

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 24th January 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 13th December 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. **Budget Virements** – to receive a virement request from the RFO
10. **Grant Applications** – to receive a grant application for funding
11. **Health and safety** – to receive a monthly report
12. **Committee Meeting Schedule Workshop** – to receive an update regarding a date for the workshop
13. **Risk Management Scheme** – to review the Risk Management Scheme for Newmarket Town Council
14. **Field Terrace Road allotment land** – to receive an update regarding a lease (verbal)
15. **Correspondence**
16. Date of next meeting **Monday 21st February 2022**
17. To note items for consideration at the next meeting

Signed  Cathy Whitaker, Town Clerk

townclerk@newmarket.gov.uk

Date 18th January 2022

www.newmarket.gov.uk

Blank



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 13th December 2021 at the Memorial Hall at 6:30pm**

Attendance:

Councillor J Harvey (Chairman of this meeting)
Councillor J Borda
Councillor A Drummond

Councillor R Hood
Councillor M Jefferys
Councillor C O'Neill

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllrs Ferries and Winter,
1 Member of the Press and 2 Members of the Public.

Minute

- F/21/12/1 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/21/12/2 Apologies for Absence**
Apologies were received from Cllrs Appleby, Hall, Hulbert and Yarrow.
- F/21/12/3 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. There were no requests for dispensations.
- F/21/12/4 To Confirm the Minutes of the Meeting Held on 15th November 2021 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 15th November 2021 and the following was agreed:

F/21/12/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 15th November 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

Matters arising:
Page 2 F/21/11/11 – Town Clerk reported that she had considered the proposed amendments and there was no requirement to revise the draft budget.
- F/21/12/5 Public Open Session**
No members of the public wished to speak.
- F/21/12/6 Submission of Schedules of Payments for Information CB1 - CB4 2021**
Members reviewed CB1 - CB4 for November 2021 and the following was agreed:

F/21/12/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/11/2021 – 30/11/2021 (Cash Book 1 - 4) be received and adopted.

F/21/12/7 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 reported that scrutiny of the bank reconciliations relating to the end of 30/11/2021 (month 8) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks would be confirmed at the F&P Committee meeting to be held in January 2022; along with the months of October, and December 2021.

F/21/12/8 To Receive the Income and Expenditure

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

F/21/12/9 Field Terrace Road Allotment Land

Town Clerk reported that further information was awaited

F/21/12/10 Health and Safety

The monthly health and safety report was received and damage to a bench on the Severals was noted. Town Clerk would investigate the current situation.

F/21/12/11 Committee Meeting Schedule

A proposal was made to arrange a workshop for all Members to find a way to improve the Council Procedures and the following was agreed:

F/21/12/11.01 Recommendation

That a workshop for all Members be arranged before 22nd May 2022 to find a way to improve the Council procedures.

F/21/12/12 Standing Committee Terms of Reference

The Standing Committee Terms of Reference will be considered at the Committee Meeting Workshop.

F/21/12/13 Delegation to Officers

The terms of delegation to Council Officers will be considered at the Committee Meeting Workshop.

F/21/12/14 Correspondence

None noted.

F/21/12/15 Date of Next Meeting

Monday 24th January 2022 at the Memorial Hall.

F/21/12/16 Items for the Next Agenda

- Bank statements – to include confirmation for October and November 2021

-
- Field Terrace Road Allotment Land
 - Committee Meeting Schedule Workshop arrangements

Meeting closed at 6:40pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/21/12/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/11/2021 – 30/11/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/21/12/11.01 Recommendation</u>	That a workshop for all Members be arranged before 22nd May 2022 to find a way to improve the Council procedures.

Blank

Date: 17/01/2022

Newmarket Town Council Current Year 2021/2022

Page: 1

Time: 15:26

Cashbook 1

User: CEW

Current Account

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		693,314.39					693,314.39	
bacs	Banked: 02/12/2021	120.00						
	Sales Recpts Page 2298	120.00	120.00		101			Sales Recpts Page 2298
sumup	Banked: 03/12/2021	39.32						
sumup	Charity ticket(choir)	40.00			591		40.00	Charity ticket(choir)
sumup	Sumup Commission	-0.68			4093	101	-0.68	Sumup Commission
bacs	Banked: 08/12/2021	190.00						
	Sales Recpts Page 2295	190.00	190.00		101			Sales Recpts Page 2295
bacs	Banked: 13/12/2021	-252.00						
	Sales Recpts Page 2291	-252.00	-252.00		101			Sales Recpts Page 2291
bacs	Banked: 13/12/2021	45.00						
	Sales Recpts Page 2294	45.00	45.00		101			Sales Recpts Page 2294
bacs	Banked: 13/12/2021	50.00						
bacs	Big Deal Comedy/Clarke	50.00		8.33	565		41.67	h.dep.BigDealComedy 12/2/22
bacs	Banked: 14/12/2021	96.00						
	Sales Recpts Page 2296	96.00	96.00		101			Sales Recpts Page 2296
bacs	Banked: 14/12/2021	466.00						
	Sales Recpts Page 2297	466.00	466.00		101			Sales Recpts Page 2297
000132	Banked: 15/12/2021	129.60						
	Sales Recpts Page 2293	129.60	129.60		101			Sales Recpts Page 2293
depcorrect	Banked: 15/12/2021	-150.00						
	Sales Recpts Page 2299	-150.00	-150.00		101			Sales Recpts Page 2299
bacs	Banked: 15/12/2021	150.00						
bacs	Souel Sampson	150.00		25.00	565		125.00	h/dep.2.10 S Sampson bkg
bacs	Banked: 16/12/2021	1,670.00						
bacs	West Suffolk Council	1,670.00			1059	302	1,670.00	WSC Holiday Activity grant
depcorrect	Banked: 16/12/2021	-80.92						
	Sales Recpts Page 2301	-80.92	-80.92		101			Sales Recpts Page 2301
depcorrect	Banked: 16/12/2021	80.92						
depcorrect	Dobbs Review	80.92		13.49	565		67.43	h.dep Dobbs Review bkg 6/10/21
bacs	Banked: 16/12/2021	912.00						
	Sales Recpts Page 2303	912.00	912.00		101			Sales Recpts Page 2303
depcorrect	Banked: 16/12/2021	-200.00						
	Sales Recpts Page 2304	-200.00	-200.00		101			Sales Recpts Page 2304
bacs	Banked: 16/12/2021	200.00						
bacs	Triple Threat	200.00		33.34	565		166.66	hdep.TripleThreat 26/27Oct21
bacs	Banked: 21/12/2021	141.00						

Continued on Page 2

Receipts for Month 9				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 2308	141.00	141.00		101			Sales Recpts Page 2308
bacs	Banked: 21/12/2021	120.00						
	Sales Recpts Page 2309	120.00	120.00		101			Sales Recpts Page 2309
sumup	Banked: 21/12/2021	210.60						
sumup	Click Travel Ltd	210.60	216.00		101			Sales Recpts Page 2310
				4093	101		-5.40	sumup pymt of inv 6719
Total Receipts for Month		3,937.52	1,752.68	80.16			2,104.68	
Cashbook Totals		697,251.91	1,752.68	80.16			695,419.07	

