

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 20th September 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 16th August 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
- Grant Application** – to consider an application for funding from Abbeycroft Leisure for the Teen Chill project
- Health and safety** – to receive a monthly report
- Wetherby Crossing** – to receive a report regarding the appeal inquiry by Network Rail and associated costs to the Town Council (further information to follow)
- The Pavilion** – to receive a request for ongoing use of the Pavilion by Newmarket Cricket Club (report to follow)
- Correspondence**
- Date of next meeting **Monday 18th October 2021**
- To note items for consideration at the next meeting

Signed  Cathy Whitaker, Town Clerk

DATE 14/09/2021

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 16th August 2021 at the Memorial Hall at 7:00pm**

Attendance:

Councillor D Hall (Chairman)
Councillor A Appleby
Councillor J Borda
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor C O'Neill
Councillor K Yarrow

Also Present: G Colby – Administrator, J Ashton – Minute Assistant and 1 Member of the Public.

Minute

- F/17/08/1** **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/17/08/2** **Apologies for Absence**
Apologies were received from Cllrs Drummond and Harvey.
- F/17/08/3** **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/17/08/4** **To Confirm the Minutes of the Meeting Held on 19th July 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 19th July 2021 and the following was agreed:
F/21/08/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 19th July 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/17/08/5** **Public Open Session**
No members of the public wished to speak.
- F/17/08/6** **Submission of Schedules of Payments for Information CB1 - CB4 2021**
Members reviewed CB1 - CB4 for July 2021 and the following was agreed:
F/21/08/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/07/2021 – 31/07/2021 (Cash Book 1 - 4) be received and adopted.

F/17/08/7 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 31/07/2021 (month 4) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/17/08/8 To Receive the Income and Expenditure

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

F/17/08/9 Internal Audit

A report was presented on an agreement of terms letter from Audit Solutions Ltd the current internal audit provider since 2016/2017. It was noted that it is good practice to review and consider changing the internal audit company and three quotes were considered. The following was agreed:

F/21/08/09.01

That the quote from Heelis & Lodge for £700 be accepted and that Heelis & Lodge be appointed as the internal auditor for 2021/2022.

A proposal was made to move item 10 into the confidential part of the meeting and the following was agreed.:

F/21/08/9.02 Resolved

That item 10 – Land Lease be moved the confidential part of the meeting.

F/17/08/10 Standing Orders Review Working Group

The working group gave a verbal update about meeting weekly and will provide a report with recommendations to the next Finance & Policy meeting.

F/17/08/11 Health and Safety

The monthly Health and Safety report was received and noted.

F/17/08/12 Social Media

The use of Council social media was discussed and the following was agreed:

F/21/08/12.01 Recommendation

That delegated powers be given to the Town Clerk to pilot a project to use social media to publicise meetings and items that might be of interest to the public for a period of 4 months.

F/17/08/13 Correspondence

None noted.

F/17/08/14 Date of Next Meeting

Monday 20th September 2021 at the Memorial Hall.

F/17/08/15 Items for the Next Agenda

None noted

F/17/08/16 Exclusion of the Press & Public

With the vote being unanimous, it was:

*****F/21/08/16.01 Resolved*****

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

Members of the public left the meeting.

F/17/08/17 Land Lease

The lease agreement for land adjacent to 45 Field Terrace Road was considered and the following was agreed:

*****F/21/08/17.01 Recommendation*****

That the request to purchase the land adjacent to 45 Field Terrace Road be refused at this time and that the Town Clerk seeks legal advice on this matter.

Meeting closed at 7:19pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/08/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/07/2021 – 31/07/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/08/9.01 Recommendation</u>	That the quote from Heelis & Lodge for £700 be accepted and that Heelis & Lodge be appointed as the internal auditor for 2021/2022.
<u>F/21/08/9.02 Resolved</u>	That item 10 – Land Lease be moved the confidential part of the meeting.
<u>F/21/08/12.02 Resolved</u>	That delegated powers be given to the Town Clerk to

	pilot a project to use social media to publicise meetings and items that might be of interest to the public for a period of 4 months.
<u>***F/21/08/17.01</u> <u>Recommendation***</u>	That the request to purchase the land adjacent to 45 Field Terrace Road be refused at this time and that the Town Clerk seeks legal advice on this matter.

