

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 15th November 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 18th October 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
- Weatherby Crossing** – to receive a report regarding further costs
- Soapbox** – to consider distribution of revenue
- Budget 2022/2023** – to receive a draft proposal for the Finance & Policy budget
- Committees**
 - to receive a report on an updated meeting schedule
 - to receive a report on updated terms of reference for standing committees
- Financial Regulations** – to receive a report on updated financial regulations
- Standing Orders** – to receive a report on updated standing orders
- Delegation to officers** – to receive a report on terms of delegation to council officers
- Forest Heath Parish forum** – to receive a report
- Health and safety** – to receive a monthly report

18. **Correspondence**

19. Date of next meeting **Monday 13th December 2021**

20. To note items for consideration at the next meeting

Signed: *TSymonds* Tracey Symonds, Deputy Town Clerk

DATE 09/11/2021



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 18th October 2021 at the Memorial Hall at 7:00pm**

Attendance:

Councillor D Hall (Chairman)
Councillor J Borda
Councillor A Drummond
Councillor R Hood
Councillor P Hulbert

Councillor M Jefferys
Councillor C O'Neill
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk.

Minute

- F/21/10/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded**
The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings may be filmed or recorded.
- F/21/10/2 Apologies for Absence**
Apologies were received from Councillors Appleby and Harvey.
- F/21/10/3 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**
Councillor Drummond declared a non-pecuniary interest in item 10.
- F/21/10/4 To Confirm the Minutes of the Meeting Held on 20th September 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 20th September 2021 and the following was agreed:
F/21/10/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 20th September 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/21/10/5 Public Open Session**
There were no members of the public in attendance.
- F/21/10/6 Submission of Schedules of Payments for Information CB1 - CB4 2021**
Members reviewed CB1 - CB4 for September 2021 and the following was agreed:
F/21/10/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/09/2021 – 30/09/2021 (Cash Book 1 - 4) be received and adopted.

F/21/10/7 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 30/09/2021 (month 6) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/21/10/8 To Receive the Income and Expenditure

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

F/21/10/9 Grant Application

A grant application from Magpas Air Ambulance regarding the Future 50 Appeal was considered and the following was agreed:

F/21/10/09.01 Recommendation

That the grant application from Magpas Air Ambulance to support the Future 50 Appeal for £1,000 be approved.

F/21/10/10 Newmarket BID

Sponsorship of window vinyls for empty shops in the High Street was considered and the following was agreed:

F/21/10/10.01 Recommendation

That the request to sponsor window vinyls for empty shops in the High Street for £2,000 be approved. Funding would be via the Neighbourhood Plan Town Improvement budget – account 4117/209.

F/21/10/11 Field Terrace Road Allotment Land

A verbal update was given on the lease, which ends 3/11/21, and the following was agreed:

F/21/10/11.01 Recommendation

That the Town Clerk and the Chair of Finance & Policy look into getting a cost-effective Licence to Use agreement drawn up.

F/21/10/12 Health and Safety

The monthly Health and Safety report was received and noted. It was noted that the risk levels on the report require a legend for identification.

F/21/10/13 Correspondence

None noted.

F/21/10/14 Date of Next Meeting

Monday 15th November 2021 at the Memorial Hall.

F/21/10/15 Items for the Next Agenda

None noted.

Meeting closed at 7.27pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/10/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/09/2021 – 30/09/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/10/9.01 Recommendation</u>	That the grant application from Magpas Air Ambulance to support the Future 50 Appeal for £1,000 be approved.
<u>F/21/10/10.01 Recommendation</u>	That the request to sponsor window vinyls for empty shops in the High Street for £2,000 be approved. Funding would be via the Neighbourhood Plan Town Improvement budget – account 4117/209.
<u>F/21/10/11.01 Recommendation</u>	That the Town Clerk and the Chair of Finance & Policy look into getting a cost-effective Licence to Use agreement drawn up.

