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 16th August 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:

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

AGENDA

1. **Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
2. **Apologies -** To receive and accept apologies for absence
3. **Declaration of interests**
    a) Councillors are invited to raise any declarations of interest concerning items on the agenda
    b) To consider any requests for dispensation
4. **Minutes of previous meeting held 19th July 2021**
    a) To consider and adopt the minutes, as a true record of the proceedings
    b) To consider any matters arising
5. **Public participation –** an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
   Rules of public participation: no person may speak 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.
6. **Submission of schedules of payments for information** - To approve cashbooks 1-4 for the previous month
7. **Bank statements** - To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
8. **Accounts** - To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month
9. **Internal Audit** – to agree the appointment and terms of the council's internal audit from 2021/22
10. **Land Lease** – to consider the lease agreement for land adjacent to 45 Field Terrace Road
11. **Standing Orders Review Working Group** – to receive a report regarding Financial Regulations and Code of Conduct
12. **Health and safety -** To receive a monthly report
13. **Social Media** – To discuss council use of social media
14. **Correspondence**
15. Date of next meeting **Monday 20th September 2021**
16. To note items for consideration at the next meeting

Signed CE Whitaker Cathy Whitaker, Town Clerk DATE 10/08/2021

Newmarket
TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 19th July 2021 at the Memorial Hall at 7:10pm

Attendance:

Councillor J Harvey (Chairman)	Councillor R Hood
Councillor A Appleby	Councillor P Hulbert
Councillor J Borda	Councillor C O'Neill
	Councillor M Jefferys

Also Present: C Whitaker – Town Clerk and J Ashton – Minute Assistant and 1 Member of the Public.

Minute

F/17/07/1 **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/17/07/2 **Apologies for Absence**

Apologies were received from Cllrs Drummond, Hall and Yarrow.

F/17/07/3 **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/17/07/4 **To Confirm the Minutes of the Meeting Held on 21st June 2021 and any Matters Arising**

Members received the minutes of the Finance & Policy Committee meeting held on 21st June 2021 and the following was agreed:

F/21/07/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 21st June 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/17/07/5 **Public Open Session**

No members of the public wished to speak.

F/17/07/6 **Submission of Schedules of Payments for Information CB1 - CB4 2021**

Members reviewed CB1 - CB4 for June 2021and the following was agreed:

F/21/07/6.01 Recommendation
That the ratification of the schedules of payments for the period 01/06/2021 – 30/06/2021 (Cash Book 1 - 4) be received and adopted.

F/17/07/7 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 30/06/2021 (month 3) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/17/07/8 To Receive the Income and Expenditure

The Income and Expenditure reports for June 2021 were received and noted. Town Clerk reported that she had improved the transaction descriptions.

F/17/07/9 Purchase Order System

Town Clerk/RFO presented a report for a quote to purchase RBS Purchase Order software to give a tighter internal control purchasing system. The report was considered and the following was agreed:

F/21/07/9.01 Recommendation
That the quote from Rialtas to install the RBS Purchase Order software and provide training and ongoing support for £538 for the first year and annual support for £143 per year be accepted.

F/17/07/10 Health and Safety

The monthly Health and Safety report was received and noted. The new pump had been installed at the Pavilion and the other pumps needed further work. Disinfection would be carried out when all pumps are working. The Clerk confirmed that new staff will be picking up some of the outstanding issues as soon as possible.

F/17/07/11 Correspondence

None noted.

F/17/07/12 Date of Next Meeting

Monday 16th August 2021 at the Memorial Hall.

F/17/07/13 Items for the Next Agenda

- Working Group Reports

Meeting closed at 7:25pm

Signed ______________________________ Date _________________________

Summary of Recommendations

Recommendation	**Recommendation Wording**
F/21/07/6.01 Recommendation	**That the ratification of the schedules of payments for the period 01/06/2021 – 30/06/2021 (Cash Book 1 - 4) be received and adopted.**
F/21/07/9.01 Recommendation	**That the quote from Rialtas to install the RBS Purchase Order software and provide training and ongoing support for £538 for the first year and annual support for £143 per year be accepted.**

