

Membership from May 2020

Councillor Appleby
Councillor Borda
Councillor Drummond
Councillor Hall (Chairman)
Councillor Harvey (Vice Chair)
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 19th July at 7.00pm or following on from the
Development and Planning Committee meeting,
whichever is later

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:

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

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

AGENDA

- Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- Apologies** - To receive and accept apologies for absence
- Declaration of interests**
 - Councillors are invited to raise any declarations of interest concerning items on the agenda
 - To consider any requests for dispensation
- Minutes of previous meeting held 21st June 2021**
 - To consider and adopt the minutes, as a true record of the proceedings
 - To consider any matters arising
- 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.
- Submission of schedules of payments for information** - To approve cashbooks 1-4 for the previous month
- Bank statements** - To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
- Accounts** - To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month
- Purchase Order System** – to receive a quote for an integrated Purchase Order system
- Health and safety** - To receive a monthly report
- Correspondence**
- Date of next meeting **Monday 16th August 2021**
- To note items for consideration at the next meeting

Signed

CE Whitaker

Cathy Whitaker, Town Clerk

DATE 13/07/2021



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 21st June 2021 at the Memorial Hall**

Attendance:

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

Councillor R Hood
Councillor C O'Neill
Councillor P Hulbert
Councillor J Harvey

Also Present: C Whitaker – Town Clerk and J Ashton – Minute Assistant.

Minute

F/17/06/1 To Elect a Chairman

Cllr Jefferys nominated Cllr Hall. There were no other nominations and a vote was taken. The following was agreed:

D/21/06/1.01 Resolved

That Cllr Hall be elected as the Chairman of the F&P Committee for 2021/2022

Cllr Jefferys left chair and Cllr Hall took the chair

F/17/06/2 To Elect a Vice Chairman

Cllr O'Neill nominated Cllr Harvey. There were no other nominations and a vote was taken. The following was agreed:

D/21/06/2.01 Resolved

That Cllr Harvey be elected as the Vice Chairman of the F&P Committee for 2021/2022.

F/17/06/3 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/17/06/4 Apologies for Absence

Apologies were received from Cllrs Drummond and Yarrow.

F/17/06/5 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/17/06/6 To Confirm the Minutes of the Meeting Held on 17th May 2021 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held

on 17th May 2021 and the following amendment was made:

Book number 6 – F/21/05/10.01 Recommendation - the amount of the Grant was changed to read £1,500.00

Subject to amendment being made, the following was agreed:

F/21/06/6.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 17th May 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/17/06/7 Public Open Session

No public in attendance.

F/17/06/8 Submission of Schedules of Payments for Information CB1 - CB4 for May 2021

Members reviewed CB1 - CB4 and the following was agreed:

F/21/06/8.01 Recommendation

That the ratification of the schedules of payments for the period 01/05/2021 – 31/05/2021 (Cash Book 1 - 4) be received and adopted.

F/17/06/9 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The preceding Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/05/2021 (month 2) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/17/06/10 To Receive the Income and Expenditure

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

F/17/06/11 Budget Virements

Town Clerk RFO presented a report on a request for budget virements. The report was considered and the following was agreed:

F/21/06/11.01 Recommendation

That the recommended budget virements from 4114/101 code (budget for Other Projects/Reserves) for £2,000 to 4083/101 PCSO and £2,325 to 4045/220 Studlands Lighting Maintenance & Energy be approved

Cllr Winter joined the meeting as a member of the public

F/17/06/12 To Consider a Request for Grant Funding

The request from Forest Heath Sports Partnership to support the Newmarket Family Treasure Hunt to be held in October 2021 was considered and the following was agreed:

F/21/06.12.01 Recommendation

That a grant of £1,000 be donated to Forest Heath Sports Partnership to support the Newmarket Family Treasure Hunt to be held in October 2021 be approved, subject to a grant application form being submitted.

F/17/06/13 PCSO Report

The Monthly PCSO report was received and noted and would be added to the NTC website.

F/17/06/14 Working Groups

The list of current Working Groups was reviewed and the terms of reference and membership were confirmed.