Blank

Date: 04/11/2021

Newmarket Town Council Current Year 2021/2022

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Time: 13:15

Cashbook 1

User: TMS

Current Account

For Month No: 7

Receipts for Month 7

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 :		799,741.34					799,741.34	
bacs	Banked: 04/10/2021	50.00						
bacs	Wiseman APP	50.00		8.33	565		41.67	hdep.Wiseman.6/10/21bkg
000127	Banked: 05/10/2021	100.00						
000127	A Miniotas	100.00			1172	303	100.00	SBox donation/Miniotas
bacs	Banked: 06/10/2021	68.92						
	Sales Recpts Page 2276	68.92	68.92		101			Sales Recpts Page 2276
bacs	Banked: 06/10/2021	12.00						
	Sales Recpts Page 2278	12.00	12.00		101			Sales Recpts Page 2278
bacs	Banked: 08/10/2021	17,665.11						
bacs	HMRC	17,665.11			105		17,665.11	VAT refund Q2
bacs	Banked: 11/10/2021	150.00						
bacs	O Ghencea	150.00			1005	200	150.00	purchase of tower scaffold
bacs	Banked: 11/10/2021	96.00						
	Sales Recpts Page 2280	96.00	96.00		101			Sales Recpts Page 2280
000129	Banked: 18/10/2021	90.00						
	Sales Recpts Page 2281	90.00	90.00		101			Sales Recpts Page 2281
000128	Banked: 18/10/2021	250.00						
000128	Nmkt Trainers Federation	250.00			1172	303	250.00	Sbox sponsorship/Fed Trainers
Total Receipts for Month		18,482.03	266.92	8.33			18,206.78	
Cashbook Totals		<u>818,223.37</u>	<u>266.92</u>	<u>8.33</u>			<u>817,948.12</u>	

Payments for Month 7					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/10/2021	Anglia Fabrication & Design Lt	93843	1,046.40	1,046.40		501			Repairs to cemetery gates
04/10/2021	Natural Born Grillers	NBG2021082	40.00	40.00		501			Soapbox catering
04/10/2021	Collaboration 23 Construction	664	1,215.00	1,215.00		501			Flintwork at cemetery
04/10/2021	Kallkwik	87303	216.00	216.00		501			Website hosting annual
04/10/2021	Aquam Water Services Ltd	50/1232260	176.88	176.88		501			Standpipe charges Sept
04/10/2021	Phillip Green	04/10/2021	115.00	115.00		501			Clock tower winding Sept
04/10/2021	Rialtas Business Solutions Ltd	SM24307/8	1,334.40	1,334.40		501			Bookings support
04/10/2021	Cooleraid Ltd	1566835	95.40	95.40		501			6 bottles/clean 3 machines
04/10/2021	Ken Booth & Co Ltd	371725	61.27	61.27		501			Janitorial supplies
04/10/2021	Abbey Security Services Ltd	547/638/69	1,576.80	1,576.80		501			Security MG Sept 2021
04/10/2021	Dorans Plumbing	2254	693.90	693.90		501			various plumbing MH/Pav/Cem
05/10/2021	Total Gas and Power Ltd	3005957526	782.21	782.21		501			Electricity MHall
11/10/2021	Anglian Water Business Nationa	9549459	54.92	54.92		501			Water, pavilion 2 Jul-1 Oct
11/10/2021	Anglia Gifts & Promotions	4659	269.70	269.70		501			uniform for assistant TK
11/10/2021	Ellis Whittam Ltd	028065/280	7,686.84	7,686.84		501			Insurance Sept 21 to Sept 22
11/10/2021	West Suffolk Council	171442	500.00	500.00		501			Parking permits TC/EM
11/10/2021	Kallkwik	87679	60.00	60.00		501			SSL Cert website to Oct 2022
11/10/2021	Summit Cleaning Services	07865	136.80	136.80		501			Window cleaning MH
11/10/2021	Lubbe & Sons (Bulbs) Ltd	2210361	282.24	282.24		501			Bulbs for MG
11/10/2021	PRO-SCAPE LTD	21939	288.00	288.00		501			Clock tower maintenance Sept
12/10/2021	N-CIS	8937/3430	558.54	558.54		501			Lines/hosting/support/phon
18/10/2021	Massey & Harris (Engineering)	103702/616	1,510.80	1,510.80		501			play equipment spares
18/10/2021	Newmarket Plant Hire Ltd	594087	148.50	148.50		501			Auger hire + insurance
18/10/2021	Crash Cleaner Ltd	00011	145.00	145.00		501			Bus stop cleaning Sept
18/10/2021	The Dirtbox Food Truck	070	83.50	83.50		501			Soapbox food vouchers
18/10/2021	Orwell Mencap	39080	540.00	540.00		501			Memorial Bench
18/10/2021	Business Watch UK Fire & Secu	4025772	1,265.64	1,265.64		501			Annual Renewal intruder alarm
18/10/2021	Collaboration 23 Construction	667	3,888.00	3,888.00		501			Flintwork/cemetery
31/10/2021	Ustigate	300772	1,134.00	1,134.00		501			splashpad winterisation
31/10/2021	Newmarket Framing	300773	17.50	17.50		501			3 frame repairs
31/10/2021	Complete Business Solutions Gr	300774	154.51	154.51		501			paper
31/10/2021	Anglia Gifts & Promotions	300775	62.28	62.28		501			workwear for ATK
31/10/2021	CRC Pest Control	300776	600.00	600.00		501			pest control quarterly
31/10/2021	Crash Cleaner Ltd	300777	232.75	232.75		501			cemetery cleaning Oct
31/10/2021	Collaboration 23 Construction	300778	972.00	972.00		501			flintworks, cemetery
31/10/2021	Aquam Water Services Ltd	300779	168.84	168.84		501			standpipe charges Oct
31/10/2021	Abbey Security Services Ltd	300780	678.00	678.00		501			security - gardens Oct
31/10/2021	Anglian Water Business Nationa	300781	53.99	53.99		501			Water charges cemetery
31/10/2021	St John Ambulance	300782	828.00	828.00		501			First Aid cover Soapbox
31/10/2021	Francis Taylor Building	300783	2,400.00	2,400.00		501			Legal services, Weatherby Cros

