting on approval.	Ongoing
	The metal around the tree is bent	Kerry will attempt to repair it.	Ongoing
	Consistent drinking and drug usage	Police reports made	Ongoing
	Main Gate at Severals	Needs lifting	Completed
	Bench damaged	Removed waiting on new quote	Ongoing
	Fence at Severals damaged 1 post and two rails.	Tradesman called and asked to quote and fix	Ongoing
War Memorial	Fencing could do with painting	Needs to be started	Ongoing
	Metal fence on the outside has been damaged (possible impact from car)	Tradesman needs to access	Ongoing
	Electric box near the clock tower	Live Cable-Electrician has been called	Ongoing
High Street	CCTV rewiring	Kerry	Ongoing
Cemetery	Rabbits and Cluster flies	Started a new program of pest control under control	Ongoing and contained for now
	Small graveyard SLA needs cutting	West Suffolk take care of this	Completed
	New gates at cemetery	Installation of automatic gates has started	In progress
St Mary	Public toilets 1 hand dryer not working	Non urgent as not using hand dryers	Ongoing
Memorial Hall and Gardens	Ongoing vandalism	Weekly reported to police	Ongoing
	Basket swing	Removed until secondary safety device fitted Part been ordered and arriving shortly	Ongoing



Newmarket Town Council

Health and Safety to Report to Committee

May 2021

Location	Urgent Items Identified
Memorial Gardens	wood chips top up, Sand pit top up, Summarization of Splash pad- ready for when restrictions are eased
Sports Pavilion	None to report
Cemetery	Lights in Chapel need fixing awaiting quotes
High Street	None to report
Churchyards	None to report

Potential safety and fire hazards

Location:	Level 5	Level 4	Level 3	Level 2	Level 1	Information
Memorial Hall Fire Risk Assessment	✓					
Memorial Hall Risk Assessment		✓				
Sports Pavilion Fire Risk Assessment			✓			
Sports Pavilion Risk Assessment			✓			
Cemetery Fire Risk Assessment				✓		
Cemetery Risk Assessment			✓			

Action	Information
Date of next review of operational Risk Assessment	Monthly review
Number of accidents reported	None
Number of NEAR MISSES reported	None
Training needs identified	fire, intruder and emergency lighting weekly testing
Further comments: Active Legionella in Sports pavilion (under investigation and works being carried out)	

Reported to meeting of F and P

Dated: _____

Report prepared by:

S. Mayes

G. Colby

1 Town Councillor Training

1.1 Summary

- 1.1.1 Training for councillors is considered a key requirement for local councils. It is routinely provided for new and re-elected councillors at higher-tier authorities. Across local councils and all organisations involved in the support and development of these councils, the fundamental importance of support, guidance and training for councillors is widely recognised. (National Association of Local Councils – National improvement strategy for parish and town councils). Training is vital to support councils to meet their full potential and help prevent or reverse poor performance.
- 1.1.2 The NALC Improvement and Development Board oversee training at the parish level. Suffolk Association of Local Councils is the local county association affiliated with NALC and provides training to parish and town councils in Suffolk.
- 1.1.3 Very few, if any, councillors at Newmarket Town Council have had any training relating to their role as councillors. It would be beneficial for both new and existing councillors to have the opportunity to take advantage of training to ensure that councillors are confident and well placed to serve the residents of Newmarket.
- 1.1.4 Although SALC offers scheduled training modules via their website that anyone in Suffolk can attend, they also provide zoom based training for individual councils at a significant discount to their usual fee of £25 per delegate per module. SALC charge £100+VAT for each module irrespective of the number of councillors attending the training. There are six modules for the standard councillor training and four modules for the chairperson and leadership training.

1.2 Financial Implication

- 1.2.1 The local county associations run training for councillors, and as such, SALC would be the only recommended supplier of training to Newmarket Town Council.
- 1.2.2 Approving the six modules for councillor training would cost £600, which is £50 over the annual budget. Approving the chairperson and leadership training would cost £400, taking the overspend to £450.

1.3 Recommendation

- 1.3.1 That SALC provides six training sessions via zoom for all councillors over several weeks. (SALC trainers have availability from the autumn).
- 1.3.2 That SALC provides four chairperson and leadership training sessions via zoom for committee chairs and vice-chairs.
- 1.3.3 The council (HR committee) provides a report and recommendation for suitable training and development for council employees.

Reason for Recommendation

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- 1.3.4 To assist with Newmarket Town Council reaching its full potential, both in the day to day running of the council, supporting our community and working with other local authorities. It will also help in future to get Newmarket Town Council accreditation to the Local Council Award scheme and repair some of the reputational damage that has occurred in recent years.

1.4 Additional Information – Councillor Training

- 1.4.1 Councillor online modules. Each of these modules lasts up to 90 minutes. Additional information can be found at <https://www.salc.org.uk/training-2/councilloronline/modules/>
- 1.4.2 Module 1 – Roles & Responsibilities
- 1.4.3 This module introduces new councillors to their new role and their responsibilities within the council. It provides an opportunity for new and more experienced councillors to develop their knowledge and skills to give them confidence in carrying out their duties.
- 1.4.4 Module 2 – Powers, duties & precept
- 1.4.5 Following module 1, this session introduces the power and duties a local council has and how they link to both policies and priorities. It also highlights the importance of the councillor's role in financial matters, including setting budgets, monitoring and auditing.
- 1.4.6 Module 3 – Effective meetings
- 1.4.7 This module is an opportunity for new and experienced councillors to consider meetings and the procedural rules. It will cover understanding that an agenda demonstrates that a council is acting lawfully and provides guidance and a framework to help councillors prepare for meetings.
- 1.4.8 Module 4 – Code of Conduct
- 1.4.9 This module covers what it means to act within the Suffolk Code of Conduct and in the spirit of the Nolan Principles. It includes understanding and identifying both pecuniary and non-pecuniary interests and the dispensation process.
- 1.4.10 Module 5 – Development control and planning
- 1.4.11 This module offers a very basic introduction to the planning system and includes what constitutes material and non-material considerations.
- 1.4.12 Module 6 – Working with your community
- 1.4.13 This final module in the series covers forward planning and the importance of adopting relevant policies. It also considers the benefits of community engagement and connections that can help influence, support and deliver local solutions.

1.5 Additional Information – Chair and leadership training

- 1.5.1 Chairperson online modules - Each of these modules lasts up to 90 minutes. Additional information can be found at <https://www.salc.org.uk/training-2/chairmanship-online-modules/>
- 1.5.2 Module 1 – Chairing a meeting
- 1.5.3 This knowledge-based module covers the chairperson role and how to prepare for meetings, the agenda, knowing members, involving the public and visiting speakers.
- 1.5.4 Module 2 – Professional conduct
- 1.5.5 This skilled based module considers professional conduct and the style of chairing needed. It introduces the concept of ‘chairing standards’ or ‘role definition’ and includes ways of stimulating debate and maintaining focus. It also considers ways of managing conflict.
- 1.5.6 Module 3 – Communication
- 1.5.7 Focussing on understanding key roles and the value of good working relationships this module extends to working with the media, managing public relations and ways to manage contentious issues.
- 1.5.8 Module 4 – Community engagement
- 1.5.9 Being an effective and representative body relies on knowing your community including equality and diversity.

Correspondence – F&P

There is small strip of land that I lease from Newmarket Town Council and wondered if you could ask to see if I would be able to purchase it from the council as it has formed part of my garden for many years now.

My contact number is XXXXXX.

I look forward to hearing from you soon.

Kind regards,

Rachel Bennett