A proposal was made to set up a Working Group to consider Terms of Reference and delegation arrangements for Committees and the following was agreed:

F/21/06/14.01 Recommendation

That a Working Group be set up comprising of Cllrs Hall and Harvey with a remit of considering the Terms of Reference and delegation arrangements for Committees.

F/17/06/15 Outside Bodies

The outside bodies list was reviewed and the following was agreed:

F/21/06/15.01 Recommendation

That the Standing Orders Working Group produces a protocol on the role of Cllrs on outside bodies.

F/21/06/15.02 Recommendation

That the current organisations on the outside bodies list are contacted to confirm that a representative is required. That a report is produced and representatives be appointed at a full Council meeting.

F/21/06/15.03 Recommendation

That other organisations are contacted to ask if they wish to have a representative. That a report is produced and representatives be appointed at a full Council meeting.

F/21/06/15.04 Recommendation

That the final report from Newmarket Vision Working Group presented to Council March 2020, be reviewed to recommend a more constructive and accountable way forward.

F/17/06/16 Health and Safety

The monthly Health and Safety report was received and noted.

F/17/06/17 Training

The Training needs of the newly elected Councillors were discussed and the following was agreed:

F/21/06/17.01 Recommendation

That the request for new and existing Councillor training be approved.

F/17/06/18 Correspondence

A request from a resident to purchase a piece of NTC land by the allotments, which is currently leased, was considered and deferred to the next meeting.

F/17/06/19 Date of Next Meeting

Monday 19th July 2021 at the Memorial Hall.

F/17/06/20 Items for the Next Agenda

- Land by the Allotments

Meeting closed at 7:22pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/06/8.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/05/2021 – 31/05/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/06/11.01 Recommendation</u>	That the recommended budget virements from 4114/101 code (budget for Other Projects/Reserves) for £2,000 to 4083/101 PCSO and £2,325 to 4045/220 Studlands Lighting Maintenance & Energy be approved
<u>F/21/06/12.01 Recommendation</u>	That a grant of £1,000 be donated to Forest Heath Sports Partnership to support the Newmarket Family Treasure Hunt to be held in October 2021 be approved, subject to a grant application form being submitted.
<u>F/21/06/14.01 Recommendation</u>	That a Working Group be set up comprising of Cllrs Hall and Harvey with a remit of considering the Terms of Reference and delegation arrangements for Committees.
<u>F/21/06/15.01 Recommendation</u>	That the Standing Orders Working Group produces a protocol on the role of Cllrs on outside bodies.
<u>F/21/06/15.02 Recommendation</u>	That the current organisations on the outside bodies list are contacted to confirm that a representative is required. That a report is produced and representatives be appointed at a full Council meeting.

Item 4

<u>F/21/06/15.03 Recommendation</u>	That other organisations are contacted to ask if they wish to have a representative. That a report is produced and representatives be appointed at a full Council meeting.
<u>F/21/06/15.04 Recommendation</u>	That the final report from Newmarket Vision Working Group presented to Council March 2020, be reviewed to recommend a more constructive and accountable way forward.