Total Payments for Month	32,073.61	32,073.61	0.00	0.00
Balance Carried Fwd	786,149.76			
Cashbook Totals	818,223.37	32,073.61	0.00	786,149.76

Date: 04/11/2021

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Cashbook 2

User: TMS

Petty Cash

For Month No: 7

Receipts for Month 7

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:	0.00						
			0.00				0.00	
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>			<u>150.00</u>	

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Payments for Month 7				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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		150.00						
	Cashbook Totals		150.00	0.00	0.00			150.00	

Date: 04/11/2021

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Cashbook 3

User: TMS

Staff Salary Account

For Month No: 7

Receipts for Month 7

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 :	11,911.92					11,911.92	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Balance Carried Fwd		3,824.78						
Cashbook Totals		<u>15,736.70</u>	<u>0.00</u>	<u>0.00</u>			<u>15,736.70</u>	

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Payments for Month 7				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>
21/10/2021	People's Pension	DD	532.88			514		532.88	WPP contributions M7
22/10/2021	HMRC	BACS	4,202.50			515		4,202.50	PAYE/NIC for M7
22/10/2021	Net Salaries M7	BACS	11,001.32			516		11,001.32	Net Salaries M7
Total Payments for Month			15,736.70	0.00	0.00			15,736.70	
Cashbook Totals			15,736.70	0.00	0.00			15,736.70	

Date: 04/11/2021

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Cashbook 4

User: TMS

Barclaycard Account

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

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

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

2,136.55

Cashbook Totals

2,136.55

0.00

0.00

2,136.55

Payments for Month 7				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 :		2,136.55					2,136.55	
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Cashbook Totals			2,136.55	0.00	0.00			2,136.55	

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Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	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	436	1,592	2,500	908		908	63.7%	
4009 Staff Travel	0	67	250	183		183	26.8%	
4018 Software/Computer Consumables	0	605	1,500	895		895	40.3%	
4019 New IT System/Hardware	35	973	2,030	1,057		1,057	48.0%	
4021 Telephone and Fax	149	886	2,000	1,114		1,114	44.3%	
4022 Postage	0	538	2,100	1,562		1,562	25.6%	
4023 Stationery	198	1,143	2,000	857		857	57.2%	
4025 Subscriptions&Licences	(150)	3,488	5,700	2,212		2,212	61.2%	
4026 Insurance	195	195	10,000	9,805		9,805	1.9%	
4028 Office Maintenance	3,181	8,663	11,500	2,837		2,837	75.3%	
4030 Recruitment Advertising	0	3,835	500	(3,335)		(3,335)	766.9%	
4051 Bank Charges/Interest	18	134	200	66		66	67.0%	
4056 Legal Expenses	5,298	5,328	10,000	4,672		4,672	53.3%	
4057 Audit & Accountancy Fees	0	2,605	3,850	1,245		1,245	67.7%	
4058 Professional Fees	0	0	200	200		200	0.0%	
4059 web site	230	712	1,000	288		288	71.2%	
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	0	39,000	5,000	(34,000)		(34,000)	780.0%	32,500
4077 Marketing	0	150	3,000	2,850		2,850	5.0%	
4079 Remembrance Event Expenses	0	225	25	(200)		(200)	900.0%	
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%	

