

Membership from May 2020

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 21st February at 7pm or following on from the
Neighbourhood Plan 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.

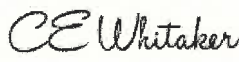
Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- 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 24th January 2022**
 - 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. **Community Governance Review** - to consider a response to the consultation regarding Town Council Warding
10. **Book Printing** – to consider a request to print a book on Newmarket
11. **Defibrillator** – to consider a request to fund consumables for the defibrillator located at the RC Church
12. **Electricity contract** – to consider the extension of the current contract with Total Energies to 2026 (to follow)
13. **Health and safety** – to receive a monthly report
14. **Correspondence**
15. Date of next meeting **Monday 21st March 2022**
16. To note items for consideration at the next meeting

Signed  Cathy Whitaker, Town Clerk

townclerk@newmarket.gov.uk

Date 15th February 2022

www.newmarket.gov.uk

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Newmarket

TOWN COUNCIL

Item 4

Minutes of a Meeting of the Finance & Policy Committee Held on Monday 24th January 2022 at the Memorial Hall at 7:00pm

Attendance:

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

Councillor J Harvey
Councillor M Jefferys

Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllr Ferries, Paul Rayner – Newmarket Community First Responders and 1 Member of the Public.

Minute

F/22/01/1 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/22/01/2 Apologies for Absence

Apologies were received from Cllrs Hood, and O'Neill.

F/22/01/3 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/22/01/4 To Confirm the Minutes of the Meeting Held on 13th December 2021 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 13th December 2021 and the following was agreed:

F/22/01/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 13th December 2021 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/22/01/5 Public Open Session

Paul Rayner spoke to item 10 and gave an outline of the work of the Newmarket Community First Responder Scheme volunteers.

The Chairman proposed that item 10 be brought forward and the following was agreed:

F/22/01/5.01 Resolved

That item 10 – Grant Applications be brought forward.

F/22/01/6 Grant Applications

A grant application from the Newmarket Community First Responder Scheme was considered and the following was agreed:

F/22/01/6.01 Recommendation

That the request for a grant to support the Newmarket Community First Responder Scheme be deferred to the end of the fiscal year and that the amount considered be not less than £500. That the use of the Memorial Hall as a training venue be offered free of charge, subject to availability.

Mr Rayner left the meeting.

F/22/01/7 Submission of Schedules of Payments for Information CB1 - CB4 2021

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

F/22/01/7.01 Recommendation

That the ratification of the schedules of payments for the period 01/12/2021 – 31/12/2021 (Cash Book 1 - 4) be received and adopted.

F/22/01/8 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/10/2021, 30/11/2021 and 31/12/2021 (months 7,8 & 9) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/01/9 To Receive the Income and Expenditure

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

F/22/01/10 Budget Virements

Town Clerk presented 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). The following was agreed:

F/22/01/10.01 Recommendation

That the requested virement of £8,500 from 4115/101 to 4030/101 be approved.

F/22/01/11 Health and Safety

The monthly health and safety report was received and noted.

F/22/01/12 Committee Meeting Schedule Workshop

The Workshop will be held on Wednesday 16th March 2022 at the Memorial

Hall at 6:15pm.

F/22/01/13 Risk Management Scheme

The Risk Management Scheme will be reviewed by the Working Group.

F/22/01/14 Field Terrace Road Allotment land

The Chairman reported that the Solicitors had advised that the land should be offered for sale at market rates. A report on costs will be provided at a future meeting to be considered.

Cllr Drummond left the meeting.

F/22/01/15 Correspondence

West Suffolk Community Governance Review was considered and the Town Clerk will send out a report on the current position to all Councillors to seek their views.

A member of the public left the meeting.

F/22/01/16 Date of Next Meeting

Monday 21st February 2022 at the Memorial Hall.