DRAFT

Date: 01/07/2021

Newmarket Town Council Current Year 2021/2022

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Time: 11:16

Cashbook 1

User: CEW

Current Account

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,003,336.27					1,003,336.27	
bacs	Banked: 03/06/2021	693.00						
bacs	H Dep WSC elections	693.00		115.50	565		577.50	H Dep WSC elections May21
bacs	Banked: 04/06/2021	260.00						
	Sales Recpts Page 2252	260.00	260.00		101			Sales Recpts Page 2252
bacs	Banked: 07/06/2021	36.00						
bacs	HDep Suff Real Tennis	36.00		6.00	565		30.00	Suffolk Real Tennis hdep Sept
000107	Banked: 10/06/2021	50.00						
000107	MR RC GRASS	50.00		8.33	1172	303	41.67	soapbox entry/RC GRASS
BACS	Banked: 16/06/2021	912.00						
	Sales Recpts Page 2253	912.00	912.00		101			Sales Recpts Page 2253
bacs	Banked: 17/06/2021	62.40						
bacs	Nmkt&Dist Car Club	62.40		10.40	565		52.00	HDep.Nmkt/DistCarClub July21
bacs	Banked: 18/06/2021	500.00						
bacs	Tattersalls	500.00			1172	303	500.00	SBox donation
bacs	Banked: 18/06/2021	432.00						
bacs	CFC&SS	432.00		72.00	565		180.00	HDep.CFC&SS.24June21
					565		180.00	HDep.CFC&SS.5Aug21
bacs	Banked: 21/06/2021	360.00						
bacs	Verrecchia Ice	360.00		60.00	1172	303	300.00	SBOX food vendor pitch
bacs	Banked: 22/06/2021	120.00						
bacs	Nice&Tasty(VHedges)	120.00		20.00	1172	303	100.00	SBox vendor pitch
bacs	Banked: 23/06/2021	54.00						
bacs	Nmkt Chamber Orchestra	54.00		9.00	565		45.00	HDep.NmktChamberOrch.July21
bacs	Banked: 28/06/2021	2,944.10						
bacs	West Suffolk Council	2,944.10			1005	208	2,944.10	Refund of 2yrs Pub.Conv. NNDR
bacs	Banked: 28/06/2021	2,500.00						
bacs	Machetts Ltd	2,500.00			1172	303	2,500.00	SBox donation
bacs	Banked: 30/06/2021	120.00						
bacs	Dyer's Diner	120.00		20.00	1172	303	100.00	SBox Vendor pitch fee/Dyers
Total Receipts for Month		9,043.50	1,172.00	321.23			7,550.27	
Cashbook Totals		<u>1,012,379.77</u>	<u>1,172.00</u>	<u>321.23</u>			<u>1,010,886.54</u>	

Payments for Month 3					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2021	Barclaycard Account	BCARD tfr	682.58			208		682.58	April BCard statement
03/06/2021	Holding Dep.WSC elections	BACS	693.00		115.50	565		577.50	Holding Dep.WSC elections
03/06/2021	correc hold dep entry WSC	CORR H DEP	-693.00		-115.50	565		-577.50	correc hold dep entry WSC
07/06/2021	Crash Cleaner Ltd	05062021	50.00	50.00		501			05062021/3194/MH21/066/C
07/06/2021	Simplicity	658628	444.70	444.70		501			658628/3193/CONTRACT/Si
07/06/2021	Newmarket Framing	50	12.00	12.00		501			50/3192/DELEGATED/New Fr
10/06/2021	British Telecom	VP11560570	46.80	46.80		501			Q0469N/3188/CONTRACT/B T
11/06/2021	Total Gas and Power Ltd	ddr	44.54	44.54		501			238113364/21/3197/CONTR
12/06/2021	N-CIS	DD	559.46	559.46		501			8604/3205/CONTRACT/N-CIS
14/06/2021	Newmarket Food&Drink Festival	D21051201	1,500.00			4076	101	1,500.00	Food&Drink Festival grant
14/06/2021	Simplicity	660066	444.70	444.70		501			660066/3211/CONTRACT/Si
14/06/2021	Newprint Ltd	I520126	84.00	84.00		501			I520126/3210/MH21/077/Ne
14/06/2021	Complete Business Solutions Gr	02744511	114.43	114.43		501			02744511/3209/MY21/078/
14/06/2021	Collaboration 23 Construction	646	3,402.00	3,402.00		501			646/3204/MH20/143/Collabo
14/06/2021	Green Wood Tree Surgery	1737/3202	993.12	993.12		501			1737/3202/MH21/070/Green Wood
14/06/2021	Penguinos	09062021	114.00	114.00		501			09062021-2/3201/MH21/085/Pengu
14/06/2021	Lynwood Associates Architectur	2175/01	930.00	930.00		501			2175/01/3195/MH21/034/Ly
15/06/2021	West Suffolk Council	DDR	599.00			4011	120	599.00	WSC NNDR/monthly install
15/06/2021	West Suffolk Council	DDR	404.00			4011	202	404.00	WSC/NNDR monthly install
18/06/2021	East Anglia Medical Care Ltd	creditbacs	-1,170.00	-1,170.00		501			credit- refund rec'd
18/06/2021	Tattersalls	BACS	500.00			1172	303	500.00	donation SBox
18/06/2021	Tattersalls correction	ADJ	-500.00			1172	303	-500.00	Tattersalls correction
21/06/2021	Total Gas and Power Ltd	3004259050	2,681.44	2,681.44		501			238384932/21
21/06/2021	Total Gas and Power Ltd	3006241140	505.18	505.18		501			03062021/3206/CONTRACT G
21/06/2021	Public Works Loan Board	DD	44,931.75			4080	120	44,931.75	PWLB half-yr installment
22/06/2021	AAA Inflatables Ltd	1912	2,160.00	2,160.00		501			inflatables/children summerent
22/06/2021	West Suffolk Council	1166711	303.60	303.60		501			Pav.tradewaste Jun21-Apr22
22/06/2021	Suffolk Association of Local C	24895	33.60	33.60		501			e-learning for TC
22/06/2021	PRO-SCAPE LTD	21415	7,413.72	7,413.72		501			Clock Tower Landscaping Works
22/06/2021	Chris Harvey Visuals	1379	500.00	500.00		501			1379/3214/NH21/054/Chris Harve
22/06/2021	Ken Booth & Co Ltd	366625	100.97	100.97		501			366625/3213/MH21/092/Ke Booth
22/06/2021	Simplicity	661497	986.58	986.58		501			661497/3212/CONTRACT/Si