Payments for Month 9					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/12/2021	Bank Charges	BANKCHARG	8.00			4051	101	8.00	Fees for stopped cheque
07/12/2021	Information Commissioner	dd	35.00	35.00		501			ICO registration fee for GDPR
11/12/2021	British Telecom	VP11560570	46.80	46.80		501			RedCareLineRental 1Nov-31Jan22
12/12/2021	N-CIS	NTC51/3523	566.04	566.04		501			IT services monthly
13/12/2021	Area 51 Design Ltd	A5106530	336.00	336.00		501			WalkaboutArtists YBR XmasTrail
13/12/2021	Cooleraid Ltd	1575882/35	74.40	74.40		501			8x19L still bottles
13/12/2021	Abbey Security Services Ltd	36013&3598	369.60	369.60		501			Memorial Gardens securityNov21
13/12/2021	Phillip Green	6122021	115.00	115.00		501			ClockTower Nov21 winding fees
13/12/2021	RBG Fencing	2021-056	299.94	299.94		501			Fencing repairs at Severals
13/12/2021	Newmarket Town Band	008/2021	80.00	80.00		501			Town Band for Rem.Day
13/12/2021	Collaboration 23 Construction	675-6	2,746.74	2,746.74		501			Flint Walls St Mary's churchyd
13/12/2021	Aquam Water Services Ltd	50/1243876	176.88	176.88		501			standpipe monthly chg-MemGdn
13/12/2021	House of Flags	216008617	138.00	138.00		501			Gazebo Leg Weights x 4
13/12/2021	Suffolk Gate Automation	4425+32	1,282.80	1,282.80		501			repairs to cemetery auto-gates
13/12/2021	Cozens (UK) Ltd	6267	7,182.00	7,182.00		501			XmasLighting trees/MHall
13/12/2021	Mead Contruccion (Cambridge) L	52645	984.00	984.00		501			moving bin & cycle racks MHall
13/12/2021	Urbis Schreder Ltd	064520	6,540.00	6,540.00		501			hardware-ClockTowerLighting
13/12/2021	JD Gardening & Landscaping Ltd	64	350.40	350.40		501			planting of memorial tree
13/12/2021	Francis Taylor Building	84979/1811	1,290.00	1,290.00		501			Weatherby Crossing Legal Fees
13/12/2021	Rialtas Business Solutions Ltd	SM24702	70.80	70.80		501			Making Tax Digital ann.support
13/12/2021	Simplicity	703687	267.30	267.30		501			admin temp fees p/e28/11/21
13/12/2021	Penguinos	1711212+b	67.50	67.50		501			event catering 20/10/2021
13/12/2021	Suffolk Police & Crime Commiss	9422005947	18,000.00	18,000.00		501			PCSO bi-annual payment
13/12/2021	Business Watch UK Fire & Secu	4026502+31	456.00	456.00		501			callout to fire alarm system
13/12/2021	PPL PRS LTD	SIN1890478	1,715.97	1,715.97		501			Music Licence p/ending31/10/22
13/12/2021	Dorans Plumbing	2302	216.10	216.10		501			EmergencyPlumbing/Men'sT
13/12/2021	Allied Mechanical Services Ltd	S00009659	108.00	108.00		501			callout-Pavilion heating sys.
13/12/2021	Marion Leeper Storyteller	18122021	150.00	150.00		501			XmasStorytelling 18/12/21
13/12/2021	Quadian Finance UK Ltd	2021064911	101.34	101.34		501			Franking System Dec-Mar
13/12/2021	N-CIS	9042	164.39	164.39		501			2x2TB backup drives
13/12/2021	Studio Scribbles Ltd	1030-1	920.00	920.00		501			XmasWorkshop - Activity Packs
13/12/2021	Ken Booth & Co Ltd	378769/918	220.86	220.86		501			janitorial supplies

Payments for Month 9					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
13/12/2021	West Suffolk Council	112797+468	13,166.11	13,166.11		501			By-Election on 30/9/21
14/12/2021	Newmarket BID	GRANTS BID	2,000.00			4076	101	2,000.00	Grant High St vinyls publicity
14/12/2021	Magpas Air Ambulance	GRANTSMAG	1,000.00			4076	101	1,000.00	Grant to Magpas
14/12/2021	Newmarket Open Door	GRANTSOD	945.45			4076	101	945.45	Grant:Soapbox NominatedCharity
14/12/2021	SOS Bus CIO	GRANTSSOS	945.45			4076	101	945.45	Grant:SoapboxNominatedC
14/12/2021	Newmarket BID Ltd	CORRECTION	-2,000.00			4117	209	-2,000.00	corr.to paymt to add VAT
15/12/2021	West Suffolk Council	DD	76.00			4011	310	76.00	NNDR installment Pavilion
15/12/2021	West Suffolk Council	DD	599.00			4011	120	599.00	NNDR installment MH
15/12/2021	West Suffolk Council	DD	404.00			4011	202	404.00	NNDR installment Cem
17/12/2021	Newmarket BID Ltd	GRANTS BID	2,400.00		400.00	4117	209	2,000.00	repost to add VAT
20/12/2021	Community Land Trust Network	2471/3541	25.00	25.00		501			Membership 21-22
20/12/2021	Windrose Merchandise	300715/354	240.36	240.36		501			Gifts for Christmas event
20/12/2021	David Hyam	16122021	250.00	250.00		501			DJ for Christmas event
20/12/2021	Newmarket & District Chamber o	120768	360.00	360.00		501			Business subscription 2022
20/12/2021	Allied Mechanical Services Ltd	9716	531.98	531.98		501			supply and install pump
20/12/2021	Dorans Plumbing	2316	57.00	57.00		501			drain cleaning
20/12/2021	High Street Safari	120	600.00	600.00		501			YBR banners, face hole board
20/12/2021	Business Watch UK Fire & Secu	4026680/23	748.53	748.53		501			annual renewal
20/12/2021	PPL PRS LTD	SIN1936614	383.32	383.32		501			Yearly royalties
20/12/2021	Crash Cleaner Ltd	00015/14	199.00	199.00		501			bus stop cleaning Nov
21/12/2021	PWLB	DD	44,931.75			4080	120	44,931.75	PWLB loan repayments
21/12/2021	East Anglian Orienteering Ass.	HDEPREFUND	288.00		48.00	565		240.00	ref.hdep.EAOrienteeringDe
21/12/2021	Total Gas and Power Ltd	3006241140	422.67	422.67		501			Pavilion Gas 31Aug-30Nov21
21/12/2021	Total Gas and Power Ltd	3004259050	1,649.56	1,649.56		501			MH gas invoice 31Aug-30Nov21
23/12/2021	Total Gas and Power Ltd	13.11	13.11	13.11		501			clocktower elec.4/9-3/12/21
23/12/2021	Total Gas and Power Ltd	3005957526	436.06	436.06		501			MH elec 4/11-3/12/21
23/12/2021	Total Gas and Power Ltd	3006009237	61.82	61.82		501			Cemetery Elec.4/11-3/12/21
24/12/2021	Petty Cash	300800	74.45			210		74.45	Petty Cash M9 reimbursement
31/12/2021	Barclaycard Account	Nov Balanc	1,164.65			208		1,164.65	Nov Statement Bal payment
31/12/2021	Unity Trust Bank	BANKCHARG	6.60			4051	101	6.60	UTB Manual Credit Handling Chg
31/12/2021	Unity Trust Bank	BANKCHARG	49.20			4051	101	49.20	UTB Service Charge
Total Payments for Month			117,108.93	64,216.38	448.00			52,444.55	
Balance Carried Fwd			580,142.98						
Cashbook Totals			697,251.91	64,216.38	448.00			632,587.53	