Item 6

Date: 02/08/2021

Time: 13:56

Newmarket Town Council Current Year 2021/2022

Cashbook 1

User: CEW

Current Account

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**933,704.41**					**933,704.41**	
bacs	Banked: **03/07/2021**	**1,368.00**							
	Sales Recpts Page 2254		1,368.00	1,368.00		101			Sales Recpts Page 2254
000108	Banked: **05/07/2021**	**194.40**							
	Sales Recpts Page 2255		194.40	194.40		101			Sales Recpts Page 2255
000109	Banked: **06/07/2021**	**250.00**							
000109	West Suffolk Council		250.00		41.67	1005	102	208.33	refund against parking permit
bacs	Banked: **07/07/2021**	**50.00**							
bacs	Team Maximum		50.00		8.33	1172	303	41.67	Sbox Derby DepTeam Maximum
bacs	Banked: **07/07/2021**	**13,765.32**							
bacs	HMRC		13,765.32			105		13,765.32	Vat Refund Q1
ddr	Banked: **08/07/2021**	**300.00**							
	Sales Recpts Page 2257		300.00	300.00		101			Sales Recpts Page 2257
ddr	Banked: **09/07/2021**	**260.00**							
	Sales Recpts Page 2256		260.00	260.00		101			Sales Recpts Page 2256
000110	Banked: **12/07/2021**	**500.00**							
000110	Juddmonte Farms Ltd		500.00			1172	303	500.00	SBoxdonation/Juddemonte Farms
bacs	Banked: **15/07/2021**	**179.12**							
bacs	LIWAG		179.12		29.85	565		149.27	hdep.LIWAG 26/9/21
bacs	Banked: **16/07/2021**	**295.80**							
bacs	MPC(Pp comms Ltd)		295.80		49.30	565		246.50	holding dep Pp Comms
bacs	Banked: **26/07/2021**	**1,200.00**							
bacs	NmktCommunityArtsCreativeForum		1,200.00			4440	301	1,200.00	refund EarthArtsFestivalpaymt
bacs	Banked: **29/07/2021**	**2,976.00**							
bacs	West Suffolk Council		2,976.00		16.83	1005	102	84.17	partrefund.CTparking permit
						1181	301	2,875.00	grant/SummerEnt.HolSchMeals
bacs	Banked: **30/07/2021**	**56,820.00**							
bacs	West Suffolk Council		56,820.00			1181	101	56,820.00	Covid-19 town recovery grant
bacs	Banked: **30/07/2021**	**120.00**							
bacs	Miz Carib		120.00		20.00	1172	303	100.00	SBoxFdVendor-MizCarib
	Total Receipts for Month	78,278.64		2,122.40	165.98			75,990.26	
	Cashbook Totals	1,011,983.05		2,122.40	165.98			1,009,694.67	