Payments for Month 3					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/06/2021	Total Gas and Power Ltd	3006009237	34.89	34.89		501			239094190/21/3200/CONTR
23/06/2021	Total Gas and Power Ltd	3006079835	49.97	49.97		501			239094201/21/3199/CONTR
23/06/2021	Total Gas and Power Ltd	3005957526	394.76	394.76		501			239094180/21/3198/CONTR
29/06/2021	Phillip Green	30621	115.00	115.00		501			30620/3208/CONTRACT/Phil Gr
29/06/2021	Mrs Hart	Jun-Jul21	630.00	630.00		501			May 21 Garden Security
29/06/2021	Bridget Pooley	NTC_001	45.00	45.00		501			Yoga Class 22/6/21
29/06/2021	Kone	113282341	1,371.17	1,371.17		501			Lift maintenance annual
29/06/2021	RBG Fencing	24.26,27	788.83	788.83		501			fence repairs severals
29/06/2021	Lion Learners East Anglia Ltd	601185	250.00	250.00		501			3hr children's entertainment
29/06/2021	Simplicity	662827/664	2,450.43	2,450.43		501			Agency Cleaner&Admin temp
29/06/2021	M3 Media	10646	600.00	600.00		501			Soapbox Derby filming
29/06/2021	Chris Harvey Visuals	1391	150.00	150.00		501			Additional promotional filming
29/06/2021	Complete Business Solutions Gr	02753058	23.59	23.59		501			Envelopes
29/06/2021	Crash Cleaner Ltd	0003-4	330.00	330.00		501			BusShelterCleanJune21
29/06/2021	Business Watch UK Fire & Secu	4023552+65	132.00	132.00		501			creditnote o/charge
29/06/2021	Barclaycard Account	TRANSFER	2,279.45			208		2,279.45	May Statement
30/06/2021	Petty Cash	300768	118.35			210		118.35	June21 Petty Cash reclaim
30/06/2021	Unity Trust Bank	BANKCHARG	1.80			4051	101	1.80	Handling Charge
30/06/2021	Unity Trust Bank	BANKCHARG	37.95			4051	101	37.95	Service Charges
Total Payments for Month			78,675.36	28,120.48	0.00			50,554.88	
Balance Carried Fwd			933,704.41						
Cashbook Totals			1,012,379.77	28,120.48	0.00			984,259.29	

Date: 01/07/2021

Newmarket Town Council Current Year 2021/2022

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Cashbook 2

User: CEW

Petty Cash

For Month No: 3

Receipts for Month 3

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: 30/06/2021	118.35						
300768	Current Account	118.35			201		118.35	June21 Petty Cash reclaim
Total Receipts for Month		118.35	0.00	0.00			118.35	
Cashbook Totals		<u>268.35</u>	<u>0.00</u>	<u>0.00</u>			<u>268.35</u>	

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Payments for Month 3					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
0/06/2021	Petty Cash June 21	PETTYCASH	118.35		2.75	4022	101	10.00	PCash/Delivery fee
						4023	101	29.72	PCash/for ATMtg & TC
						4020	102	3.38	PCash/office refr
						4020	102	72.50	PCash/Staff Carparking VK/Temp
Total Payments for Month			118.35	0.00	2.75			115.60	
Balance Carried Fwd			150.00						
Cashbook Totals			268.35	0.00	2.75			265.60	