F/22/01/17 Items for the Next Agenda

- Risk Management Scheme
- Field terrace Road Allotment Land
- West Suffolk Community Governance Review

Meeting closed at 7:24pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/01/6.01 Recommendation</u>	That the request for a grant to support the Newmarket Community First Responder Scheme be deferred to the end of the fiscal year and that the amount considered be not less than £500. That the use of the Memorial Hall as a training venue be offered free of charge, subject to availability.
<u>F/22/01/7.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/12/2021 – 31/11/2021 (Cash Book 1 - 4) be received and adopted.
<u>F/22/01/10.01 Recommendation</u>	That the requested virement of £8,500 from 4115/101 to 4030/101 be approved.

Item 6

Date: 11/02/2022

Newmarket Town Council Current Year 2021/2022

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Time: 17:30

Cashbook 1

User: CEW

Current Account

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		580,142.98					580,142.98	
bacs	Banked: 05/01/2022	900.00						
	Sales Recpts Page 2311	900.00	900.00		101			Sales Recpts Page 2311
bacs	Banked: 06/01/2022	3,300.00						
	Sales Recpts Page 2312	3,300.00	3,300.00		101			Sales Recpts Page 2312
bacs	Banked: 06/01/2022	67.31						
bacs	West Suffolk Council	67.31			1005	102	67.31	refund on GC parking pass
bacs	Banked: 06/01/2022	1,344.00						
	Sales Recpts Page 2313	1,344.00	1,344.00		101			Sales Recpts Page 2313
bacs	Banked: 10/01/2022	132.00						
	Sales Recpts Page 2315	132.00	132.00		101			Sales Recpts Page 2315
000133	Banked: 12/01/2022	200.00						
	Sales Recpts Page 2314	200.00	200.00		101			Sales Recpts Page 2314
bacs	Banked: 18/01/2022	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	hdep.bluest blue.23/1/22
000134	Banked: 19/01/2022	210.60						
	Sales Recpts Page 2316	210.60	210.60		101			Sales Recpts Page 2316
000135	Banked: 19/01/2022	108.00						
	Sales Recpts Page 2317	108.00	108.00		101			Sales Recpts Page 2317
bacs	Banked: 19/01/2022	300.00						
bacs	M Bujulea	300.00		50.00	565		250.00	h.dep.wedd.11/2/22.Bujulea
bacs	Banked: 20/01/2022	190.00						
	Sales Recpts Page 2319	190.00	190.00		101			Sales Recpts Page 2319
bacs	Banked: 24/01/2022	57.00						
bacs	Stagecoach	57.00		9.50	565		47.50	h.dep.Stagecoach.25/3/22
BACS	Banked: 24/01/2022	50.00						
BACS	E Tanzer	50.00		8.33	565		41.67	hdep.E.Tanzer-April22bkg
bacs	Banked: 27/01/2022	500.00						
bacs	KOR Communications	500.00		83.33	565		416.67	hdep.March22 bkg L=KORR COMM.
Total Receipts for Month		7,502.91	6,384.60	175.16			943.15	
Cashbook Totals		587,645.89	6,384.60	175.16			581,086.13	

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Newmarket Town Council Current Year 2021/2022