Continued on Page 2

Payments for Month 4 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/07/2021	Unity Schools Partnership	BACS	1,000.00			4076	101	1,000.00	grant/ForestHeathSportsP's
05/07/2021	CRC Pest Control	4156	600.00	600.00		501			Rabbit control May-Aug21
05/07/2021	GeoXphere Ltd	42UC023-5	840.00	840.00		501			annual subs mapping sw.
05/07/2021	Cooleraid Ltd	1552573	145.80	145.80		501			10x19Lbottles/4xsanitisatio
05/07/2021	Heightsafe Systems Ltd	27827	474.00	474.00		501			test/cert.MHRoofAnchorpoi
05/07/2021	Abbey Security Services Ltd	35153	192.00	192.00		501			security public conv.June21
05/07/2021	Ustigate	6495	1,394.40	1,394.40		501			splashpad summerization visit
05/07/2021	Arco Iris	202021-102	200.00	200.00		501			SBox Samba Band
05/07/2021	Kallkwik	86449	28.78	28.78		501			website amendments
06/07/2021	Nmkt Chamber Orchestra	DEPREFCO11	54.00		9.00	565		45.00	h.dep.ref.NmktChamberOrc
12/07/2021	N-CIS	NTC46	560.00	560.00		501			phones,support,email, IT
12/07/2021	Lubron UK Ltd	6369-6565	2,060.40	2,060.40		501			Legionella Samples annual test
12/07/2021	Woolpit Nurseries Ltd	10232	7,071.35	7,071.35		501			HangingBaskets/Bedding Plants
12/07/2021	Ken Booth & Co Ltd	368240	41.59	41.59		501			Handtowels&Disp.Gloves
12/07/2021	Anglian Water Business Nationa	229789301	631.73	631.73		501			WaterBill Pav.2Apr-1Jul21
12/07/2021	David Revell	reimb/3255	528.00	528.00		501			NCC Portable Toilets 1May21
12/07/2021	Business Watch UK Fire & Secu	4020751	1,188.00	1,188.00		501			SecuritySys.OfficeBackDoo
12/07/2021	Bury Flyer Ltd	2224	222.00	222.00		501			Soapbox publicity Bury Flyer
12/07/2021	West Suffolk Council	1166740	500.00	500.00		501			2xstaff car park permits
12/07/2021	Phillip Green	030721	115.00	115.00		501			ClockTowerMaint&Winding
12/07/2021	Simplicity	665908	855.36	855.36		501			AgencyAdminTemp
12/07/2021	Newmarket Community Arts Creat	0023	1,200.00	1,200.00		501			Children'sSummerEnt-Earth Arts
15/07/2021	West Suffolk Council	DDR	72.97			4011	310	72.97	Pavilion NNDR installment
15/07/2021	West Suffolk Council	DDR	599.00			4011	120	599.00	MH NNDR installment
15/07/2021	West Suffolk Council	DDR	404.00			4011	202	404.00	Cemetery NNDR installment
16/07/2021	MPC	BACS	295.80		49.30	565		246.50	hdep/MPC - 19Jul21
16/07/2021	MPC correction	CORRECTION	-295.80		-49.30	565		-246.50	correction
19/07/2021	PRO-SCAPE LTD	21655	600.00	600.00		501			Safety installations at castle
19/07/2021	Anglia Gifts & Promotions	4547	204.36	204.36		501			Staff Workwear
19/07/2021	Dawn Cater	02072021	60.00	60.00		501			Pilates Classes in Gardens
19/07/2021	Cooleraid Ltd	1555427	211.20	211.20		501			2xAnnualWaterCoolerRental
19/07/2021	West Suffolk Council	1168129	11,265.29	11,265.29		501			SLA Q1 2021/22
19/07/2021	Simplicity	667516	844.60	844.60		501			Admin Temp w/e4Jul21
19/07/2021	Simplicity	667516	0.07	0.07		501			Admin Temp w/e4Jul21
19/07/2021	Corona Corporate Solutions Ltd	284916	286.26	286.26		501			office printer Q'ly lease fee
19/07/2021	Staff Salary Account	SALARYTFR	50,000.00			204		50,000.00	Salary Account Topup Transfer
21/07/2021	Siemens Financial Services	DDR	645.36		107.56	4028	101	537.80	Q2.lease&maint.office

Continued on Page 3

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									printer
26/07/2021	Simplicity	669217&35	1,518.26	1,518.26		501			AdminTempFees w/e18Jul21
26/07/2021	Jockey Club Estates	034728	1,500.00	1,500.00		501			TreeWatering 26/4-25/7.15visit
26/07/2021	Iliffe Media Publishing Ltd	i340446	1,188.00	1,188.00		501			Recruitment Advertising
26/07/2021	PRO-SCAPE LTD	21663	288.00	288.00		501			Maint.Visits for Watering
26/07/2021	Ken Booth & Co Ltd	369152	90.48	90.48		501			Cleaning Supplies
26/07/2021	Anglian Water Business Nationa	290307401	19.39	19.39		501			Cem Water Bill
26/07/2021	Anglian Water Business Nationa	3545.5901	28.47	28.47		501			CemWaterBill 16Apr-15Jul21
26/07/2021	Total Gas and Power Ltd	ddr	32.38	32.38		501			Elect.Cem.3meters.4Jun-3Jul21
26/07/2021	Total Gas and Power Ltd	dd	22.93	22.93		501			Elect.Bill Tutte 1Apr-30Jun21
26/07/2021	Total Gas and Power Ltd	DDr	359.41	359.41		501			Electricity MH 4Jun-3Jul21
26/07/2021	Petty Cash	PETTYCASH	148.58			210		148.58	Petty Cash Reclaim M4
27/07/2021	Nmkt&Dist Car Club	BACS	62.40		10.40	565		52.00	hdep ref/Nmkt&DistCarClub
29/07/2021	Barclaycard Account	JunePmt	1,035.61			208		1,035.61	JuneBcardStatementPaymt
	Total Payments for Month		91,389.43	37,367.51	126.96			53,894.96	
	Balance Carried Fwd		920,593.62						
	Cashbook Totals		1,011,983.05	37,367.51	126.96			974,488.58	