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Cashbook 3

User: CEW

Staff Salary Account

For Month No: 3

Receipts for Month 3

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 :	12,280.24					12,280.24	
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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		12,280.24	0.00	0.00			12,280.24	
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Payments for Month 3				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>
23/06/2021	Net Salaries M3	BACS	7,391.65			516		7,391.65	Net Salaries M3
23/06/2021	HM Cumbernauld	1108662203	2,597.29			515		2,597.29	HM Cumbernauld/M3
25/06/2021	People's Pension	DD	360.00			514		360.00	People's Pension/M3
30/06/2021	Unity Trust Bank	BANKCHARG	18.00			4051	101	18.00	Service Charge
Total Payments for Month			10,366.94	0.00	0.00			10,366.94	
Balance Carried Fwd			1,913.30						
Cashbook Totals			12,280.24	0.00	0.00			12,280.24	

Date: 01/07/2021

Newmarket Town Council Current Year 2021/2022

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 01/06/2021	682.58						
BCARD tfr	Current Account	682.58			201		682.58	April BCard statement
	Banked: 29/06/2021	2,279.45						
TRANSFER	Current Account	2,279.45			201		2,279.45	May Statement
Total Receipts for Month		2,962.03	0.00	0.00			2,962.03	
Balance Carried Fwd		1,179.61						
Cashbook Totals		4,141.64	0.00	0.00			4,141.64	

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Newmarket Town Council Current Year 2021/2022

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 3

Payments for Month 3

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 :			2,807.22					2,807.22	
01/06/2021	card/Adobe	CC220056	15.17		2.53	4025	101	12.64	card/Acropro lic monthly
02/06/2021	Card/Shoe Doctor	CC2240	45.00		7.50	4036	120	37.50	card/MH keycutting
02/06/2021	card/Indeed.co.uk	CC220042	173.37			4030	101	173.37	card/ad for TC position
03/06/2021	card/Amazon	CC220043	65.27		6.22	4016	120	59.05	card/hoover spares
03/06/2021	card/Amazon correc	VAT CORR	-65.27		-6.22	4016	120	-59.05	correc to vat
03/06/2021	card/Amazon	CC220043	65.27		10.88	4016	120	54.39	card/hoover spares
04/06/2021	card/Safe Options	CC220044	72.00		12.00	4028	101	60.00	card/Key Tags
07/06/2021	card/Cartridge People	CC220045	159.71		26.61	4018	101	133.10	card/2xfullset InkCartridge
07/06/2021	card/Shoe Doctor	CC220046	20.00		3.33	4036	120	16.67	card/keycutting HH&IT rooms
08/06/2021	card/Amazon	CC220047	15.30		2.55	4036	120	12.75	card/Cable Ties
09/06/2021	card/Wilko	CC220048	29.00		4.83	4037	202	24.17	card/12xwatering cans
10/06/2021	card/Coopers of Stortford	CC220049	56.95		9.49	4037	306	47.46	card/watering spikes for trees
10/06/2021	card/HighStConvStore	CC220050	3.10			4016	120	3.10	card/bleach
10/06/2021	card/Hallmark Event Hire	CC220051	528.00		88.00	4036	310	440.00	card/portloos- SeveralsCricket
14/06/2021	card/Amazon	CC220052	11.58		1.93	4037	306	9.65	card/Metal Cable Ties
18/06/2021	card/Homebase	CC220053	93.90		15.65	4029	200	78.25	card/rake,shears for gardening
18/06/2021	card/AllSaintsConvStore	CC220054	6.40			4028	101	6.40	card/office newspaper inv.
20/06/2021	card/Adobe	CC220057	25.28		4.21	4025	101	21.07	card/2nd lic Acropro monthly
29/06/2021	card/Zoom Video Communications	CC220055	14.39		2.40	4115	101	11.99	card/virtual conf lic monthly
Total Payments for Month			1,334.42	0.00	191.91			1,142.51	
Cashbook Totals			4,141.64	0.00	191.91			3,949.73	