Date: 17/01/2022

Newmarket Town Council Current Year 2021/2022

Page: 1

Time: 15:26

Cashbook 2

User: CEW

Petty Cash

For Month No: 9

Receipts for Month 9

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: 24/12/2021	74.45						
300800	Current Account	74.45			201		74.45	Petty Cash M9 reimbursement
Total Receipts for Month		74.45	0.00	0.00			74.45	
Cashbook Totals		<u>224.45</u>	<u>0.00</u>	<u>0.00</u>			<u>224.45</u>	

Continued on Page 2

Payments for Month 9					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>
24/12/2021	Petty Cash M9	PETTYCASH	74.45		10.08	4064	101	52.87	PCash/Retirement Gifts-Mr H
						4020	102	11.50	PCash/StaffParking Temp
Total Payments for Month			74.45	0.00	10.08			64.37	
Balance Carried Fwd			150.00						
Cashbook Totals			224.45	0.00	10.08			214.37	

Receipts for Month 9				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 :	30,769.29					30,769.29	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>30,769.29</u>	<u>0.00</u>	<u>0.00</u>			<u>30,769.29</u>	

Payments for Month 9				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>
20/12/2021	HM Cumbernauld	1108662209	4,062.03			515		4,062.03	PAYE/NICs contributions M9
20/12/2021	Net Salaries M9	BACS DEC21	10,586.17			516		10,586.17	Net Salaries M9
23/12/2021	Peoples Pension	DDPP092122	710.23			514		710.23	WPP contributions M9
31/12/2021	Unity Trust Bank	BANKCHARG	18.00			4051	101	18.00	UTB Bank Service Charge
Total Payments for Month			15,376.43	0.00	0.00			15,376.43	
Balance Carried Fwd			15,392.86						
Cashbook Totals			30,769.29	0.00	0.00			30,769.29	

Date: 17/01/2022

Newmarket Town Council Current Year 2021/2022

Page: 1

Time: 15:27

Cashbook 4

User: CEW

Barclaycard Account

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 31/12/2021	1,164.65						
Nov Balanc	Current Account	1,164.65			201		1,164.65	Nov Statement Bal payment
Total Receipts for Month		1,164.65	0.00	0.00			1,164.65	
Balance Carried Fwd		1,332.88						
Cashbook Totals		<u>2,497.53</u>	<u>0.00</u>	<u>0.00</u>			<u>2,497.53</u>	

Continued on Page 2

Payments for Month 9

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 :			1,133.98					1,133.98	
02/12/2021	card/Adobe	CC220232	15.17		2.53	4025	101	12.64	card/acropro lic
02/12/2021	BP Hyperion	CC220199	78.54		13.09	4039	200	65.45	card/fuel for van
02/12/2021	card/Homebase	CC220200	19.45		3.24	4029	101	16.21	card/cable ties
03/12/2021	card/Amazon	CC220204	15.50		2.58	4017	120	12.92	card/ext.for cleanercupboard
03/12/2021	card/Tolly's Flowers	CC220205	40.00			4064	101	40.00	card/leaving for ADMIN
03/12/2021	card/Moons Toy Store	CC220206	27.07		4.51	4453	302	22.56	Raffle Prizes for Xmas Event
03/12/2021	card/Tesco	CC220207	100.05			4453	302	100.05	card/mincepies for event
07/12/2021	card/Guardian Ind Doors	CC220208	528.00		88.00	4036	310	440.00	card/storage door repairs
07/12/2021	card/Amazon	CC220209	48.97		8.18	4036	120	40.79	card/table cloths
07/12/2021	card/Smiffys	CC220210	72.98		12.16	4453	302	60.82	card/SantaOutfit
09/12/2021	card/DJ Evans	CC220212	11.93		1.99	4036	206	9.94	card/bolts for boards
09/12/2021	card/Amazon	CC220213	3.99		0.67	4036	206	3.32	card/boltcovers for boards
10/12/2021	card/Plumbfix	CC220216	47.48		7.90	4029	200	39.58	card/riveter for fittingboards
10/12/2021	card/Toolstation	CC220217	29.98		5.00	4029	200	24.98	card/drillset-shelter boards
13/12/2021	card/QD	CC220218	5.94		0.99	4453	302	4.95	card/Xmas Event supplies
13/12/2021	card/Amazon	CC220219	6.99		1.17	4037	206	5.82	card/boltcovers- shelterboards
14/12/2021	card/Tindalls	CC220220	4.50			4023	101	4.50	card/A4 punched pockets
14/12/2021	card/Amazon	CC220221	46.00		7.70	4310	308	38.30	card/batts-xmaslights
14/12/2021	card/Heath Court Hotel	CC220233	-150.00		-25.00	4064	101	-125.00	card/ref.of stafflunch dep
15/12/2021	card/QD	CC220222	20.96		3.49	4036	120	12.49	card/Xmas dec
						4453	302	4.98	card/event supplies
15/12/2021	card/Iceland	CC220223	8.00		1.33	4453	302	6.67	card/catering for event
16/12/2021	card/Deep Blue	CC220224	60.05		6.49	4064	101	53.56	card/Staff Xmas Lunch16/12/21
16/12/2021	card/Unico	CC220225	23.90			4064	101	23.90	Staff Xmas Lunch16/12/21
16/12/2021	card/Best One Shop	CC220226	5.95		0.79	4064	101	5.16	card/Staff Xmas Lunch- drinks
20/12/2021	card/Trevor White Roses	CC220227	52.80		8.80	4037	306	44.00	card/roses for new bed
21/12/2021	card/BP Hyperion	CC220228	76.58		12.76	4039	200	63.82	card/fuel for van
21/12/2021	card/QD Stores	CC220229	5.97		1.00	4037	306	4.97	card/Tarpaulins
21/12/2021	card/B&Q	CC220230	138.80		23.13	4037	306	115.67	card/slabs&chippings- newbed
22/12/2021	card/Shoe Doctor	CC220231	18.00		3.00	4036	310	15.00	card/keycutting-Pavilion
Total Payments for Month			1,363.55	0.00	195.50			1,168.05	
Cashbook Totals			2,497.53	0.00	195.50			2,302.03	