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		150.00					150.00	
	Banked: 26/07/2021	148.58							
PETTYCASH	Current Account		148.58			201		148.58	Petty Cash Reclaim M4
	Total Receipts for Month	148.58		0.00	0.00			148.58	
	Cashbook Totals	298.58		0.00	0.00			298.58	

Continued on Page 2

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/07/2021	Petty Cash M4	PETTYCASH	148.58			4020	102	3.18	PCash/Staff Refreshments
						4020	102	35.40	PCash/Staff Parking
						4008	101	110.00	PCash/Consultancy(Trainin

	£ Total Amnt	£ Creditors	£ VAT	£ Amount
Total Payments for Month	148.58	0.00	0.00	148.58
Balance Carried Fwd	150.00			
Cashbook Totals	298.58	0.00	0.00	298.58

Newmarket Town Council Current Year 2021/2022

Cashbook 3

Staff Salary Account

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	1,913.30					1,913.30	
	Banked: 19/07/2021	50,000.00						
SALARYTFR	Current Account	50,000.00			201		50,000.00	Salary Account Topup Transfer
	Total Receipts for Month	50,000.00	0.00	0.00			50,000.00	
	Cashbook Totals	51,913.30	0.00	0.00			51,913.30	

Continued on Page 2

Newmarket Town Council Current Year 2021/2022

Cashbook 3

Staff Salary Account

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/07/2021	Net Salaries July 21	BACS	8,586.52			516		8,586.52	Net Salaries July 21 M4
23/07/2021	HM Cumbernauld	1108662204	2,869.33			515		2,869.33	PAYE/NICs M4 July21
23/07/2021	People's Pension M4	DDR	360.00			514		360.00	People's Pension M4
	Total Payments for Month		11,815.85	0.00	0.00			11,815.85	
	Balance Carried Fwd		40,097.45						
	Cashbook Totals		51,913.30	0.00	0.00			51,913.30	

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 29/07/2021	1,035.61							
JunePmt	Current Account		1,035.61			201		1,035.61	JuneBcardStatementPaymt
	Total Receipts for Month	1,035.61		0.00	0.00			1,035.61	
	Balance Carried Fwd	3,150.69							
	Cashbook Totals	4,186.30		0.00	0.00			4,186.30	