01/07/2021

Newmarket Town Council Current Year 2021/2022

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Detailed Income & Expenditure by Budget Heading as at 30/06/2021

Month No: 3

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	28	589	2,500	1,911		1,911	23.6%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	133	133	1,500	1,367		1,367	8.9%	
4019 New IT System/Hardware	0	21	2,030	2,009		2,009	1.0%	
4021 Telephone and Fax	99	407	2,000	1,593		1,593	20.4%	
4022 Postage	10	33	2,100	2,067		2,067	1.6%	
4023 Stationery	145	838	2,000	1,162		1,162	41.9%	
4025 Subscriptions&Licences	34	2,750	5,700	2,950		2,950	48.3%	
4026 Insurance	0	0	10,000	10,000		10,000	0.0%	
4028 Office Maintenance	1,709	3,408	11,500	8,092		8,092	29.6%	
4030 Recruitment Advertising	173	378	500	122		122	75.7%	
4051 Bank Charges/Interest	58	58	200	142		142	28.9%	
4056 Legal Expenses	0	0	10,000	10,000		10,000	0.0%	
4057 Audit & Accountancy Fees	0	1,005	3,850	2,845		2,845	26.1%	
4058 Professional Fees	0	0	200	200		200	0.0%	
4059 web site	0	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	114	137	1,000	864		864	13.7%	
4075 Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076 Grants	1,500	2,500	5,000	2,500		2,500	50.0%	
4077 Marketing	150	150	3,000	2,850		2,850	5.0%	
4079 Grant to Royal British Legion	0	0	25	25		25	0.0%	
4083 PCSO	0	18,000	36,000	18,000		18,000	50.0%	
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%	

	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	14,639	14,639		14,639	0.0%	
4115 Coronavirus Response Costs	118	369	5,000	4,631		4,631	7.4%	
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	4,270	39,002	153,320	114,318	0	114,318	25.4%	0
Net Income over Expenditure	(4,270)	(29,268)	(142,511)	(113,243)				
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	4,270	39,102	156,320	117,218	0	117,218	25.0%	
Movement to/(from) Gen Reserve	(4,270)	626,012						
Grand Totals:- Income	0	665,114	666,189	1,075			99.8%	
Expenditure	4,270	39,102	156,320	117,218	0	117,218	25.0%	
Net Income over Expenditure	(4,270)	626,012	509,869	(116,143)				
Movement to/(from) Gen Reserve	(4,270)	626,012						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	1,660	
105	Vat Due	13,765	
201	Current Account	933,704	
204	Staff Salary Bank Account	1,913	
208	Barclaycard Account	(1,180)	
210	Petty Cash	150	
	Total Current Assets		950,014
	<u>Current Liabilities</u>		
501	Creditors	226	
565	Bookings Deposit	716	
	Total Current Liabilities		942
	Net Current Assets		949,072
	Total Assets less Current Liabilities		949,072
	<u>Represented by :-</u>		
301	Current Year Fund	478,876	
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		949,072

	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	4,270	39,102	156,320	117,218	0	117,218	25.0%
Net Income over Expenditure	<u>(4,270)</u>	<u>626,012</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(4,270)</u>	<u>626,012</u>					

Community Services

Income	3,294	3,354	65,100	61,746			5.2%
Expenditure	10,088	55,037	211,970	156,933	0	156,933	26.0%
Net Income over Expenditure	<u>(6,794)</u>	<u>(51,683)</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(6,794)</u>	<u>(51,683)</u>					

Leisure Services

Income	3,992	17,275	27,700	10,425			62.4%
Expenditure	56,552	72,699	206,699	134,000	0	134,000	35.2%
Net Income over Expenditure	<u>(52,559)</u>	<u>(55,424)</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(52,559)</u>	<u>(55,424)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	12,251	40,029	174,000	133,971	0	133,971	23.0%
Movement to/(from) Gen Reserve	<u>(12,251)</u>	<u>(40,029)</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	7,286	685,743	758,989	73,246			90.3%
Expenditure	83,161	206,867	758,989	552,122	0	552,122	27.3%
Net Income over Expenditure	<u>(75,875)</u>	<u>478,876</u>	<u>0</u>	<u>(478,876)</u>			
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(75,875)</u>	<u>478,876</u>					