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	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	106	1,854	5,000	3,146		3,146	37.1%	
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	9,695	98,625	153,320	54,695	0	54,695	64.3%	32,500
Net Income over Expenditure	(9,695)	(32,071)	(142,511)	(110,440)				
6000 plus Transfer from EMR	0	32,500						
6001 less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(9,695)	(56,391)						
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	100	250	150		150	40.0%	
4028 Office Maintenance	0	69	250	181		181	27.5%	
4058 Professional Fees	2,500	2,500	2,500	0		0	100.0%	
Health & Safety :- Indirect Expenditure	2,500	2,669	3,000	331	0	331	89.0%	0
Net Expenditure	(2,500)	(2,669)	(3,000)	(331)				
Finance & Policy :- Income	0	721,934	666,189	(55,745)			108.4%	
Expenditure	12,195	101,293	156,320	55,027	0	55,027	64.8%	
Net Income over Expenditure	(12,195)	620,641	509,869	(110,772)				
plus Transfer from EMR	0	32,500						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(12,195)	596,321						
Grand Totals:- Income	0	721,934	666,189	(55,745)			108.4%	
Expenditure	12,195	101,293	156,320	55,027	0	55,027	64.8%	
Net Income over Expenditure	(12,195)	620,641	509,869	(110,772)				
plus Transfer from EMR	0	32,500						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(12,195)	596,321						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	2,359	
105	Vat Due	5,164	
201	Current Account	786,150	
204	Staff Salary Bank Account	(3,825)	
208	Barclaycard Account	(2,137)	
210	Petty Cash	150	
	Total Current Assets	787,862	
	<u>Current Liabilities</u>		
501	Creditors	572	
514	Peoples Pension Control	(533)	
515	Paye/NI Due	(4,203)	
516	Wages Control	(11,001)	
565	Bookings Deposit	683	
	Total Current Liabilities	(14,481)	
	Net Current Assets		802,343
	Total Assets less Current Liabilities		802,343
	<u>Represented by :-</u>		
301	Current Year Fund	332,148	
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	

05/11/2021

Newmarket Town Council Current Year 2021/2022

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Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	Total Equity		<u>802,343</u>

	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	12,195	101,293	156,320	55,027	0	55,027	64.8%
Net Income over Expenditure	<u>(12,195)</u>	<u>620,641</u>					
plus Transfer from EMR	0	32,500					
less Transfer to EMR	0	56,820					
Movement to/(from) Gen Reserve	<u>(12,195)</u>	<u>596,321</u>					
<u>Community Services</u>							
Income	(200)	16,620	65,100	48,480			25.5%
Expenditure	8,049	107,128	211,970	104,842	0	104,842	50.5%
Net Income over Expenditure	<u>(8,249)</u>	<u>(90,508)</u>					
plus Transfer from EMR	0	33,618					
Movement to/(from) Gen Reserve	<u>(8,249)</u>	<u>(56,890)</u>					
<u>Leisure Services</u>							
Income	350	33,505	27,700	(5,805)			121.0%
Expenditure	6,559	142,482	206,699	64,217	0	64,217	68.9%
Net Income over Expenditure	<u>(6,209)</u>	<u>(108,977)</u>					
plus Transfer from EMR	0	3,401					
Movement to/(from) Gen Reserve	<u>(6,209)</u>	<u>(105,576)</u>					
<u>Human Resources</u>							
Income	0	293	0	(293)			0.0%
Expenditure	693	89,300	174,000	84,700	0	84,700	51.3%
Net Income over Expenditure	<u>(693)</u>	<u>(89,007)</u>					
plus Transfer from EMR	0	10,000					
Movement to/(from) Gen Reserve	<u>(693)</u>	<u>(79,007)</u>					
<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	<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	150	772,351	758,989	(13,362)			101.8%
Expenditure	27,496	440,203	758,989	318,786	0	318,786	58.0%
Net Income over Expenditure	<u>(27,346)</u>	<u>332,148</u>	<u>0</u>	<u>(332,148)</u>			
plus Transfer from EMR	0	79,520					
less Transfer to EMR	0	56,820					
Movement to/(from) Gen Reserve	<u>(27,346)</u>	<u>354,848</u>					