Continued on Page 2

Newmarket Town Council Current Year 2021/2022

Cashbook 4

Barclaycard Account

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		1,179.61					1,179.61	
06/05/2021	card/RealTreeSolutions adj.	CC-17	-144.00		-24.00	4038	120	-120.00	input correction
02/07/2021	card/Savers	CC220058	9.98		1.66	4016	120	8.32	card/Cleaning supplies
02/07/2021	card/Tolly's Flowers	CC220086	40.00		6.67	4064	101	33.33	card/condolence flowers
02/07/2021	Adobe	CC220088	15.17		2.53	4025	101	12.64	card/Acropro lic
05/07/2021	card/Real Tree Solutions	CC-17	158.40		26.40	4038	120	132.00	readjusted entry/Treestand
05/07/2021	card/BP	CC2259	8.30		1.38	4037	306	6.92	card/Fuel for blower machine
05/07/2021	card/Thurlow Nunn	CC2260	30.10		5.01	4037	306	25.09	card/Fuel & oil for machinery
05/07/2021	card/Classical Toilet Hire	CC2261	1,378.50		229.75	4036	310	1,148.75	card/portaloos for cricket
06/07/2021	card/QD Stores	CC2262	6.95		1.16	4037	306	5.79	card/canes,caps,twine
06/07/2021	card/All Saints ConvienceStore	CC2263	6.40			4028	101	6.40	card/NJ deliveries
06/07/2021	card/Local Toilet Hire	CC2264	234.00		39.00	4036	310	195.00	card/Portaloos on Severals
07/07/2021	card/B&M	CC2265	1.00		0.17	4029	200	0.83	card/trowel
08/07/2021	card/First Aid 4 Less	CC2266	68.52		11.42	4028	103	57.10	card/restock 1st Aid boxes
08/07/2021	card/Facebook	002267	51.00			4098	303	51.00	card/SBOX FB promotion
08/07/2021	card/Facebook canx	CC220067CX	-51.00			4098	303	-51.00	card/canx transaction
08/07/2021	card/Facebook	CC220067	1.54			4098	303	1.54	card//SBox promotion
09/07/2021	card/QD	CC2268	29.99		5.00	4036	120	24.99	card/extension lead
13/07/2021	card/QD	CC2269	5.99		1.00	4036	120	4.99	card/Weedkiller for MH yard
13/07/2021	card/Homebase	CC2270	9.89		1.65	4037	306	8.24	card/garden twine
14/07/2021	card/Homebase	CC2271	30.00		5.00	4029	200	25.00	card/loppers
15/07/2021	card/Suffolk county council	CC2272	150.00			4025	101	150.00	card/Xmas Tree licence (MH)
15/07/2021	card/Waitrose	CC2273	15.00		2.50	4028	101	12.50	card/office maint
15/07/2021	card/WHSmith	CC2274	3.25		0.54	4023	101	2.71	card/stationery
15/07/2021	card/Tindalls	CC2275	1.80		0.30	4181	307	1.50	cards/Twinning Postcards
16/07/2021	card/Classical Toilet Hire	CC2277	364.50		60.75	4036	310	303.75	card/portaloos-SeveralsCricket
16/07/2021	card/Post Office	CC2276	6.85			4181	307	6.85	card/postage for postcards
21/07/2021	card/ScrewFix	CC220078	24.95		4.16	4036	120	20.79	card/5xCR10q lightbulbs
26/07/2021	card/Classical Toilet Hire	CC220079	397.80		66.30	4036	310	331.50	card/portable toilets- cricket
28/07/2021	card/Amazon	CC220080	17.84		2.98	4016	120	14.86	card/StickyStuffRemover
28/07/2021	card/EE	CC220087	30.00		5.00	4028	101	25.00	card/SIMM-int/phone dongle
29/07/2021	card/Zoom Video Communications	CC220084	14.39		2.40	4115	101	11.99	card/monthly Zoom licence
29/07/2021	card/UK Land Registry	CC220085	17.95		2.99	4056	101	14.96	card/titleregister 136-8HighSt
30/07/2021	card/Wickes	CC220081	5.85		0.98	4037	306	4.87	card/sealant for garden horses
30/07/2021	card/B&M	CC220082	4.99		0.83	4029	200	4.16	card/padlocks for SIDs
30/07/2021	card/Amazon	CC220083	60.79		10.20	4037	306	50.59	card/anti-climb paint signage
	Total Payments for Month		3,006.69	0.00	473.73			2,532.96	
	Cashbook Totals		4,186.30	0.00	473.73			3,712.57	

Item 8

02/08/2021
13:50
Month No: 4

Newmarket Town Council Current Year 2021/2022

Detailed Income & Expenditure by Budget Heading as at 31/7/2021

Committee Report Finance & Policy M4

Finance & Policy

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
1181	Grant Received WSC	56,820	56,820	0	(56,820)			0.0%	
	Administration :- Income	56,820	66,554	10,809	(55,745)			615.7%	0
4008	Staff Training	110	699	2,500	1,801		1,801	28.0%	
4009	Staff Travel	0	0	250	250		250	0.0%	
4018	Software/Computer Consumables	0	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	507	2,000	1,493		1,493	25.3%	
4022	Postage	0	33	2,100	2,067		2,067	1.6%	
4023	Stationery	3	841	2,000	1,159		1,159	42.0%	
4025	Subscriptions&Licences	863	3,613	5,700	2,087		2,087	63.4%	
4026	Insurance	0	0	10,000	10,000		10,000	0.0%	
4028	Office Maintenance	1,140	4,548	11,500	6,952		6,952	39.5%	
4030	Recruitment Advertising	990	1,368	500	(868)		(868)	273.7%	
4051	Bank Charges/Interest	0	58	200	142		142	28.9%	
4056	Legal Expenses	15	15	10,000	9,985		9,985	0.1%	
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	24	250	1,000	750		750	25.0%	
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	33	170	1,000	830		830	17.0%	
4075	Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076	Grants	1,000	3,500	5,000	1,500		1,500	70.0%	
4077	Marketing	0	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%	