17/01/2022

Newmarket Town Council Current Year 2021/2022

Page 1

16:31

Detailed Income & Expenditure by Budget Heading as at 31/12/21

Month No: 9

Committee Report Finance & Policy M9

	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	0	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	137	1,288	2,030	742		742	63.5%	
4021 Telephone and Fax	136	1,118	2,000	882		882	55.9%	
4022 Postage	0	541	2,100	1,559		1,559	25.8%	
4023 Stationery	5	1,207	2,000	793		793	60.4%	
4025 Subscriptions&Licences	2,122	6,061	5,700	(361)		(361)	106.3%	
4026 Insurance	0	195	10,000	9,805		9,805	1.9%	
4028 Office Maintenance	824	10,658	11,500	842		842	92.7%	
4029 General Equipment	16	16	0	(16)		(16)	0.0%	
4030 Recruitment Advertising	0	3,835	500	(3,335)		(3,335)	766.9%	
4051 Bank Charges/Interest	82	216	200	(16)		(16)	107.8%	
4056 Legal Expenses	1,075	6,403	10,000	3,597		3,597	64.0%	
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	0	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	50	345	1,000	655		655	34.5%	
4075 Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076 Grants	2,891	41,891	5,000	(36,891)		(36,891)	837.8%	36,891
4077 Marketing	0	150	3,000	2,850		2,850	5.0%	
4079 Remembrance Event Expenses	80	333	25	(308)		(308)	1330.0%	
4083 PCSO	18,000	36,000	36,000	0		0	100.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090 Biodegradable Dog Poo Bags	0	0	1,000	1,000		1,000	0.0%	
4093 Sumup Commission	6	15	0	(15)		(15)	0.0%	
4097 Election Costs	13,166	13,166	5,000	(8,166)		(8,166)	263.3%	8,166
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	2,135	5,000	2,865		2,865	42.7%	
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	922	2,000	1,078		1,078	46.1%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	39,158	140,077	153,320	13,243	0	13,243	91.4%	45,057
Net Income over Expenditure	(39,158)	(73,523)	(142,511)	(68,988)				
6000 plus Transfer from EMR	12,557	45,057						
6001 less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(26,601)	(85,286)						
103 Health & Safety								
4020 Misc. Staff Costs	0	163	250	87		87	65.2%	
4028 Office Maintenance	0	69	250	181		181	27.5%	
4058 Professional Fees	0	2,500	2,500	0		0	100.0%	
Health & Safety :- Indirect Expenditure	0	2,732	3,000	268	0	268	91.1%	0
Net Expenditure	0	(2,732)	(3,000)	(268)				
Finance & Policy :- Income	0	721,934	666,189	(55,745)			108.4%	
Expenditure	39,158	142,808	156,320	13,512	0	13,512	91.4%	
Net Income over Expenditure	(39,158)	579,126	509,869	(69,257)				
plus Transfer from EMR	12,557	45,057						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(26,601)	567,363						
Grand Totals:- Income	0	721,934	666,189	(55,745)			108.4%	
Expenditure	39,158	142,808	156,320	13,512	0	13,512	91.4%	
Net Income over Expenditure	(39,158)	579,126	509,869	(69,257)				
plus Transfer from EMR	12,557	45,057						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(26,601)	567,363						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	11,263	
105	Vat Due	15,217	
201	Current Account	580,143	
204	Staff Salary Bank Account	15,393	
208	Barclaycard Account	(1,333)	
210	Petty Cash	150	
	Total Current Assets		620,833
	<u>Current Liabilities</u>		
501	Creditors	(1,800)	
565	Bookings Deposit	169	
591	CHARITY CREDITOR	40	
	Total Current Liabilities		(1,591)
	Net Current Assets		622,424
	Total Assets less Current Liabilities		<u>622,424</u>
	<u>Represented by :-</u>		
301	Current Year Fund	152,228	
310	General Fund	207,698	
311	EMR Play Equipment	15,000	
312	EMR - WSC Covid Town	2,758	
313	EMR Town Regeneration	16,145	
316	EMR Clocks/Memorials	1,755	
317	EMR Buildings-M Hall Fund	19,632	
318	EMR Buildings - Pavilion Fund	9,563	
319	EMR Disused Churchyard	2,836	
320	EMR Cooper Memorial	2,008	
321	EMR Grants	5,801	
322	EMR Street Lighting	3,500	
323	EMR Allotments	4,839	
325	EMR Public Realm	12,000	
326	EMR Elections	4,624	
327	EMR Legends of the Turf	2,844	
328	EMR Vehicle Replacement	3,260	
329	EMR Nmkt Bombing Memorial	1,000	
330	EMR Cemetery	31,279	
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	5,322	
	Total Equity		<u>622,424</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	39,158	142,808	156,320	13,512	0	13,512	91.4%
Net Income over Expenditure	<u>(39,158)</u>	<u>579,126</u>					
plus Transfer from EMR	12,557	45,057					
less Transfer to EMR	0	56,820					
Movement to/(from) Gen Reserve	<u>(26,601)</u>	<u>567,363</u>					
<u>Community Services</u>							
Income	30,779	47,830	65,100	17,270			73.5%
Expenditure	36,073	172,065	211,970	39,905	0	39,905	81.2%
Net Income over Expenditure	<u>(5,294)</u>	<u>(124,235)</u>					
plus Transfer from EMR	37,069	70,687					
less Transfer to EMR	150	150					
Movement to/(from) Gen Reserve	<u>31,624</u>	<u>(53,698)</u>					
<u>Leisure Services</u>							
Income	3,571	43,225	27,700	(15,525)			156.0%
Expenditure	53,916	208,075	206,699	(1,376)	0	(1,376)	100.7%
Net Income over Expenditure	<u>(50,345)</u>	<u>(164,849)</u>					
plus Transfer from EMR	17,676	21,077					
Movement to/(from) Gen Reserve	<u>(32,669)</u>	<u>(143,772)</u>					
<u>Human Resources</u>							
Income	0	293	0	(293)			0.0%
Expenditure	15,603	136,086	174,000	37,914	0	37,914	78.2%
Net Income over Expenditure	<u>(15,603)</u>	<u>(135,793)</u>					
plus Transfer from EMR	0	10,000					
Movement to/(from) Gen Reserve	<u>(15,603)</u>	<u>(125,793)</u>					
<u>Development & Planning</u>							
Income	0	0	0	0			0.0%
Expenditure	2,000	2,000	10,000	8,000	0	8,000	20.0%
Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>(2,000)</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	34,350	813,282	758,989	(54,293)			107.2%
Expenditure	146,750	661,034	758,989	97,955	0	97,955	87.1%
Net Income over Expenditure	<u>(112,400)</u>	<u>152,248</u>	<u>0</u>	<u>(152,248)</u>			
plus Transfer from EMR	67,302	146,821					
less Transfer to EMR	150	56,970					
Movement to/(from) Gen Reserve	<u>(45,249)</u>	<u>242,099</u>					

Blank



Report to	Finance & Policy Committee
Subject	Budget Virement Request
Purpose	Decision
Classification	Unrestricted
Meeting date	24th January 2022
Item number	9
Written By	Cathy Whitaker CLERK

Summary: This report outlines a request from the RFO (Responsible Finance Officer) to carry out a budget virement.