Report to	Finance & Policy Committee
Subject	Weatherby Crossing legal fees
Purpose	Decision
Classification	Unrestricted
Meeting date	15th November 2021
Item number	9 – Weatherby Crossing
Written By	Cathy Whitaker CLERK

Summary: This report outlines the progress made so far regarding the Network Rail February 2022 Inquiry and its associated costs.

1.	Introduction
a.	Following the September resolution, which allocated £2,000 to legal costs by Merrow Golden, there have been two consultancy virtual meetings and Merrow has written three letters to the Planning Inspectorate regarding details of the inquiry, requesting further information.
2.	Context
a.	Having received more detailed information from the Planning Inspectorate regarding the content of Network Rail's case for the Inquiry, a statement of case can now be prepared.
3.	Proposal/Options
a.	For Merrow Golden to prepare a brief statement of case and provide advice for the February 2022 inquiry.
b.	For the expert witness, Rosalinde Emyrs-Roberts, to be engaged for this purpose once again.
4.	Financial/Resource Implications
a.	Merrow's fees will be £1,450 plus VAT. Provision will be from Legal Fees 4056/101 in the current year budget.
b.	The expert witness fees are estimated at £1,000. Provision will be from Legal Fees 4056/101 in the current year budget.
5.	Next Steps/Recommendations
a.	To instruct Merrow Golden and Rosalinde Emyrs-Roberts; details as stated.