Continued over page

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4097	Election Costs	0	0	5,000	5,000		5,000	0.0%	
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	1,143	1,512	5,000	3,488		3,488	30.2%	
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	CCTV WSC SLA Monitoring	461	461	2,000	1,539		1,539	23.1%	
4222	Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
	Administration :- Indirect Expenditure	5,881	44,883	153,320	108,437	0	108,437	29.3%	0
	Net Income over Expenditure	50,939	21,671	(142,511)	(164,182)				
103	Health & Safety								
4020	Misc. Staff Costs	0	100	250	150		150	40.0%	
4028	Office Maintenance	57	57	250	193		193	22.8%	
4058	Professional Fees	0	0	2,500	2,500		2,500	0.0%	
	Health & Safety :- Indirect Expenditure	57	157	3,000	2,843	0	2,843	5.2%	0
	Net Expenditure	(57)	(157)	(3,000)	(2,843)				
	Finance & Policy :- Income	56,820	721,934	666,189	(55,745)			108.4%	
	Expenditure	5,938	45,040	156,320	111,280	0	111,280	28.8%	
	Movement to/(from) Gen Reserve	50,882	676,894						
	Grand Totals:- Income	56,820	721,934	666,189	(55,745)			108.4%	
	Expenditure	5,938	45,040	156,320	111,280	0	111,280	28.8%	
	Net Income over Expenditure	50,882	676,894	509,869	(167,025)				
	Movement to/(from) Gen Reserve	50,882	676,894						

Newmarket Town Council Current Year 2021/2022

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date as at 31/7/2021

A/c	Description	Actual		
	Current Assets			
101	Debtors	1,133		
105	Vat Due	6,006		
201	Current Account	920,594		
204	Staff Salary Bank Account	40,097		
208	Barclaycard Account	(3,151)		
210	Petty Cash	150		
	Total Current Assets		964,830	
	Current Liabilities			
565	Bookings Deposit	768		
	Total Current Liabilities		768	
	Net Current Assets			964,061
	Total Assets less Current Liabilities			964,061
	Represented by :-			
301	Current Year Fund	493,866		
310	General Fund	164,866		
311	EMR Play Equipment	15,000		
313	EMR Town Regeneration	16,145		
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	30,513		
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	7,451		
	Total Equity			964,061

Newmarket Town Council Current Year 2021/2022

Summary Income & Expenditure by Budget Heading as at 31/7/2021

Month No: 4

Committee Report SUMMARY M4

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & Policy							
Income	56,820	721,934	666,189	(55,745)			108.4%
Expenditure	5,938	45,040	156,320	111,280	0	111,280	28.8%
Net Income over Expenditure	50,882	676,894					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	50,882	676,894					
Community Services							
Income	13,466	16,820	65,100	48,280			25.8%
Expenditure	31,094	86,131	211,970	125,839	0	125,839	40.6%
Net Income over Expenditure	(17,628)	(69,311)					
plus Transfer from EMR	33,618	33,618					
Movement to/(from) Gen Reserve	15,990	(35,693)					
Leisure Services							
Income	5,132	22,407	27,700	5,293			80.9%
Expenditure	8,565	81,264	206,699	125,435	0	125,435	39.3%
Net Income over Expenditure	(3,433)	(58,857)					
plus Transfer from EMR	3,401	3,401					
Movement to/(from) Gen Reserve	(32)	(55,456)					
Human Resources							
Income	293	293	0	(293)			0.0%
Expenditure	15,123	55,153	174,000	118,847	0	118,847	31.7%
Net Income over Expenditure	(14,831)	(54,860)					
plus Transfer from EMR	10,000	10,000					
Movement to/(from) Gen Reserve	(4,831)	(44,860)					
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	0	0					