DRAFT

Date: 06/09/2021

Newmarket Town Council Current Year 2021/2022

Page: 1

Time: 17:23

Cashbook 1

User: CEW

Current Account

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		920,593.62					920,593.62	
bacs	Banked: 02/08/2021	50.00						
bacs	Mitchell	50.00		8.33	1172	303	41.67	SBOX Team Servsc entry to ref
bacs	Banked: 02/08/2021	76.00						
	Sales Recpts Page 2259	76.00	76.00		101			Sales Recpts Page 2259
bacs	Banked: 03/08/2021	120.00						
bacs	Natural Born Grillers	120.00		20.00	1172	303	100.00	SboxFdVendor NatBornGrillers
bacs	Banked: 04/08/2021	405.60						
	Sales Recpts Page 2258	405.60	405.60		101			Sales Recpts Page 2258
bacs	Banked: 05/08/2021	120.00						
bacs	Galvin-Scott	120.00		20.00	1172	303	100.00	SBOX FdVendor DirtBox
bacs	Banked: 06/08/2021	90.00						
bacs	S Sampson	90.00		15.00	565		75.00	HoldingDeposit 2/10-Sampson
000111	Banked: 09/08/2021	100.00						
000111	Verrecchia Ices	100.00			1172	303	100.00	SBOX donation Verracchialces
bacs	Banked: 09/08/2021	260.00						
	Sales Recpts Page 2262	260.00	260.00		101			Sales Recpts Page 2262
000112	Banked: 11/08/2021	45.00						
000112	Nmkt Community Choir	45.00		7.50	565		37.50	holding dep.NCC.17/8/21
bacs	Banked: 11/08/2021	50.00						
bacs	Fourie-Cook, J	50.00			1172	303	50.00	SBoxDepFourie-Cook,J
bacs	Banked: 11/08/2021	90.00						
	Sales Recpts Page 2263	90.00	90.00		101			Sales Recpts Page 2263
bacs	Banked: 13/08/2021	150.00						
bacs	George&Stephen	150.00		25.00	565		125.00	hol dep 4/9/21 George&Stephen
bacs	Banked: 14/08/2021	864.50						
	Sales Recpts Page 2261	864.50	864.50		101			Sales Recpts Page 2261
000114	Banked: 16/08/2021	100.00						
000114	Verrecchia Ices	100.00			1172	303	100.00	Sbox Donation Verracchia Ices
dd	Banked: 16/08/2021	50.00						
dd	P McBride	50.00			1172	303	50.00	Sbox entry dep P McBride
bacs	Banked: 26/08/2021	50.00						
bacs	Nmkt RUFC	50.00		8.33	565		41.67	hdep/NMKT RUFC Sep21
bacs	Banked: 26/08/2021	94.80						
bacs	Penguinos	94.80		15.80	1172	303	79.00	SBox food vendor feePenguinos

Continued on Page 2

Total Receipts for Month	2,715.90	1,696.10	119.96	899.84
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Cashbook Totals	<u>923,309.52</u>	<u>1,696.10</u>	<u>119.96</u>	<u>921,493.46</u>
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Payments for Month 5					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/07/2021	card/Amazon	CORREC	60.79		10.20	4037	306	50.59	amend to corr
30/07/2021	card/Amazon	CORRECTION	-60.79		-10.20	4037	306	-50.59	correction
02/08/2021	CRC Pest Control	4219	600.00	600.00		501			Pest Control Aug-Nov2`1
02/08/2021	Marion Leeper Storyteller	19082021	150.00	150.00		501			Storyteller for Summer Ent
02/08/2021	Mr A Paul (Samba Drumming Work	19082021a	160.00	160.00		501			Samba Drumming Workshop
02/08/2021	Formations Dance Company	19082021b	50.00	50.00		501			Dance performance Summer Ent
02/08/2021	Phoebe Austin Music	32	50.00	50.00		501			music at EarthArtsFamilyFest
02/08/2021	Abbey Security Services Ltd	3529035327	706.20	706.20		501			Garden Security July21
02/08/2021	Complete Business Solutions Gr	02810295	50.90	50.90		501			A4 paper white and green
02/08/2021	Bridget Pooley	NTC_002	405.00	405.00		501			YogaClasses in Garden July21
02/08/2021	Lubron UK Ltd	6910	528.00	528.00		501			ChemDisinfection&Leg.Sam
02/08/2021	Business Watch UK Fire & Secu	4024228	168.00	168.00		501			AlarmCalloutCharge22/7/21
02/08/2021	Love Newmarket BID	BIDWSCCOVI	32,500.00			4076	101	32,500.00	BID portion WSCCovid grant
09/08/2021	PRO-SCAPE LTD	21726	192.00	192.00		501			ClockTowerBeds-Watering
09/08/2021	Crash Cleaner Ltd	05082021	145.00	145.00		501			July21 bus shelter cleaning
09/08/2021	Miss K Heaney	0010	50.00	50.00		501			live performance fee SummerEnt
09/08/2021	Saxon Fire Ltd	40652	556.09	556.09		501			FireExtinguisher Service MHall
09/08/2021	Phillip Green	30821	115.00	115.00		501			July Clock Tower winding&maint
09/08/2021	Simplicity	672431	812.59	812.59		501			agency admin temp w/e25Jul21
09/08/2021	Dorans Plumbing	2231	360.39	360.39		501			Plumbing:kitchen basin&boiler
09/08/2021	N-CIS	8708	1,053.59	1,053.59		501			TC laptop
12/08/2021	N-CIS	DDR 8770	555.61	555.61		501			Monthly IT Services fees
13/08/2021	West Suffolk Council	1169349	137.60	137.60		501			credit note to tradeWasteBin
13/08/2021	Cozens (UK) Ltd	6030	180.00	180.00		501			LightChg-Green(StJohnsAmb)
13/08/2021	Cater Kwik Ltd	21540	2,170.79	2,170.79		501			Commercial dishwasher
13/08/2021	Jockey Club Estates	034814/17	2,340.00	2,340.00		501			Pav.Balastrade/Decking works
13/08/2021	Danielle K Goldstein (Collars)	COL001	50.00	50.00		501			LiveMusicSet SummerEnt.Gdns
13/08/2021	Ken Booth & Co Ltd	370517	106.27	106.27		501			Cleaning Supplies
13/08/2021	Collaboration 23 Construction	656	2,995.65	2,995.65		501			FlintWalling@Cemetery
13/08/2021	Simplicity	673952	331.45	331.45		501			AgencyTempW/E1/8/21
13/08/2021	Future Electrical Services Ltd	19746/715	1,392.00	1,392.00		501			LightingRepairs@Chapel
13/08/2021	Newmarket BID Ltd	505448	80.00	80.00		501			First Aid Training TC/TK
13/08/2021	SIN Cru	061NU-21	380.00	380.00		501			Dance W'shop Summer Ent. Gdns
13/08/2021	Allied Mechanical Services Ltd	S9447	1,688.77	1,688.77		501			Booster pump Pav.showers
13/08/2021	Complete Business Solutions Gr	02815528	23.99	23.99		501			Whiteboard Marker