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		2019/2020	2019/2020	2020/2021	2020/2021	2021/2022	2021/2022	2022/2023	% change
		Budget	Actual	Budget	Actual	Budget	Year To Date	Proposed Draft Budget	
101	Administration								
4008	Staff Training	£ 1,500.00	£ 1,631.00	£ 2,500.00	£ 1,946.00	£ 2,500.00	£ 1,592.00	£ 3,000.00	20% cover courses for new staff
4009	Staff Travel	£ 200.00	£ 315.00	£ 250.00	£ -	£ 250.00	£ 67.00	£ 250.00	0%
4018	Software/Computer Consumables	£ 1,500.00	£ 1,375.00	£ 1,500.00	£ 555.00	£ 1,500.00	£ 605.00	£ 2,500.00	67%
4019	New IT System/Hardware	£ 2,030.00	£ 3,926.00	£ 2,030.00	£ 341.00	£ 2,030.00	£ 973.00	£ 5,000.00	146% for hybrid meetings and upgrades
4021	Telephone and Fax	£ 2,500.00	£ 1,979.00	£ 2,000.00	£ 1,566.00	£ 2,000.00	£ 886.00	£ 2,000.00	0%
4022	Postage	£ 2,000.00	£ 1,783.00	£ 2,100.00	£ 1,310.00	£ 2,100.00	£ 538.00	£ 2,100.00	0%
4023	Stationery	£ 2,233.00	£ 2,186.00	£ 2,000.00	£ 1,066.00	£ 2,000.00	£ 1,015.00	£ 2,000.00	0%
4025	Subscriptions&Licences	£ 2,800.00	£ 4,953.00	£ 4,000.00	£ 3,329.00	£ 5,700.00	£ 3,488.00	£ 5,700.00	0%
4026	Insurance	£ 8,680.00	£ 8,590.00	£ 8,129.00	£ 8,128.00	£ 10,000.00	£ 195.00	£ 10,000.00	0%
4028	Office Maintenance	£ 5,750.00	£ 10,781.00	£ 7,500.00	£ 10,886.00	£ 11,500.00	£ 8,407.00	£ 11,500.00	0%
4030	Recruitment Advertising	£ 1,606.00	£ 1,671.00	£ 406.00	£ -	£ 500.00	£ 3,835.00	£ 500.00	0%
4051	Bank Charges/Interest	£ 900.00	£ 672.00	£ 600.00	£ 280.00	£ 200.00	£ 134.00	£ 200.00	0%
4056	Legal Expenses	£ 8,000.00	£ 3,793.00	£ 41,205.00	£ 44,205.00	£ 10,000.00	£ 3,328.00	£ 10,000.00	0% Ellis Whittam plus Weatherby contingency
4057	Audit & Accountancy Fees	£ 2,538.00	£ 3,526.00	£ 3,500.00	£ 2,750.00	£ 3,850.00	£ 2,605.00	£ 3,850.00	0%
4058	Professional Fees	£ -	£ -	£ -	£ 100.00	£ 200.00	£ -	£ 200.00	new
4059	web site	£ 508.00	£ 253.00	£ 3,050.00	£ 3,199.00	£ 1,000.00	£ 712.00	£ 1,000.00	0%
4060	Councillors Training	£ 508.00	£ 404.00	£ 508.00	£ 50.00	£ 550.00	£ -	£ 550.00	0%
4061	Councillors Expenses	£ 254.00	£ -	£ 254.00	£ -	£ 275.00	£ -	£ 275.00	0%
4062	Civic Regalia	£ 305.00	£ -	£ 305.00	£ 50.00	£ 325.00	£ -	£ 325.00	0%
4064	Town Mayor's Allowance	£ 1,000.00	£ 457.00	£ 1,000.00	£ 96.00	£ 1,000.00	£ 170.00	£ 1,000.00	0%
4075	Grant to CAB	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	0%
4076	Grants	£ 3,000.00	£ 2,250.00	£ 13,300.00	£ 13,300.00	£ 5,000.00	£ 6,500.00	£ 5,000.00	0%
4220	Discover Newmarket Stakeholder Fee	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	0%
4221	CCTV WSC SLA Monitoring	£ 2,000.00	£ 1,800.00	£ 2,000.00	£ 1,829.00	£ 2,000.00	£ 461.00	£ 2,000.00	0%
4222	Tourism Stakeholder Fee	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	£ -	£ -	-100% no longer required
4077	Marketing	£ 2,900.00	£ 1,696.00	£ 315.00	£ 199.00	£ 3,000.00	£ 150.00	£ 3,000.00	0%
4079	Remembrance Event Expenses	£ 25.00	£ 25.00	£ 25.00	£ 103.00	£ 25.00	£ 225.00	£ 1,000.00	3900% NTC taking over event
4083	PCSO	£ 34,000.00	£ 33,346.00	£ 34,000.00	£ 34,000.00	£ 34,000.00	£ 18,000.00	£ 36,000.00	6% contract inc
4090	Biodegradable Dog Poo Bags	£ 964.00	£ 614.00	£ 964.00	£ 307.00	£ 1,000.00	£ -	£ 1,000.00	0%
4097	Election costs	£ 17,900.00	£ 17,871.00	£ 12,790.00	£ -	£ 5,000.00	£ -	£ 5,000.00	0% for bi-elections or save into bi-election EMR
4180	Civic Functions	£ 15.00	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	0% Civic function costs around £2K
4113	Capital Reserve	£ -	£ -	£ 13,000.00	£ -	£ 13,176.00	£ -	£ 13,800.00	5% Recommended by the int auditors to increase general reserve
4115	Coronavirus Response Costs	£ -	£ 3,737.00	£ 5,000.00	£ 8,738.00	£ 5,000.00	£ 1,854.00	£ 5,000.00	0%
4114	Other Projects / Reserves	£ -	£ -	£ -	£ -	£ 18,964.00	£ -	£ 19,799.00	n/a to be vired to relevant codes on resolution
	Expenditure	£ 114,616.00	£ 118,634.00	£ 173,231.00	£ 146,333.00	£ 155,645.00	£ 63,740.00	£ 163,549.00	5%
1003	Lamppost banner Income	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00	0% Jockey Club Racecourses
1005	Misc Income	£ -	£ -	£ -	£ 370.00	£ -	£ -	£ -	
1103	Rent receivable	£ -	£ 75.00	£ 75.00	£ 75.00	£ 75.00	£ -	£ 100.00	33% land adj to allotments
1181	Grants Received WSC	£ -	£ -	£ -	£ 2,000.00	£ -	£ 24,320.00	£ -	
1100	Grants Received	£ -	£ -	£ -	£ 1,000.00	£ -	£ -	£ -	
1190	Interest Received	£ 254.00	£ 35.00	£ 50.00	£ -	£ -	£ -	£ -	interest is minimal
					£ 1.00				
	Income	£ 1,254.00	£ 1,110.00	£ 1,125.00	£ 3,446.00	£ 1,075.00	£ 24,320.00	£ 1,100.00	2%
103	Health & Safety								
4020	Misc. Staff Costs	£ -	£ 189.00	£ 250.00	£ -	£ 250.00	£ 100.00	£ 250.00	0.00%
4028	Office Maintenance	£ 250.00	£ 95.00	£ 250.00	£ -	£ 250.00	£ 69.00	£ 250.00	0.00%
4058	Professional Fees	£ 500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	0.00%
	Expenditure	£ 750.00	£ 2,784.00	£ 3,000.00	£ 2,500.00	£ 3,000.00	£ 2,669.00	£ 3,000.00	0.00%