Report to	Finance & Policy Committee
Subject	RBS integrated software module for Purchase Order controls
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	19th July 2021
Item number	9 – Purchase Order System
Written By	Town Clerk

Summary:

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

1. The purchase of the integrated software module for Purchase Order control

1.	Introduction
a.	Internal purchase order control system is currently via Word documents, manually generated.
2.	Proposal/Options
a.	The purchase of the add-on module for integrated Purchase Order control will eradicate errors of duplication/omission and make for a tighter internal control purchasing system.
4.	Financial/Resource Implications
a.	See attached quote and proposal for the purchase of the software, training, installation and on-going support for the module. First year £538. On-going years at £143 for support.
b.	Funded from current and future budgets under account 4018/101 Software.
5.	Next Steps/Recommendations
a.	To approve the purchase of the Purchase Order module of the RBS software.



QUOTATION

Prepared for Newmarket Town Council

Dated 30th April 2021

1a. Purchase of Additional Purchase Order Processing Module

To purchase this module, you must also have the Purchase Ledger Module

Purchase Installation of the following:

Purchase Order Processing Module	£ 295
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Online set up/training of software	£ 100
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Outright Purchase of Software	£ 395
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1 st Year Annual Support and Maintenance Multi 5 User Licence	£143
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Total Costs 1st Year for Outright Purchase of Software	£ 538
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1b. Ongoing costs for Outright Purchase

Annual Support and Maintenance Single User Licence	£123** per annum
--	------------------

Or

Annual Support and Maintenance Multi 5 User Licence	£143** per annum
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** this is in addition to the basic Omega support fee.

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:

Rialtas Business Solutions Ltd.
Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts. SN4 9NB
Company Number: 6361949 - Vat Registration Number: 920950827

Tel: 01793 731296 - Fax: 01793 731938 - Web: www.rialtas.co.uk

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.



Newmarket Town Council

Health and Safety to Report to Committee

July 2021

Location	Urgent Items Identified
Memorial Hall	Wood chips top up, Sand pit top up – quote accepted, waiting on installation date to confirm. Splashpad cleared for use as soon as restrictions are lifted
Sports Pavilion	None to report
Cemetery	Lights/wiring – work to be done w/c 12 th July
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	None
Further comments: Active Legionella in Sports pavilion – remedial works should be taking place 15 th July	

Reported to meeting of F and P

Dated: _____

Report prepared by:

S. Mayes

T Symonds



Newmarket Town Council

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 July 2021

Location	Issue	Action	Update
Sir Daniel Cooper Bart	Light	Under investigation, disconnected non urgent	Ongoing
Severals	Booster pump needs repairing (showers)	New pump due for installation 15 th July	Ongoing
	The metal around the tree is bent	Kerry will attempt to repair it. Steve unaware – will check	Ongoing
	Consistent drinking and drug usage	Police reports made	Ongoing
	Bench damaged	Replacement slat needs ordering	Ongoing
	Fence at Severals damaged 1 post and two rails.	Fencing repaired/replaced. Quote obtained for further work	Ongoing
War Memorial	Fencing could do with painting	Steve planning to schedule in the autumn	TBA
	Metal fence on the outside has been damaged (possible impact from car)	Tradesman needs to access Steve unaware – will check	Ongoing
	Electric box near the clock tower	Live Cable-Electrician has been called (update needed)	Ongoing
High Street	CCTV rewiring	Kerry was due to do this – need to speak to West Suffolk?	Ongoing
	Vandalism to planters and trees	Plants replaced, tree pruned to conceal damage	Completed
Cemetery	Gates all require rubbing down and repainting (3 sets)	Steve planning to schedule in the autumn	TBA
	New wiring & external light needed	Quote accepted – work due w/c 12 th July TBC	Ongoing
	New gates at cemetery	Installation of automatic gates has started – new sensors were due to be installed w/c 12 th July	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	No new reports	Ongoing
	Basket swing	Reinstated and in use	Complete
	Castle - finger trap at top	Remedied by Pro-Scape	Complete
	Gate locking – abuse towards keyholder	Steve reports that the gentleman often gets shouted at when asking people to clear the gardens	Ongoing