1.	Introduction
a.	The 2021/22 Finance & Policy Committee budget included a figure of £18,984 for Other Projects/Reserves for unexpected and unbudgeted costs. To date, £4,325 has been vired to other budget areas (£2,000 for the unexpected increase in the PCSO annual fees, £2,325 for increase in energy costs for the Studlands lighting). This leaves a balance of £14,639.
2.	Context
a.	Recruitment Advertising was budgeted at £500 for the current year; to date, the cost has been £3,835 which has been spent recruiting an Assistant Town Keeper and a Deputy Town Clerk.
b.	Further costs are anticipated to recruit a Town Keeper and Administration Assistant; costs unknown at this stage.
3.	Proposal/Options
a.	A request to vire £8,500 from the Other Projects/Reserves account 4115/101 to the Recruitment Advertising account 4030/101 – to address the existing overspend against budget and allow for the costs of recruitment over the next month(s).
4.	Financial/Resource Implications
a.	None – re-allocation of existing funds within the Finance & Policy Committee.
5.	Next Steps/Recommendations
a.	That the requested virement of £8,500 from 4115/101 to 4030/101 be approved.

Blank

East of England Ambulance Headquarters

Whiting Way
Melbourn
Cambridgeshire
SG8 6EN



Charity No. 1047987

Date: 3rd November 2021

Dear Sir / Madam,

Please allow me to introduce myself, my name is Paul Rayner and I am the scheme Co-ordinator for the Newmarket community First Responder scheme. I am part of a small team of 5 dedicated volunteers who have given their time to receive training from East of England Ambulance Service to respond to life threatening 999 calls.

Many don't realise that when making a call to 999 the control centre not only ask questions to determine the nature of the call and how quickly to respond but they also dispatch the ambulance service along with a First Responder like myself and my fellow volunteers where needed. We aim to provide a responder 24 hours a day, 7 days a week and usually we can attend within a few minutes of that call, often before the ambulance service can arrive.

I am writing to you today because whilst we offer our time free of charge as volunteers, and we have all seen firsthand how those first few minutes can be the difference between life and death. We also have to raise our own funds for training, uniform, PPE and equipment. We are committed to supporting our community, and as part of that community we are hoping you would be open to supporting us and the work we do.

Currently we are working towards purchasing a new defibrillator which is around £900 and a razor chair to assist in safely lifting a patient from the floor which will be £2,500. Anything you would be willing to donate would be gratefully received and make a huge difference in helping us save lives.

I really look forward to hearing from you, my contact details are below.

Yours Sincerely,

Paul Rayner
Scheme Coordinator
Newmarket Community First Responders

Email: paulrayner74@hotmail.co.uk

Tel: 07818 090829

<https://www.eastamb.nhs.uk/join-the-team/community-first-responders>

Newmarket Community First Responders

Set of items needed for CPR training: (prices before VAT). SP Services is the preferred NHS supplier for this equipment.

Laerdal Choking Charlie - Adult Manikin £442.80

https://www.spservices.co.uk/item/Laerdal_LaerdalChokingCharlie-AdultManikin_88_95_5620_1.html

Powerheart AED G5 Trainer £353.60

https://www.spservices.co.uk/item/Powerheart_PowerheartAEDG5Trainer_55_81_4375_1.html

Brayden CPR Manikin - Advanced Model – Single £325.00

https://www.spservices.co.uk/item/BraydenManikins_BraydenCPRManikin-AdvancedModel-Single_88_96_5274_1.html

Prestan Infant Manikin with CPR LED Monitor – SINGLE £175.75

https://www.spservices.co.uk/item/Prestan_PrestanInfantManikinwithCPRLEDMonitor-SINGLE_88_73_3734_1.html

Total: £1,297.15 (not including VAT)

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	Newmarket Community First Responder Scheme
Address	1 Derby Cottages Norwich Road Newmarket, Suffolk CB8 7DE
Telephone 01638 602249	E-mail paulrayner74@hotmail.co.uk
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)	Paul Rayner, (contact details as above)

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

Community First Responders are volunteers who respond to 999 calls where an immediate response is needed. This is particularly needed in cardiac arrest and choking situations.

We want to enhance our local training facilities with a set of CPR training equipment (see itemised quote) which will allow us to train/refresh skills locally for our members and trainees. Additionally, we would be able to put on demonstration sessions for the public, so they are more confident using public access AEDs.

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

£1,297.15 *(plus VAT)?

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 and surrounds primarily.

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

Start date	01/01/2022
End date	31/12/2022

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
	n/a	

7. **How would Newmarket Town Council support be acknowledged?**

Social media posts, media articles

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

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

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)	
Name	Paul Rayner
Date	

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	

Blank



Newmarket Town Council

Health and Safety to Report to Committee

January 2022

Location	Urgent Items Identified
Memorial Hall	Regular fire drills to be scheduled
Sports Pavilion	None to report
Cemetery	None to report
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	ELLIS WHITTAM DUE TO ATTEND ON 10TH MARCH TO CLARIFY THESE DETAILS					
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

24th January 2022

Dated: 17/01/2022

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 January 2022

Location	Issue	Action	Latest update
Severals	Booster pump needs syncing to main pump	Waiting on manufacturer – Allied working on it	Waiting for date
	Storage door damaged and unable to open one side	Repairs arranged	Waiting for date
	Bench damaged	Need to repair or replace	Waiting on materials
War Memorial	Fencing could to with painting	Outer fencing when time allows	wait for a new Town Keeper
	Metal fence on the outside has been damaged	Consulting with contractor – waiting for inspection	No further update
High Street	CCTV rewiring	Report completed & Quotes received	Next step to be determined
Cemetery	Gates all require rubbing down and repainting (3 sets)	Non- urgent – when time allows	wait for a new Town Keeper
	Vehicular access gates not working well	Fobs may be being duplicated - too many vehicles, solar panels not charging up	To be investigated further
	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	TK has left. Consider contracting out
Memorial Hall and Gardens	Ongoing vandalism	Graffiti is a big problem, requiring regular sanding to remove. Quotes obtained for wall-top fencing but no new reports of trespassing	ATK locking around 4pm weekdays & Abbey at weekends. On hold
St Mary	Metal fence bent	Consulting with contractor. Non-urgent	No further update

RISK MANAGEMENT SCHEME

Adopted by Full Town Council – 25th January 2021. Resolution: 21/01/14/05 (F/21/01.13.01 Recommendation)

Risk Management Strategy

Introduction

This document sets out the framework on which risk management processes at Newmarket Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk – ‘*Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative*’.

Risk Management - ‘*Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.*’ [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council’s business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council’s Business Plan.

Implementing the strategy involves identifying, analysing/prioritising, managing and monitoring risks.

Risk Types

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

L – Likelihood, I – Impact. (Risks rated as – Low – 1, Medium – 2, High – 3)

Compliance Risk - failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risk Control – Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- Tolerate - documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.
- Treat - loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;
- Transfer – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;
- Terminate – the circumstances from which the risk arises are ceased so that the risk no longer exists.