	Total Expenditure	£ 115,366.00	£ 121,418.00	£ 176,231.00	£ 148,833.00	£ 158,645.00	£ 66,409.00	£ 166,549.00	4.98%	
	Total Income	£ 1,254.00	£ 1,110.00	£ 1,125.00	£ 3,446.00	£ 1,075.00	£ 24,320.00	£ 1,100.00	2.33%	
	Net Income	-£ 114,112.00	-£ 120,308.00	-£ 175,106.00	-£ 145,387.00	-£ 157,570.00	-£ 42,089.00	-£ 165,449.00	5.00%	-£7,879.00
										Increase from previous year's committee budget



Newmarket Town Council

Health and Safety to Report to Committee

November 2021

Location	Urgent Items Identified
Memorial Hall	Handrail/barrier needed at rear of hall, signs/barriers for stage/steps, powder fire extinguisher for cleaner's cupboard, window restrictors for upstairs, fire assembly point/s to be revisited, signs updated & fire drill undertaken, hall blind covers emergency exit sign when closed – needs trimming
Sports Pavilion	Unlabelled/uncapped liquids in storage area (removed). Fire point blocked (cleared). Overwhelming fuel/chemical odours (mowers removed, roller empty).
Cemetery	None - headstone checking to begin ASAP
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	waiting for Ellis Whittam visit to clarify					
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	ONE
Training needs identified	Fire awareness/equipment training
Further comments: Lone working procedures should be revisited	

Reported to meeting of F and P

Dated: 15th November 2021

Report prepared by:

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

Location	Issue	Action	Latest update
Severals	Booster pump needs syncing to main pump	Waiting on manufacturer – Allied working on it	No further update
	The metal around the tree is bent	Consulting with contractor – waiting for report	No further update
	Consistent drinking and drug usage	No new incidents reported	none
	Bench damaged	Need to replace bench	none
War Memorial	Fencing could do with painting	Outer fencing when time allows	none
	Metal fence on the outside has been damaged	Consulting with contractor – waiting for inspection	No further update
High Street	CCTV rewiring	Report completed – waiting for quote	none
Cemetery	Gates all require rubbing down and repainting (3 sets)	Steve planning to schedule when time allows. Non-urgent	
	Vehicular access gates damaged	Repaired & new locking mechanism ordered	No further update
	Metal fence bent	Consulting with contractor – waiting for report. Non-urgent	No further update
	Headstone safety testing	Training completed (TK). Equipment purchased. Waiting on map for recording purposes. Due to start in January	none
Memorial Hall and Gardens	Ongoing vandalism	Half term – bench destroyed, huge amount of littering, reports of anti-social behavior. A 24-hour dispersal order was implemented. Gates not being locked by the agreed time.	Police report filed. Insurance claim filed. Abbey discontinued – ATK to trial locking weekdays, Abbey to do weekends at earlier time
	Basket swing bumper missing	Replacement received – fitting due 8 th Nov	COMPLETED
	Zip line mound to be replaced	Launchpad received – fitting due 8 th Nov	COMPLETED
St Mary	Metal fence bent	Consulting with contractor – waiting for report. Non-urgent	No further update