Continued over page

Newmarket Town Council Current Year 2021/2022

Summary Income & Expenditure by Budget Heading as at 31/7/2021

Committee Report SUMMARY M4

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	75,710	761,454	758,989	(2,465)			100.3%
Expenditure	60,721	267,588	758,989	491,401	0	491,401	35.3%
Net Income over Expenditure	14,990	493,866	0	(493,866)			
plus Transfer from EMR	47,020	47,020					
Movement to/(from) Gen Reserve	62,009	540,886					

Newmarket
TOWN COUNCIL

Report to	**Finance & Policy Committee**
Subject	**Internal Audit firm review**
Purpose	**Information/Decision**
Classification	**Unrestricted**
Meeting date	**16th August 2021**
Item number	**Item 9 – Internal Audit**
Written By	**Cathy Whitaker – CLERK**

Summary:

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

1. Consider the attached letter from existing Internal Audit firm.
2. Consider changing the Internal Audit firm used from 2021/2022 fiscal year.

1.	Introduction
a.	Audit Solutions Ltd has been employed to carry out the council's internal audit since the 2016/2017 fiscal year.
b.	An agreement of terms letter has been received from Audit Solutions Ltd.
2.	Context
a.	It is good practice to review/change the audit firm being used on a regular basis.
b.	Research with three larger town councils in Suffolk has been carried out regarding which audit company they use. Haverhill Town Council uses Heelis & Lodge Local Council Services and Internal Audit. Stowmarket Town Council uses Audit Solutions Ltd. Sudbury Town uses Suffolk Association of Local Councils.
3.	Proposal/Options
a.	To consider changing the audit company used as part of ongoing council review of internal control.
b.	To consider re-engaging Audit Solutions Ltd, with a request for a change of audit personnel.
4.	Financial/Resource Implications
a.	Awaiting information regarding firms and quotes.
b.	Interim and final internal audit report fees are built into the finance budget.
5.	Next Steps/Recommendations
a.	To defer to September agenda if pricing information not received by meeting date.
b.	If pricing information received by meeting date, to assess the information and make a decision to either re-engage the existing audit company or to engage a new audit company.

Item 9

AUDITING SOLUTIONS LTD

Newmarket TC
The King Edward Memorial Hall,
High St,
Newmarket,
Suffolk
CB8 8JP

Dear Sirs July 2021

The purpose of this letter is to set out the basis on which we (are to) act as internal auditors of the Council and the respective areas of responsibility of the Council and of ourselves.

As Councillors of the above Council you are responsible for maintaining proper accounting records and preparing financial statements, which give a true and fair view and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically. You are also responsible for making available to us, as and when required, the Council's accounting records and all other necessary records and related information for us to undertake our review in accordance with the requirements of the "Governance and Accountability Manual – The Practitioner's Guide", including minutes of all Council and Committee meetings.

We have a responsibility to report to the members whether, in our view, the financial statements, as summarised at Section 2 of the statutory Annual Governance and Accountability Return (AGAR), are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the AGAR and whether they comply with the relevant legislation. In arriving at our view, we are required to consider the following matters, and to report on any in respect of which we are not satisfied:

a. whether proper accounting records have been kept by the Council;
b. whether the Council's Balance Sheet and Income and Expenditure Account or Receipts and Payments Account and supporting statements are in agreement with the accounting records and returns;
c. whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.

In addition, there are certain other matters, which, according to the circumstances, may need to be dealt with in our report.

We have a professional responsibility to report if the financial statements do not comply in any material respect with Statements of Standard Accounting Practice and Financial Reporting Standards, as applicable to local Councils, unless in our opinion the non-compliance is justified in the circumstances.

Our audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended) and the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines. Furthermore, it will be conducted in such a manner as we consider necessary to fulfil our responsibilities and will include such tests of transactions and of ownership and valuation of assets and liabilities as we consider necessary.

We shall obtain an understanding of the accounting systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained.