Payments for Month 5					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/08/2021	West Suffolk Council	DDR	76.00			4011	310	76.00	WSCPavilionRates
16/08/2021	West Suffolk Council	DDR	599.00			4011	120	599.00	WSCHallRates
16/08/2021	West Suffolk Council	DD	404.00			4011	202	404.00	WSCCemetery Rates
23/08/2021	Quadiant Finance UK Ltd	2021046425	101.34	101.34		501			FrankingSup&MaintFee Sep-Dec21
23/08/2021	Quadient UK Limited	83039287	500.00	500.00		501			Franking Topup
23/08/2021	Simplicity	675559	855.36	855.36		501			AdminTemp w/e8Aug21
23/08/2021	Institute Of Cemetery & Cremat	13872	324.00	324.00		501			MemorialManagement training
23/08/2021	PKF Littlejohn LLP	SB20210650	1,920.00	1,920.00		501			External Audit Fees
23/08/2021	Allied Mechanical Services Ltd	S00009480	510.00	510.00		501			Pav&MH annual boiler svc
23/08/2021	Kallkwik	87016	216.00	216.00		501			website hosting annual fees
23/08/2021	Business Watch UK Fire & Secu	4024810	132.00	132.00		501			callout Pavilion fire panel
25/08/2021	Total Gas and Power Ltd	3005957526	367.33	367.33		501			MemorialHallElectricityBill
25/08/2021	Total Gas and Power Ltd	3006050620	59.51	59.51		501			PublicConv.ElectricityBill
25/08/2021	Total Gas and Power Ltd	3006009248	170.34	170.34		501			PavilionElectricityBill
26/08/2021	Petty Cash	300770	149.38			210		149.38	PettyCashReimbursement
29/08/2021	JezO's Events Ltd	2964	960.00	960.00		501			PA system for Soapbox
29/08/2021	Rialtas Business Solutions Ltd	29131	502.60	502.60		501			PurchaseOrderProcessingS
29/08/2021	MPB Electrical Contractors Ltd	0055&6	817.00	817.00		501			CooperBart floodlight repair
29/08/2021	Simplicity	677106	855.36	855.36		501			AgencyTempFees w/e15Aug21
29/08/2021	Newmarket School of Dance	mh21/122	50.00	50.00		501			Summer Ent-performance
29/08/2021	David J Brown (A Light Left On	26082021	50.00	50.00		501			Music Set Summer Entertainment
29/08/2021	West Suffolk Council	1169643	250.00	250.00		501			Parking Permit DTC
31/08/2021	Barclaycard Account	JulyBCARD	3,188.84			208		3,188.84	July Statement tfr
Total Payments for Month			64,142.95	27,225.73	0.00			36,917.22	
Balance Carried Fwd			859,166.57						
Cashbook Totals			923,309.52	27,225.73	0.00			896,083.79	

Receipts for Month 5				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: 26/08/2021		149.38						
300770	Current Account	149.38			201		149.38	PettyCashReimbursement
Total Receipts for Month		149.38	0.00	0.00			149.38	
Cashbook Totals		<u>299.38</u>	<u>0.00</u>	<u>0.00</u>			<u>299.38</u>	