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Time: 17:30

Cashbook 1

User: CEW

Current Account

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/01/2022	Unity Trust Bank	BANKCHARG	8.00			4051	101	8.00	stop cheque fee(lost)
05/01/2022	Complete Business Solutions	LOSTCHQADJ	-146.15			4023	101	-146.15	canx chq.reissue bacs pymt
05/01/2022	Complete Business Solutions	LOSTCHQADJ	146.15			4023	101	146.15	lost chq. reissue bacs pymt
05/01/2022	Complete Business Solutions	LOSTCHQADJ	-154.51			4023	101	-154.51	lostchq. reissue bacs pymt
05/01/2022	Complete Business Solutions	LOSTCHQADJ	154.51			4023	101	154.51	lostchq. reissue bacs pymt
06/01/2022	Abbey Security Services Ltd	36155 & 56	277.20	277.20		501			SECURITY GARDEN DECEMBER
06/01/2022	Simplicity	705603/5/2	1,571.72	1,571.72		501			ADMIN TEMP FEES WK 36
06/01/2022	Aquam Water Services Ltd	50/1248590	184.92	184.92		501			STANDPIPE HIRE DEC 21
06/01/2022	Cooleraid Ltd	1579901	52.80	52.80		501			SANITIZATION 4 UNITS
06/01/2022	Dorans Plumbing	2331	64.50	64.50		501			REPLACE LEAKING TAP CEM
06/01/2022	Suffolk Motors Ltd	74228	200.76	200.76		501			VAN BRAKE DISCS/PADS
06/01/2022	British Telecom	6592944	118.80	118.80		501			PHONE BOOK ENTRY
06/01/2022	Phillip Green	060122	115.00	115.00		501			CLOCK TOWER MAINT. DEC
06/01/2022	Zurich Municipal	511956836	8,112.85	8,112.85		501			INSURANCE CONTRACT
06/01/2022	Dawn Burford	181221	150.00	150.00		501			SANTA WORKSHOP
06/01/2022	Business Watch UK Fire & Secu	4027034	138.00	138.00		501			CALLOUT TO REPAIR CALLPOINT
06/01/2022	SLCC Enterprises Ltd	BK204405-1	90.00	90.00		501			TRAINING FEB 2022
06/01/2022	La Hogue Farm Foods	1301	294.00	294.00		501			CHRISTMAS TREES
06/01/2022	Newmarket Community Arts Creat	001	150.00	150.00		501			CHRISTMAS WORKSHOPS
06/01/2022	HCI Data Limited	WEB14159	102.00	102.00		501			RENEWAL OF WEB DOMAIN 2YRS
06/01/2022	Saxon Fire Ltd	40926	55.60	55.60		501			SERVICE DAMAGED EXTINGUISHER
06/01/2022	Gala Lights Ltd	21627SW	14,292.00	14,292.00		501			HIRE YR1 & INSTALLATION
06/01/2022	Complete Business Solutions Gr	03003716	30.47	30.47		501			COPIER PAPER
06/01/2022	Newmarket Plant Hire Ltd	599098	128.70	128.70		501			HIRE TURF CUTTER
10/01/2022	Francis Taylor Building	84979 1001	2,310.00	2,310.00		501			WEATHERBY CROSSING CHARGES
10/01/2022	Allied Mechanical Services Ltd	9766	162.00	162.00		501			ANNUAL SERVICE AIR CON
10/01/2022	Crash Cleaner Ltd	00017/18	452.25	452.25		501			CHAPEL CLEANING DEC
10/01/2022	Anglian Water Business Nationa	354447001	1,654.99	1,654.99		501			WATER AUG TO NOV
10/01/2022	Anglian Water Business Nationa	229789301	379.65	379.65		501			WATER CHARGES OCT TO JAN
12/01/2022	N-CIS	9186/3560	555.92	555.92		501			MONTHLY CHARGES
15/01/2022	West Suffolk Council	DD	599.00			4011	120	599.00	MH.NNDR monthly installment
15/01/2022	West Suffolk Council	DD	404.00			4011	202	404.00	Cem.NNDR monthly installment
18/01/2022	Heelis and Lodge	HL9211/358	350.00	350.00		501			Interim audit
18/01/2022	Ken Booth & Co Ltd	382722	179.64	179.64		501			JANITORIAL SUPPLIES
18/01/2022	Suffolk Association of Local C	25405	120.00	120.00		501			CLERK TRAINING FOR DTC
18/01/2022	Anglian Water Business Nationa	290307401	73.37	73.37		501			14 OCT TO 13 JAN CEMETERY WATE

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Newmarket Town Council Current Year 2021/2022