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions therefrom. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control and may cover any aspect of the Council's business operations. We shall report to you any significant weaknesses in or observations on, the Council's systems which come to our notice and which we consider should be brought to your attention. We will also examine annually the Council's approach to the assessment and formal adoption of the risks associated with the various financial and related systems in the Council.

All evidence obtained, whether in electronic or hard copy format, will be retained in accordance with the General Data Protection Legislation, Auditing Solution's GDPR, and Document & Data retention policies, and the General Data Protection Regulation Non-Disclosure Agreement issued in concert with this Agreement.

As part of our normal audit procedures, we may request you to provide written confirmation of oral representations, which we have received from you during the course of the audit.

In order to assist us with the examination of your financial statements, as summarised in the AGAR, we shall request sight of all relevant supporting documents, including those relating to the chairman's certification of the AGAR, which are due to be issued with the financial statements. We reserve the right to attend relevant meetings of the Council and to receive notice of all meetings.

We may ask, additionally, for confirmation in writing that all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records, and our audit report on your Council's financial statements may refer to this confirmation.

The responsibility for the prevention and detection of irregularities and fraud rests with the Council. Notwithstanding this, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud, but our examination should not be relied upon to disclose irregularities and frauds that may exist. We also require that, in the event of any suspected irregularity being identified by members or the Council's Clerk, we are advised immediately and, if appropriate, consulted on the appropriate courses of action that should be applied to examine the position further.

We shall not be treated as having notice, for the purposes of our audit responsibilities, of information provided to members of our firm other than those engaged on the audit (e.g. information provided in connection with accounting and other services).

Agreement of terms

Once it has been agreed, this letter and contract will remain effective for future years, until it is either cancelled by the Council or ourselves. We respectively ask that, should the Council wish to cancel the contract, due notice is given by 30th September latest in the financial year under review, as work on the year's review will have either commenced prior to or shortly after that date. We shall be grateful if you could confirm in writing your agreement of the terms of this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning to this office.

On behalf of Auditing Solutions Ltd	**Signature**	**Newmarket Town Council**	**Signature**
Stuart J Pollard **Director**	Stuart Pollard	Dated: ………………………	

Item 12a

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/Maintenance Report Update for the Finance and Policy Committee August 2021

Location	Issue	Action	Update
Sir Daniel Cooper Bart	Light	Electrician to investigate w/c 9th	Ongoing
Severals	Booster pump needs syncing to main pump	Waiting on manufacturer	Ongoing
	The metal around the tree is bent	Needs professional attention	Ongoing
	Consistent drinking and drug usage	No new incidents reported	Ongoing
	Bench damaged	Spare parts seem elusive. May need to replace bench	Ongoing
	Tap in toilets not working	To investigate/replace	Ongoing
War Memorial	Fencing could to with painting	Steve planning to schedule in the autumn	TBA
	Metal fence on the outside has been damaged (possible impact from car)	Needs professional attention	Ongoing
	Electric box near the clock tower	Unsure of the issue. Electrician to investigate w/c 9th	Ongoing
High Street	CCTV rewiring	Report being compiled	Ongoing
Cemetery	Gates all require rubbing down and repainting (3 sets)	Steve planning to schedule in the autumn	TBA
St Mary	Public toilets 1 hand dryer not working	Non urgent as not using hand dryers	Ongoing
	Metal fence bent	Needs professional attention	Ongoing
Memorial Hall and Gardens	Ongoing vandalism	Broken glass found on splashpad x 2	Ongoing
	Toddler gate soft-close inoperational	Fenland to rectify	Ongoing
	Toddler Roundabout dangerous	Temporarily signs/taped off. Fenland to remove	Ongoing

Item 12a

Newmarket
Town Council

Health and Safety to Report to Committee

August 2021

Location	Urgent Items Identified
Memorial Hall	Wood chips top up, Sand pit top up – still waiting on installation date
Sports Pavilion	Now clear of legionella. Deep clean to take place before reopening
Cemetery	None
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:

Remedial work to combat the legionella in the Sports Pavilion has been completed and negative test results received. Deep clean scheduled to be completed this week (at time of compiling report).

Reported to meeting of F and P

Dated: 16/08/2021

Report prepared by:

S. Mayes

T Symonds