Payments for Month 5				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>
25/08/2021	Petty Cash M5	PETTYCASH	149.38		17.50	4020	102	3.54	PCash/office refreshments
						4020	102	40.80	PCash/staff parking DTC
						4440	301	87.54	PCash/GardenMural Materials
Total Payments for Month			149.38	0.00	17.50			131.88	
Balance Carried Fwd			150.00						
Cashbook Totals			299.38	0.00	17.50			281.88	

Receipts for Month 5				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 :	40,097.45					40,097.45	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>40,097.45</u>	<u>0.00</u>	<u>0.00</u>			<u>40,097.45</u>	

Payments for Month 5				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/08/2021	HM Cumbernauld	PL00110866	3,433.67			515		3,433.67	M5 PAYE/NICs
24/08/2021	Net Salaries	BACS	8,124.69			516		8,124.69	Net Salaries M5
24/08/2021	People's Pension	DDR	498.39			514		498.39	People's Pension M5
Total Payments for Month			12,056.75	0.00	0.00			12,056.75	
Balance Carried Fwd			28,040.70						
Cashbook Totals			40,097.45	0.00	0.00			40,097.45	

Date: 06/09/2021

Newmarket Town Council Current Year 2021/2022

Page: 1

Time: 17:33

Cashbook 4

User: CEW

Barclaycard Account

For Month No: 5

Receipts for Month 5

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: 31/08/2021

3,188.84

JulyBCARD Current Account

3,188.84

201

3,188.84

July Statement tfr

Total Receipts for Month

3,188.84

0.00

0.00

3,188.84

Balance Carried Fwd

856.36

Cashbook Totals

4,045.20

0.00

0.00

4,045.20

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Date: 06/09/2021

Newmarket Town Council Current Year 2021/2022

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Time: 17:33

Cashbook 4

User: CEW

Barclaycard Account

For Month No: 5

Payments for Month 5

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 :			3,150.69					3,150.69	
30/07/2021	card/Amazon correction	REV.CORREC	-60.79		-10.20	4037	306	-50.59	card/Amazon correction
30/07/2021	card/Amazon correction	REV.CORREC	60.79		10.20	4037	306	50.59	card/Amazon correction
01/08/2021	card/Adobe	CC22114	15.17		2.53	4025	101	12.64	card/Acropro licence monthly
03/08/2021	card/BP garage	CC2289	75.06		12.51	4039	200	62.55	card/fuel for van
03/08/2021	card/Trophy Store online	CC2290	22.98		3.84	4098	303	19.14	card/Sbox trophies
04/08/2021	card/Promain	CC2291	9.00		1.50	4037	306	7.50	card/anti-climb paint sample
05/08/2021	card/Shoe Doctor	CC2292	29.93		4.99	4098	303	24.94	card/SBox trophies/engravings
06/08/2021	card/Rawlins	CC2293	31.55		5.25	4037	306	26.30	card/anti-climb paint
06/08/2021	card/Homebase	CC2294	25.00		4.17	4037	306	20.83	card/barkchips/mulching
09/08/2021	card/AllSaintsConv Store	CC2295	8.00			4028	101	8.00	card/newspaper bill
09/08/2021	card/BestOneShop	CC2296	1.98			4020	102	1.98	staff refr.
09/08/2021	card/UK Land Registry	CC2297	17.95		2.99	4056	101	14.96	card/TitleDeeds 105High Street
10/08/2021	card/Homebase	CC2298	11.00		1.83	4016	120	9.17	card/cleaning wipes
10/08/2021	card/ScrewFix	CC2299	8.99		1.50	4037	306	7.49	card/tape for Mem Gdns
10/08/2021	card/Facebook	CC22115	30.32			4098	303	30.32	card/Soapbox FB publicity
11/08/2021	card/WHSmith	CC22100	41.99		7.00	4028	101	34.99	card/laminator machine
11/08/2021	card/Local Toilet Hire	CC22113	-117.00		-19.50	4036	310	-97.50	card/REFUND portable toilets
12/08/2021	card/Viking Direct	CC22111	111.56		18.59	4018	101	92.97	card/Ink Cartridges TC ptr
17/08/2021	card/Venesta	CC22102	125.64		20.94	4036	310	104.70	card/cubicle door hinges
17/08/2021	card/Amazon	CC22103	278.69		46.49	4310	308	84.51	card/batteries for Xmas lights
						4016	120	10.34	card/cleaning wipes
						4310	308	56.34	card/batteries for Xmas lights
						4037	306	74.00	card/bulbs for Mem Gdns
						4098	303	7.01	card/sbox tie wraps
18/08/2021	card/Homebase	CC22104	25.00		4.17	4037	306	20.83	card/bark chippings/mulching
18/08/2021	card/Classic Hire Ltd	CC22112	-78.00		-13.00	4036	310	-65.00	card/REFUND/portable toilets
19/08/2021	card/EE	CC22105	40.00		6.67	4028	101	33.33	card/unlimited simm for dongle
24/08/2021	card/Rawlins Paints	CC22106	77.72		12.95	4037	306	64.77	card/anti-climb paint
25/08/2021	card/Thurlow Nunn Standan Ltd	CC22107	20.00		3.33	4037	306	16.67	card/2-stroke oil for blower
25/08/2021	card/Amazon	CC22108	38.93		6.50	4038	120	20.82	card/Clock for MHall
						4028	103	11.61	card/1st aid supplies
28/08/2021	card/Tindalls	CC22109	19.96		3.33	4098	303	16.63	card/Clipboards/SBox
28/08/2021	card/Aldi	CC22110	8.70			4098	303	8.70	card/Sbox-water bottles
29/08/2021	card/Zoom	CC22116	14.39		2.40	4115	101	11.99	card/monthly zoom licence
Total Payments for Month			894.51	0.00	140.98			753.53	
Cashbook Totals			4,045.20	0.00	140.98			3,904.22	