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Cashbook 1

User: CEW

Current Account

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
18/01/2022	Dorans Plumbing	2335	280.00	280.00		501			REPAIRS - TAP AND TOILETS
18/01/2022	Business Watch UK Fire & Secu	4027213	171.36	171.36		501			CALLOUT TO PAVILION
18/01/2022	Penny Sobr	63	150.00	150.00		501			CHRISTMAS WORKSHOP
18/01/2022	Penguinos	4012022/21	133.30	133.30		501			LUNCH FOR SANTA
18/01/2022	Unveiling Curtains Ltd	643	288.00	288.00		501			CURTAIN HIRE BOMBING
18/01/2022	Cooleraid Ltd	1582133	115.68	115.68		501			ANNUAL RENTAL
18/01/2022	West Suffolk Council	DD	76.00			4011	310	76.00	Pav.NNDR monthly installment
18/01/2022	Camb Univ Hospitals NHS Trust	SLDEPREF	153.00		25.50	565		127.50	hdep refund:CambUnivHosp 12/19
21/01/2022	Staff Salary Account	wagestopup	50,000.00			204		50,000.00	topup transfer for salary a/c
21/01/2022	Siemens Financial Services	DD	645.36		107.56	4028	101	537.80	lease/maint. office printerQ4
24/01/2022	Ken Booth & Co Ltd	380913	69.44	69.44		501			MASKS/SANITISER
24/01/2022	Harrisons Packaging	5418967	180.00	180.00		501			DOG WASTE BAGS
24/01/2022	N-CIS	9201	189.59	189.59		501			SUPPLY MONITOR
24/01/2022	Office Wizard	306	90.00	90.00		501			RENEW SOAPBOX DOMAIN
24/01/2022	Burwell Print Centre Ltd	21458	139.00	139.00		501			POPPY DAY ORDER OF SERVICE
24/01/2022	Newmarket Community Choir	001/180122	200.00	200.00		501			CHRISTMAS EVENT PERFORMANCE
24/01/2022	Ivett & Reed	1073334	2,356.80	2,356.80		501			BOMBING PLAQUE
25/01/2022	Total Gas and Power Ltd	3005903109	25.54	25.54		501			ELEC BILL TUTTE
26/01/2022	Total Gas and Power Ltd	3006009237	63.59	63.59		501			ELEC CEMETERY
26/01/2022	Total Gas and Power Ltd	3005957526	423.04	423.04		501			ELEC MEM HALL
31/01/2022	Suffolk Association of Local C	25413/8/9	1,260.00	1,260.00		501			DTC CLERK TRAINING 5&6
31/01/2022	SLCC Enterprises Ltd	BK204855/6	360.00	360.00		501			CLERK CILCA PORTFOLIO
31/01/2022	Iliffe Media Publishing Ltd	1414598/99	2,016.00	2,016.00		501			RECRUITMENTS ADS TKEEPER
31/01/2022	Simplicity	715287	513.22	513.22		501			ADMIN TEMP WK42
31/01/2022	Newmarket Town Band	009/2022	125.00	125.00		501			PERFORMANCE BOMBING CEREMONY
31/01/2022	Regency Cakes	CO00277	95.00	95.00		501			CAKE FOR BOMBING CEREMONY
31/01/2022	Anglian Water Business Nationa	354535901	58.40	58.40		501			WATER 16 OCT TO 15 JAN
31/01/2022	Petty Cash M10	PETTYCASH	60.08		1.67	4023	101	8.33	PCash/Punched Pockets
						4020	102	6.60	PCash/Office refreshments
						4020	102	20.00	PCash/staff-van parking
						4064	101	23.48	PCash/leaving
31/01/2022	Petty Cash	300801	60.08			210		60.08	Petty Cash reimbursement M10
31/01/2022	Correction to PCash	CORRECTION	-60.08		-1.67	4023	101	-8.33	Correction to PCash
						4020	101	-6.60	Correction to PCash
						4020	101	-20.00	Correction to PCash
						4064	101	-23.48	Correction to PCash

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Cashbook 1

User: CEW

Current Account

For Month No: 10

Payments for Month 10

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>
31/01/2022	Barclaycard Account	Janstatemt	1,364.88			208		1,364.88	Jan22 statement pymt
Total Payments for Month			94,980.42	41,670.10	133.06			53,177.26	
Balance Carried Fwd			492,665.47						
Cashbook Totals			587,645.89	41,670.10	133.06			545,842.73	