Risk Register –Details on the impact and likelihood matrix are included below. Health and Safety risks are assessed in a similar manner but are assessed, recorded and managed separately to the matrix below.

Risk Monitoring – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities

Councillors – risk management is seen as a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include: approval of the Risk Management Strategy; consideration of the Risk Assessment Matrix.

Proper Officer and Responsible Financial Officer- will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers – when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

Role of Internal Audit – the Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Council. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Training – Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

Risk Assessment and Management (Financial & Business). Reviewed January 2021

1. RISKS: Financial - Income													
RISK LEVEL					Low			Medium			High		
					1	2	3	4	5	6	7	8	9
<u>Activity</u>	<u>Risk Identified</u>	L	I	RISK	<u>Management of Risk</u>	<u>Action</u>			<u>By Who</u>	<u>By When</u>			
Precept	Not Submitted	L	H	3	Full TC Minute & Diary to forward request to District. Check and Report if not received by end of April	Diary			RFO	ongoing			
	Not Paid by District Council	L	H	3	Calculated on need after other income taken from estimated expenditure	Diary/Bank Statement							
	Adequacy of Precept	L	H	3	Each committee drafts budget in October and continues to assess and evaluate need to January. Proposed budgets to F&P and Council with explanatory notes. Budgets discussed in public meetings	Full consultation with committees, based on Strategy.							
	Adequacy of Budget provision	L	H	3		Draft budget on Accountancy system. Ensure all expenditure accounted for. Ensure previous year's actual figures considered. Use RFO, & Proper Officer.							
Responsible Financial Officer	Requirement to maintain permanent, experienced RFO	L	M	2	In-house training & knowledge sharing. Option to engage temporary RFO if necessary	Produce documentation of procedural processes			RFO	June 21			
Funds to repay PWLB loans	Adequate provision in Budget	L	M	2	Accounted for when drawing up the draft budget.	Ensure adequate budget provision made for future years			RFO	ongoing			
Charges from Severals Pavilion	Set realistic budget income level	M	M	4	Manage charges to ensure optimum use of Pavilion	Events Manager to build strategy to increase bookings by reducing charges			EM	Dec 21			
Charges Cemetery	Plot Allocation Receipt of fees	M	M	4	Outsourced to West Suffolk. Risk managed by West Suffolk.	Put monitoring in place of SLA quarterly burial income & expenditure			RFO	Quarterly			
Charges Allotments	Below Budget prediction	L	L	1	From Associations, so predictable. Receive annual report on allotment take-up from the Allotment Association.	Need to monitor to ensure receipt. Invoiced in January annually			RFO	February			

L – Likelihood, I – Impact. (Risks rated as – Low – 1, Medium – 2, High – 3)

RISKS: Financial – Income (continued)									
RISK LEVEL				Low			Medium		
				1	2	3	4	5	6
				High			7	8	9
<u>Activity</u>	<u>Risk Identified</u>	L	I	RISK	<u>Management of Risk</u>	<u>Action</u>	<u>By Who</u>	<u>By When</u>	
Investment Income	Adequacy to meet Budget prediction	L	M	2	Reviewed annually at year end. Low return at present, but realistic prediction.	Keep under review	RFO	June 21	
Grant for Public Toilets	Below budget prediction	L	L	1	Regular contribution from District Council received of £3,300	Need to monitor to ensure receipt. Invoiced annually in April	RFO	June	
Income from Memorial Hall	Sufficient income to cover costs.	M	L	2	Manage charges to ensure optimum use of Memorial Hall, Chamber & EC Room. Set realistic budget of expenditure.	Retain Events Manager and ensure that income is reviewed monthly at Community & Leisure Services Committee	EM / RFO	Monthly	
VAT Claim	Lack of VAT reclaim	L	M	2	In accordance with Financial Regulations. Claim paid directly in to Council's bank account and noted as receipt in cashbook. Reclaims on quarterly basis.	Finance & Policy Committee to scrutinise to ensure receipt	RFO	Quarterly	
Administration of Accounts	Receipt arrangements. Invoices may not be sent out in timely manner or not at all.	M	H	6	Internal controls in accordance with Financial Regulations. Receipts currently entered weekly by RFO. Invoices prepared in accordance with procedures. Event Manager prepares booking invoices monthly.	Finance & Policy committee to review aged debtors report and balance sheet monthly.	EM / RFO	Monthly	
Handling cash from events / petty cash	Misappropriation of funds (events)	L	H	3	Cash should be handled by 2 people, recorded in paying-in book and relevant Cashbook and banked asap. Adequate fidelity insurance in place.	Review operating procedure.	RFO	Annually	
	Petty Cash	L	M	2	Allowed to sum of £150, renewed as required. Each cheque signed by 2 signatories. All petty cash expenditure is recorded in Petty Cash monthly spreadsheet and CB2. Balanced monthly.	Review operating procedure.	RFO		

L – Likelihood, I – Impact. (Risks rated as – Low – 1, Medium – 2, High – 3)

2. Risks: Financial - Expenditure									
RISK LEVEL									
Low Medium High									
1 2 3 4 5 6 7 8 9									
<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>RISK</u>	<u>Management of Risk</u>	<u>Action</u>	<u>By Who</u>	<u>By When</u>	
Salaries	Inadequate funding for salaries & costs	L	M	2	Posts fully costed. Budget accurately set. Check PAYE calculations	Review all salaries and conditions of service. Maintain realistic HR EMR	TC / RFO	Monthly	
	Wrong pay rate, hours or deductions.	L	L	1	Systems in place for recording rates of pay, hours and calculation of deductions. Undertake manual checks when inputting data	Operating Procedure in place, with TC undertaking check of monthly payroll figures and signing to indicate completed.			
Direct Costs and Overhead expenses	Goods not supplied	L	M	2	Purchase order system in place. Goods/services checked against orders	Review operating systems as necessary	RFO / Admin	Ongoing	
	Invoice incorrectly calculated Payment to wrong party	L	M	2	Check arithmetic and against purchase order Invoice initialised by signatories.				
Grants	Power to Pay	L	M	2	NTC holds General Power of Competence (GPC)	Maintain GPC. Ensure qualified member of staff & confirmation by FTC.	TC / RFO	Ongoing	
	Agreement of Council to pay Cheque / Bank Transfer	L	L	1	Approval at council/committee meeting Signatory / online authorisation by 2 signatories	Resolution shown in the minutes Consider creating EMR for Grants			
	Value for Money	M	M	4	Review merits before approval	Prioritise in accordance with Strategic Objectives.			
	Work not done	M	M	4	Require feedback from organising body	Pay on completion, on invoice/receipt Consider creating a Grants Policy by 2022			
Election Costs	Invoiced at agreed rate. Maintain EMR for 4-year & casual	L	M	2	Accrue annually	Establish EMR	RFO	April 21	
VAT Payment	VAT analysis & payment not made on time	M	L	2	All items in cash book. Payment for authorisation sheet. Payments up to date.	Verify, pay after monthly accounts.	RFO	Quarterly	
Reserves General	Adequacy	L	M	2	Consider at budget setting, set at 25% of net turnover	Revise medium term financial plan to build general reserves	F&P	Ongoing	