06/09/2021

Newmarket Town Council Current Year 2021/2022

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17:20

Detailed Income & Expenditure by Budget Heading as at 31 August 2021

Month No: 5

Committee Report Finance & Policy M5

	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%	
1181 Grant Received WSC	0	56,820	0	(56,820)			0.0%	56,820
Administration :- Income	0	66,554	10,809	(55,745)			615.7%	56,820
4008 Staff Training	437	1,136	2,500	1,364		1,364	45.4%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	388	521	1,500	979		979	34.7%	
4019 New IT System/Hardware	878	899	2,030	1,131		1,131	44.3%	
4021 Telephone and Fax	96	603	2,000	1,397		1,397	30.1%	
4022 Postage	500	533	2,100	1,567		1,567	25.4%	
4023 Stationery	62	903	2,000	1,097		1,097	45.2%	
4025 Subscriptions&Licences	13	3,626	5,700	2,074		2,074	63.6%	
4026 Insurance	0	0	10,000	10,000		10,000	0.0%	
4028 Office Maintenance	446	4,994	11,500	6,506		6,506	43.4%	
4030 Recruitment Advertising	0	1,368	500	(868)		(868)	273.7%	
4051 Bank Charges/Interest	0	58	200	142		142	28.9%	
4056 Legal Expenses	15	30	10,000	9,970		9,970	0.3%	
4057 Audit & Accountancy Fees	1,600	2,605	3,850	1,245		1,245	67.7%	
4058 Professional Fees	0	0	200	200		200	0.0%	
4059 web site	180	430	1,000	570		570	43.0%	
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	0	170	1,000	830		830	17.0%	
4075 Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076 Grants	32,500	36,000	5,000	(31,000)		(31,000)	720.0%	32,500
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	118	1,630	5,000	3,370		3,370	32.6%	
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	0	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	37,232	82,115	153,320	71,205	0	71,205	53.6%	32,500
Net Income over Expenditure	(37,232)	(15,561)	(142,511)	(126,950)				
6000 plus Transfer from EMR	32,500	32,500						
6001 less Transfer to EMR	56,820	56,820						
Movement to/(from) Gen Reserve	(61,552)	(39,881)						
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	100	250	150		150	40.0%	
4028 Office Maintenance	12	69	250	181		181	27.5%	
4058 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
Health & Safety :- Indirect Expenditure	12	169	3,000	2,831	0	2,831	5.6%	0
Net Expenditure	(12)	(169)	(3,000)	(2,831)				
Finance & Policy :- Income	0	721,934	666,189	(55,745)			108.4%	
Expenditure	37,244	82,284	156,320	74,036	0	74,036	52.6%	
Net Income over Expenditure	(37,244)	639,650	509,869	(129,781)				
plus Transfer from EMR	32,500	32,500						
less Transfer to EMR	56,820	56,820						
Movement to/(from) Gen Reserve	(61,564)	615,330						
Grand Totals:- Income	0	721,934	666,189	(55,745)			108.4%	
Expenditure	37,244	82,284	156,320	74,036	0	74,036	52.6%	
Net Income over Expenditure	(37,244)	639,650	509,869	(129,781)				
plus Transfer from EMR	32,500	32,500						
less Transfer to EMR	56,820	56,820						
Movement to/(from) Gen Reserve	(61,564)	615,330						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	3,208	
105	Vat Due	9,401	
201	Current Account	859,167	
204	Staff Salary Bank Account	28,041	
208	Barclaycard Account	(856)	
210	Petty Cash	150	
	Total Current Assets		899,110
	<u>Current Liabilities</u>		
501	Creditors	465	
565	Bookings Deposit	788	
	Total Current Liabilities		1,253
	Net Current Assets		897,857
	Total Assets less Current Liabilities		897,857
	<u>Represented by :-</u>		
301	Current Year Fund	427,661	
310	General Fund	140,546	
311	EMR Play Equipment	15,000	
312	EMR - WSC Covid Town	24,320	
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		897,857

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	0	721,934	666,189	(55,745)			108.4%
Expenditure	37,244	82,284	156,320	74,036	0	74,036	52.6%
Net Income over Expenditure	(37,244)	639,650					
plus Transfer from EMR	32,500	32,500					
less Transfer to EMR	56,820	56,820					
Movement to/(from) Gen Reserve	(61,564)	615,330					
<u>Community Services</u>							
Income	0	16,820	65,100	48,280			25.8%
Expenditure	6,893	93,024	211,970	118,946	0	118,946	43.9%
Net Income over Expenditure	(6,893)	(76,204)					
plus Transfer from EMR	0	33,618					
Movement to/(from) Gen Reserve	(6,893)	(42,586)					
<u>Leisure Services</u>							
Income	4,022	26,429	27,700	1,271			95.4%
Expenditure	11,400	92,664	206,699	114,035	0	114,035	44.8%
Net Income over Expenditure	(7,378)	(66,235)					
plus Transfer from EMR	0	3,401					
Movement to/(from) Gen Reserve	(7,378)	(62,833)					
<u>Human Resources</u>							
Income	0	293	0	(293)			0.0%
Expenditure	14,690	69,843	174,000	104,157	0	104,157	40.1%
Net Income over Expenditure	(14,690)	(69,551)					
plus Transfer from EMR	0	10,000					
Movement to/(from) Gen Reserve	(14,690)	(59,551)					
<u>Development & Planning</u>							
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					

17:22 Summary Income & Expenditure by Budget Heading as at 31 August 2021

Month No: 5

Committee Report SUMMARY ALL CTES M5

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	4,022	765,476	758,989	(6,487)			100.9%
Expenditure	70,227	337,815	758,989	421,174	0	421,174	44.5%
Net Income over Expenditure	<u>(66,205)</u>	<u>427,661</u>	<u>0</u>	<u>(427,661)</u>			
plus Transfer from EMR	32,500	79,520					
less Transfer to EMR	56,820	56,820					
Movement to/(from) Gen Reserve	<u>(90,525)</u>	<u>450,361</u>					

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Report to	Finance & Policy Committee
Subject	Grant Application from Abbeycroft Leisure
Purpose	Decision
Classification	Unrestricted
Meeting date	20th September 2021
Item number	9
Written By	Cathy Whitaker CLERK

Summary: This report outlines details of a grant request received from Abbeycroft Leisure for £3,000 to fund the Teen Chill project in Newmarket and Brandon.
 Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. Consider the application for £3,000; being 50% of the required funding need.
2. Approve the recommendation to award the grant to Abbeycroft Leisure.

1.	Introduction
a.	Abbeycroft Leisure has, pre-pandemic, successfully run the Teen Chill project for 11-17-year olds in both Newmarket and Brandon.
2.	Context
a.	Re-starting this project in November 2021, they have achieved 60% of the required funding to run this in both locations. The 40% deficit is required if both locations can proceed. Not achieving this would result in only one location being chosen for the project to continue.
3.	Proposal/Options
a.	To consider funding 50% of the required £6,000 needed.
4.	Financial/Resource Implications
a.	£3,000 could be funded as follows:- a) £1,500 from account 4076/101 Grants from current year budget b) £1,500 from Ear-Marked Reserve 321 Grants, which stands at £10,192
5.	Next Steps/Recommendations
a.	To approve a grant of £3,000 to Abbeycroft Leisure.

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Grant Application Form

The Town Council considers grant applications from local organisations every year, each is considered on its merits and against availability of funds. Applications are invited from local organisations which directly benefit residents. For guidance, applicants are advised to read the Grants and Funding Policy document which is available on the Council's website: www.newmarket.gov.uk

1. Your Organisation

Name of Organisation	Abbeycroft Leisure
Address	Haverhill Leisure Centre Lordscroft Lane Haverhill Suffolk CB9 0ER
Telephone- 07950 891 299	E-mail- charlie.potter@acleisure.com
Is this application a consortium/partnership bid?	No
If yes, name(s) of other organisations involved:	
Details of main contact person (name, address, phone and email)	Charlie Potter 07950 891 299 charlie.potter@acleisure.com

2. Please describe the project for which you are applying for funds

Give consideration to the following:

- Number of clients/members/public served (where relevant)
- Description of service/activity provided, project or event to be supported
- Reason for application with details of how the grant will be used
- How the grant will benefit the town and people of Newmarket

Teen Chill creates opportunities to socialise in a structured session where a youth support worker amongst other services will be on hand to offer support and guidance. The core participants will be young people (aged 11-17 years) from Newmarket and the immediate surrounding areas. The project engages and encourages young people to come together preventing social isolation and providing a safe place to meet and socialise. Some lack role models within their immediate family or social network. The project has been co-designed with young people, and resulted in creating a universal offer for all to take part in, alongside this we have developed a trained youth worker role to informally educate and develop conversation supporting healthy relationships with peers. Teen Chill is a space where these conversations take place.