Risks: Financial – Expenditure (contd)														
RISK LEVEL														
123456789														
<u>Activity</u>	<u>Risk Identified</u>	L	I	RISK	Management of Risk	<u>Action</u>	<u>By Who</u>	<u>By When</u>						
Reserves Earmarked	Adequacy	L	M	2	Consider at budget setting and year end	Assess against Strategy	RFO	Ongoing						
Assets	Loss, damage etc.	M	M	4	Regular inspections, update insurance and register. Review adequacy of public liability insurance	Complete full inspection of assets and inventory	TC	Annually						
	Risk to third party	M	M	4	Safety inspections		TK	Ongoing						
Staff	Loss of key personnel	L	H	3	Hours, health, stress, uncertainty, conditions etc.	Council to review terms and conditions and member-officer roles. Ensure that Performance Management system followed.	TC	Ongoing						
	Fraud by staff	L	H	3	Fidelity guarantee insurance. Monitoring by TC/ RFO. Regular financial reports to committees, councillors have authority to pay.	Regularly review and monitor systems of internal control.	TC/ RFO							
Borrowing	Authority to borrow	L	M	2	Authority from full Council and application to PWLB	Ensure adequate provision in future Budgets	RFO	Annually						
Legal Powers	Illegal activity or payment	L	H	3	Education of members as to their legal powers. Maintain General Power.	Put training in place for councillors.	TC	Ongoing						
Financial Records	Non-standard or non-compliant records	L	M	2	Regular internal audit; interim and year end. Regular expenditure/income reports to F&P Committee	Continue system of regular review and internal audit.	RFO	Ongoing						
Medium Term Financial Plan	Need to plan for longer term	L	L	1	4-yearly renewal.	Maintain MTFS linked to Strategy. Annual review.	TC	Annual						
Expenses	Misappropriation	L	H	3	Staff & councillor expenses managed by Proper Officer/RFO. Mileage authorized in advance. Raised through expenses claim form. Councillors' expenses recorded in Ledger. RFO will raise cheque, signed by 2 signatories.	Ensure signatories do no authorize their own expenses.	TC / RFO	Ongoing						
Credit cards	Misuse by holders	M	M	4	Credit card for use by TC and RFO. CB4 balanced with Credit Card statement and checked monthly.	Maintain a check on credit card limit.	RFO	Monthly / Annually						

L – Likelihood, I – Impact. (Risks rated as – Low – 1, Medium – 2, High – 3)

3. Risks: Strategic										
RISK LEVEL										
		1	2	3	4	5	6	7	8	9
<u>Activity</u>	<u>Risk Identified</u>	L	I	RISK	<u>Management of Risk</u>	<u>Action</u>	<u>By Who</u>	<u>By When</u>		
Grants	Is Grant Scheme linked to strategic priorities?	M	M	4	Grants given to certain community projects.	Can be cost effective but need to be linked to strategic priorities & enabled voluntary sector.	Council/ Cttee	Ongoing		
Provision of existing Services	Unable to afford or deliver	M	M	4	Provision included in budget. Review and outsourcing should reduce cost.	Need to be in accordance with Strategy & be included in Business Plan. Risk assessment & full costing of proposals	RFO / TC	Ongoing		
Additional functions in future	Will needs & wishes of town be identified? Will Town Council be prepared to fill gaps?	M	M	4	No new functions proposed, but plan to free up money from outsourcing and look at priorities.	Need to bring proposals out through Strategy. Need risk assessment on new functions and allocate resources.	Council/ Cttee	Ongoing		
Neighbourhood Plan & Council Strategy	Lack of clear direction & allocation of resources Unable to implement strategy	M M	L L	2 2	Neighbourhood Plan Committee formed.	Monthly NP Committee meetings NP Budget set.	RFO	Ongoing		

4. Risk: Operational									
RISK LEVEL									
		1	2	3	4	5	6	7	8 9
Activity	Risk Identified	L	I	RISK	Management of Risk	Action	By Who	By When	
Insurance Cover for Council	Risk to finances, staff and third parties if inadequate cover.	M	H	6	Buildings/ Land/ Carparks/ Allotments/ Cemeteries/bus shelters etc. Vehicles & Plant Contents Equipment Fidelity Theft	Monitor cover and update as necessary, particularly in light of outsourcing. Clarify liabilities	TC / RFO	Annually	
	Action taken against Council by employee or third party				Personal Injury (Councillors & Officers) Public Liability Slander/Label Employer Liability External Events				
Security	Risk to: 1: Staff 2: IT 3: Buildings	L L L	H H H	3 3 3	Key holding procedures. Backup files offsite, password protection Maintain security of building, alarms, fire safety	Review all procedures as necessary. Abbey Security for night-time/weekend security N-CIS contract for support & backup	TC	Ongoing	
Regular maintenance of assets	Risk to staff & third parties of loss or damage	L	M	2	Annual Business Risk Assessments completed Adequate legislative safety checks of assets	Monitor and review.	TC	Annually	
Asset Register	Risk if assets not properly recorded & valued	L	M	2	Asset Register,	Review and update. Add maps and photographs.	TC	Ongoing	
Council Liability	Lone person working-compliance with law	L	M	2	Procedure for safety but needs to be reviewed with new staff structure.	Monitor & review	TC	Ongoing	

5. Risk: Operational (contd)										
RISK LEVEL										
		1	2	3	4	5	6	7	8	9
<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>RISK</u>	<u>Management of Risk</u>	<u>Action</u>	<u>By Who</u>	<u>By When</u>		
Employment	Contract of Employment	L	M	2	All staff have a contract of employment and job description	Ensure any new staff are issued with contract and job description. Review JD through Performance Management Scheme	TC	Ongoing		
Duty of Care	Duty of care to visitors, staff and councillors	M	H	6	Ensure adequate insurance, risk assessments and action plans.	H&S risk assessments carried out regularly & recommendations actioned	TC	Ongoing		
Employment Terms and Conditions	Other employment conditions compliance with legislation	L	L	2	Terms and conditions drawn up in Staff Handbook and other relevant policies	Review handbook and policies Implement any changes in line with changes in legislation Issue copies of documents to new staff	TC / HR Committee	Ongoing		
Health and Safety	Members, Employees, Public & Contractors	M	M	4	Undertake regular safety risk assessments both general and specialist. Monitor health and safety policies and implement safe working procedures.	External health and safety expertise bought in to advise and support. Regular training of staff and review of procedures	TC	Ongoing		
Town & Country Planning	Adverse effect on the town and on community amenities if the Council fails to respond to Planning applications or Local Plan consultations	L	M	2	Council responds through Development & Planning Committee (meets fortnightly) or Council for major applications.	Planning lists compiled by administrative staff and issued with agendas, allowing applications to be considered in advance of meetings. Extension of time sought should a consultation deadline fall before relevant meeting.	TC / Admin	Ongoing		