From April 2019 – February 2020 we achieved a throughput of 364 attendances of young people attending the Teen Chill service in these towns, running it once a week.

Our 3 main outcome measures;

- To reduce the incidents of ASB incidents reported involving 11-17 year olds.
- To increase motivation, provide opportunities for young people to develop life skills.
- To improve physical and mental wellbeing.

Abbeycroft Leisure has been awarded 60% (£8,367) of our initial bid through the Youth Intervention Fund from Suffolk Community Foundation for the remobilisation of our Teen Chill Activity. We are writing to you today to invite the Town Council to be a funding partner towards this work. We are keen to get this well-received and enjoyable event back up and running and thank you for reviewing this funding application request. We do hope you will look favorably upon this request and look forward to hearing from you.

3. What is the total of the grant you are applying for?

£ 3,000

4. **Where will this take place?** Please give us the address and postcode of the main site of your project. If your project is taking place over a wider geographic area, please tell us the main areas where the project will take place.

Newmarket Leisure Centre, Exning Road, Newmarket, Suffolk, CB8 0EA. The programme will run weekly sessions on a Friday evening for 2 hours, 7-9pm, using various spaces in our centre. Our Teen chill use to operate in alignment with the school term timetable, with the option to host sessions in the summer holidays due to it being an extended break. An admin fee of £1 will be collected for the attendance of our session as a non-for-profit enterprise we will circulate funds back into the project.

5. When is the project due to start and end?

Start date	November 21
End date	No end date

6. **If you have received funding from Newmarket Town Council, in the last three years, please list below the year, purpose and amount of funding received.**

Year	Purpose	Amount

7. How would Newmarket Town Council support be acknowledged?

All promotion material will be recognized with and associated with the town council- logo's on flyers and webpage on website, or using handles on our social media platforms. Any editorial opportunities we would welcome members of the town council to be part of or included in the asset.

8. **Please confirm the following documents are available for inspection if required**

Your accounts	True
Budget projections for the activity	True
The constitutional document that governs your organisation	True

9. Data protection and freedom of information

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. Details of grants made by the Town Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body, we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at <http://www.newmarket.gov.uk>

10. Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000

By signing this declaration, you are confirming that you have the authority to sign this application and that the details given are true and correct.

Your signature (digital signature acceptable)	C POTTER 
Name	Charlie Potter
Date	09/09/2021

Return this application form with all necessary supporting information to:	townclerk@newmarket.gov.uk
	King Edward VII Memorial Hall High Street Newmarket Suffolk CB8 8JP
Telephone	01638 667 227

For internal use only	
Date received	
Date presented to F&P committee	
Decision	
Notes	

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Dear Town Council.

Abbeycroft Leisure has been awarded 60% (£8,367) of our initial bid through the Youth Intervention Fund from Suffolk Community Foundation for the remobilisation of our Teen Chill Activity. We are writing to you today to invite the Town Council to be a funding partner towards this work, we need a total additional amount of £6,000, which would mean we can restart at both Brandon and Newmarket for another year. I would like to take this opportunity to share with you our project, which you may be aware of as we have previously run it successfully, pre-pandemic.

We are really pleased to have an opportunity to bring this back, if you are able to help, as without the extra funding we will only be able to run it in one location. We really do not wish to have to choose one town over another when previously both have benefited from Teen Chill.

Teen Chill supports young people in Brandon and Newmarket including those from troubled families and young people who may feel that they lack opportunities in their lives.

Teen Chill creates opportunities to socialise in a structured session where a youth support worker amongst other services will be on hand to offer support and guidance. The core participants will be young people (aged 11-17 years) from Brandon and Newmarket and the immediate surrounding areas. The project engages and encourages young people to come together preventing social isolation and providing a safe place to meet and socialise. Some lack role models within their immediate family or social network. Teen Chill has been developed and co-produced with the young people who previously attended social and sport sessions on a Friday evening. The initial research questions- asked 'what would you like to see developed, and what would you like to do?' In response to the engagement Teen Chill was adopted and branded.

From the start of the programme, we have adopted an approach that allows young people to feel able to express themselves in a safe environment with the support of youth workers and other youth support services. The project has been co-designed with young people, and resulted in creating a universal offer for all to take part in, alongside this we have developed a trained youth worker role to informally educate and develop conversation supporting healthy relationships with peers. The youngsters often have low expectations and aspirations due to the additional pressures of their own circumstance or that of family life, and this project aims to improve their level of confidence and experiences. Living in small countryside communities, their exposure to opportunity and awareness of local employment / career development is reduced due to the geographical locations; Teen Chill is a space where these conversations take place.

From April 2019 – February 2020 we achieved a throughput of 364 attendances of young people attending the Teen Chill service in these towns, running it once a week.

Young people have experienced a life changing experience throughout covid – with long periods when they have been unable to socialise with others of their own age, enforced time out of school or college, being confined at home for long periods – this group have been very seriously impacted at a key stage of their lives.

We are keen to get this well-received and enjoyable event back up and running and thank you for reviewing this funding application request. If each Town Council could find £3000 to deliver this project for another year, and get it back up and running, we really believe we would be helping our young residents. We do hope you will look favourably upon this request and look forward to hearing from you. Do contact me if you require any further information

Yours sincerely
Charlie Potter
Active Communities Manager
07950 891299

Charlie.potter@acleisure.com
Abbeycroft Leisure



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 September 2021

Location	Issue	Action	Update
Sir Daniel Cooper Bart	Light	Electrician to investigate w/c 9th	Completed – replaced solar light and wiring
Severals	Booster pump needs syncing to main pump	Waiting on manufacturer – Allied working on it	Ongoing
	The metal around the tree is bent	Consulting with contractor – waiting for inspection	Ongoing
	Consistent drinking and drug usage	No new incidents reported	Ongoing
	Bench damaged	Need to replace bench	Ongoing
	Tap in toilets not working, leaking sink	Plumber consulted. Returning to fix	Ongoing
War Memorial	Fencing could do with painting	Steve planning to schedule in the autumn (Memorial Statue to take priority before Remembrance Day)	TBA
	Metal fence on the outside has been damaged	Consulting with contractor – waiting for inspection	Ongoing
	Electric box near the clock tower	Electrician to investigate w/c 9th	Completed – rewiring and lockable box installed
High Street	CCTV rewiring	Report being compiled	Report completed
Cemetery	Gates all require rubbing down and repainting (3 sets)	Steve planning to schedule in the autumn	TBA
	Middle gates bent and severely damaged	Contractor removing/repairing/reinstalling due 9 th /10 th	Ongoing
	Metal fence bent	Consulting with contractor – waiting for inspection	Ongoing
Memorial Hall and Gardens	Ongoing vandalism	Bench broken, tree support damaged, children climbing on wall	Ongoing
	Toddler gate soft-close inoperational	Fenland to rectify – due 10 th Sept	Completed
	Toddler Roundabout dangerous	Temporary signs/taped off. Fenland to remove – due 10 th Sept	Completed
	Safety surfacing (woodchip) very low in places	Pro-scape to top up	Completed
St Mary	Metal fence bent	Consulting with contractor – waiting for inspection	Ongoing





Newmarket Town Council

Health and Safety to Report to Committee

September 2021

Location	Urgent Items Identified
Memorial Hall	Wood chips top up - completed 7th Sept. Sand pit top up – waiting on installation date. Roundabout removed and surface repaired.
Sports Pavilion	None - security shutters now installed around veranda
Cemetery	None - wasps nests dealt with by contractor
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:	

Reported to meeting of F and P

Dated: __14/09/2021

Report prepared by:

S. Mayes

T Symonds



Report to	Finance & Policy Committee
Subject	Wetherby Crossing Inquiry
Purpose	Information
Classification	Unrestricted
Meeting date	20th September 2021
Item number	11
Written By	Cathy Whitaker CLERK

Summary:	This report gives an update on the Network Rail Wetherby Crossing appeal.
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1.	Introduction
a.	At full council meeting on 23/8/21 it was decided to refer the Wetherby Crossing agenda item to the Finance & Policy Committee.
b.	Contact has been made with the chambers of Merrow Golden for advice regarding the next steps.
2.	Context
a.	Network Rail has lodged objections/representations to the Inspector's proposal to modify the order ROW/3221975M Definitive Map & Statement for the Parish of Newmarket Modification Order 2018.
b.	The inquiry will be held on 1 & 2 February 2022.
3.	Proposal/Options
a.	Initial advice is to digest Network Rail's objection submission and consider if we want to contact PINS objecting to the need and/or scope of the proposed inquiry.
4.	Financial/Resource Implications
a.	Awaiting estimated costs from Merrow Golden (to follow this report).
b.	Note that any estimated costs given in the past for the Wetherby Crossing have been largely exceeded by actual costs due to the nature of legal work with regards to time required and other matters out of our control. Therefore, it would be reasonable to assume that any costs supplied now could also be exceeded.
5.	Next Steps/Recommendations
a.	To assess the costs with regard to the budgeted legal fees amount for current year budget (£4,200) and the budget for other projects/contingency budgeted amount (£14,639).
b.	To consider the instruction of Merrow Golden to continue representing Newmarket Town Council at the Network Rail inquiry.

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