Risk: Operational (contd)									
RISK LEVEL									
		1	2	3	4	5	6	7	8
		9							
<u>Activity</u>	<u>Risk Identified</u>	L	I	RISK	<u>Management of Risk</u>	<u>Action</u>	<u>By Who</u>	<u>By When</u>	
Training	Lack of knowledge of regulations, legislation or good practice	M	M	4	Through recognition of training needs and development of annual training & development plans Access to relevant professional bodies (NALC, SALC, SLCC), health and safety advisors.	New members to attend SALC "New Councillor" training and to be issued joining pack with council policies and relevant documents. Staff training needs identified through Performance Management scheme.	TC	Ongoing	
Freedom of information	Requests not responded to within specified time limits	L	H	3	FOI policy in place. Seek advice from Monitoring Officer or SALC as required	Action any FOI requests in accordance with policy.	TC	Ongoing	
Governance Documents	Policies not up to date, failing to account for changes in legislation/ good practice.	M	M	4	Review schedule of policies in place	Review as necessary	TC	Ongoing	
Press releases	Failure to comply with legislation and good practice	M	M	4	Adopted Publicity Code	Act in accordance with policy.	TC	Ongoing	
Data Protection	Security of data	M	H	6	Confidential documents are securely destroyed. Council computers are password protected and have anti-virus software. The Council is registered with the Information Commissioner. Councillors use "newmarket.gov.uk" e-mail addresses	Continue to outsource IT support	TC	Ongoing	

Risk: Operational (contd)									
RISK LEVEL									
		1	2	3	4	5	6	7	8
		1	2	3	4	5	6	7	8
Activity	Risk Identified	L	I	RISK	Management of Risk	Action	By Who	By When	
Byelaws	That any intended byelaw is not lawfully implemented	L	L	1	Not applicable at present, should any action be needed seek legal advice	Act in accordance with advice given	TC	Only if needed	
Archiving documents	Security and statutory retention periods	M	M	4	Needs to be in accordance with a document retention policy and GDPR.	Adopt document retention policy and review.	TC	Ongoing	
Public Access	Public need to be able to safely access services according to need.	L	M	2	Services available at stated times. Subject to health and safety inspections	Monitor and review	TC	Ongoing	
Contracts (1)	Compliance with legislation and Town Council policies	M	M	4	Contracts policy in place. Prepare specification, determine on price and quality and enable monitoring and feedback mechanisms	Act in accordance with policy	TC	Ongoing	
Contracts (2) – Service Level Agreements	Risk to performance, cost and reputational damage if not properly monitored	M	M	4	Implement monitoring provision	Monitor against specification and price. Ensure channels for regular review and feedback	TC	Ongoing	

5. Risk: Compliance													
RISK LEVEL					1	2	3	4	5	6	7	8	9
<u>Activity</u>	<u>Risk Identified</u>	L	I	R	<u>Management of Risk</u>			<u>Action</u>	<u>By Who</u>	<u>By When</u>			
Legal Powers	Not having legal power to undertake activities	L	L	1	Council has General Power of Competence, with two thirds of elected Members and CILCA qualified Clerk.			Council resolution taken to confirm eligibility Review at next relevant annual meeting (that which takes place in a year of ordinary elections of parish councillors)	TC	Ongoing			
Minutes	That minutes are accurate and legal	L	H	3	Decisions of Council and committees recorded as resolution or recommendation. Approved at following meeting, adopted at Council. Minutes in loose form with numbered pages. Each page initialised by Chairman. Experienced Minute Clerk.			Governed by Standing Orders – act in accordance with policy.	TC	Ongoing			
	Loss of Minutes	L	H	3	Minutes and agendas are held on the website, with hard copies held and archived at the Memorial Hall. Electronic copies also saved and backed up electronically.			Ensure electronic files are regularly backed up and minutes posted to website in timely fashion.					
	Lack of transparency	L	M	2	Usually available in office and on Website			Draft minutes posted to website, replaced as final version once signed.					
Minutes - Confidential Matters	Maintenance of confidentiality when required (usually legal, commercially sensitive or staffing matters)	L	H	3	Confidential matters discussed following a resolution to close a meeting in accordance with Standing Orders.			Any decisions taken should be shown in public minutes, with wording appropriate to maintain any confidentiality required.	TC	Ongoing			
Members Interests	Conflict of Interest	M	L	2	Update declarations of interest Record any declarations in the minutes Adopted Code of Conduct			Issue prompts to councillors to update their interests and ensure accessible through the council website.	TC / Cllrs	Ongoing			
Councillor Declarations	Accurate and Legal	M	H	6	Copies on Website or link to WSC. Seek advice from monitoring officer if needed			Review & update as required. Training requirement for councillors.	TC	Ongoing			
Dispensations	Ensure compliant with legislation	M	M	4	Standing Orders outline the procedure			Follow process and review as needed	TC	Ongoing			

Risk: Compliance (contd)												
RISK LEVEL												
123456789												
<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>R</u>	<u>Management of Risk</u>	<u>Action</u>	<u>By Who</u>	<u>By When</u>				
Budget & Precept	That these be set in accordance with legislation	L	H	3	Final budget and precept set at Full Town Council agreed by resolution.	Ensure the resolution is shown in the minutes	TC / RFO	Annually				
Accounts & Annual Return	Not acting in accordance with Financial Regulations Failure to achieve a satisfactory annual return	L	H	3	Regular financial reports to committee Financial Regulations and Internal Controls reviewed annually	Act in accordance with Financial Regulations Internal audits (annual & interim)	TC / RFO	Ongoing				
Website	Not compliant with Transparency Code	L	M	2	Website redesigned to allow compliance	New documents to be added in line with legislation. Staff trained to be able to undertake this.	TC	Ongoing				
Code of Conduct	Compliant with legislation & best practice	L	M	2	Code adopted.	Review when model codes updated Training for councillors	TC	Ongoing				
Agendas and Notices	Not complying with legislation	L	H	3	Follow legislation and adopted practices.	Review & follow process	TC	Ongoing				
Freedom of Information	Legal compliance	L	M	2	Need to follow legislation, allow request by letter/email.	Review process and ensure staff can administer	TC	Ongoing				
Publication Scheme	Legal compliance	L	M	2	On website	Review Publication Scheme and Information Guide. Update on Website.	TC	Ongoing				
Data Protection	Legal compliance	L	M	2	Operational procedures in place. Current registration with ICO in place. Details on website.	Monitor how data is stored, made available and disposed of. Follow guidance.	TC	Ongoing				
Charitable Trust	Understanding of responsibilities and separate legal decision making	L	L	1	NTC Charitable Trust is a 'work in progress'	Refer back to F&P for discussion & decision regarding desirability. Seek legal advice if required	RFO / TC	March 21				

L – Likelihood, I – Impact. (Risks rated as – Low – 1, Medium – 2, High – 3)

Risk: Compliance (contd)												
RISK LEVEL												

Blank