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Newmarket Town Council Current Year 2021/2022

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Cashbook 2

User: CEW

Petty Cash

For Month No: 10

Receipts for Month 10

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: 31/01/2022	60.08						
300801	Current Account	60.08			201		60.08	Petty Cash reimbursement M10
Total Receipts for Month		60.08	0.00	0.00			60.08	
Cashbook Totals		210.08	0.00	0.00			210.08	

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Cashbook 2

User: CEW

Petty Cash

For Month No: 10

Payments for Month 10

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>
31/01/2022	Petty Cash M10	PETTYCASH	60.08		1.67	4023	101	8.33	PCash/Punch pockets
						4020	102	6.60	PCash/Office refreshements
						4020	102	20.00	PCash/Parking
						4064	101	23.48	PCash/Leaving
Total Payments for Month			60.08	0.00	1.67			58.41	
Balance Carried Fwd			150.00						
Cashbook Totals			210.08	0.00	1.67			208.41	

Date: 11/02/2022

Newmarket Town Council Current Year 2021/2022

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Cashbook 3

User: CEW

Staff Salary Account

For Month No: 10

Receipts for Month 10

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 :	15,392.86					15,392.86	
	Banked: 21/01/2022	50,000.00						
wagestopup	Current Account	50,000.00			201		50,000.00	topup transfer for salary a/c
Total Receipts for Month		50,000.00	0.00	0.00			50,000.00	
Cashbook Totals		65,392.86	0.00	0.00			65,392.86	

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Date: 11/02/2022

Newmarket Town Council Current Year 2021/2022

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Cashbook 3

User: CEW

Staff Salary Account

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/01/2022	Net Salaries M10	BACS M10	8,618.82			516		8,618.82	Net Salaries M10
25/01/2022	HMRC	1108662210	3,232.05			515		3,232.05	PAYE/NICS M10
25/01/2022	Peoples Pension	D188778M10	669.56			514		669.56	Peoples Pension M10
Total Payments for Month			12,520.43	0.00	0.00			12,520.43	
Balance Carried Fwd			52,872.43						
Cashbook Totals			65,392.86	0.00	0.00			65,392.86	

Date: 11/02/2022

Newmarket Town Council Current Year 2021/2022

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 10

Receipts for Month 10

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: 31/01/2022	1,364.88						
Janstatemt	Current Account	1,364.88			201		1,364.88	Jan22 statement pymt
Total Receipts for Month		1,364.88	0.00	0.00			1,364.88	
Balance Carried Fwd		928.37						
Cashbook Totals		2,293.25	0.00	0.00			2,293.25	

Continued on Page 2

Date: 11/02/2022

Newmarket Town Council Current Year 2021/2022

Page: 2

Time: 17:31

Cashbook 4

User: CEW

Barclaycard Account

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			1,332.88					1,332.88	
04/01/2022	B'Card Card Fee	CARDFEE	32.00			4051	101	32.00	B'Card Card Fee
04/01/2022	card/Zoom	CC22253	14.39		2.40	4115	101	11.99	card/Zoom conf. lic monthly
04/01/2022	card/Adobe Systems	CC22254	15.17		2.53	4025	101	12.64	card/Adobe monthly licence
05/01/2022	card/Amazon	CC22235	5.49		0.92	4019	101	4.57	card/splitter cable
07/01/2022	card/NFU Mutual	CC22236	24.03			4039	200	24.03	card/temp ins/vanhire
07/01/2022	card/All Saints Conv Store	CC22237	14.90			4028	101	14.90	card/newspaper bill
07/01/2022	card/A&S Coachworkd	CC22238	373.00		20.50	4039	200	102.50	card/vanhire 7/1/22 1 week
						4039	200	250.00	card/refundable dep. vanhire
10/01/2022	card/BP Garage	CC22239	24.72		4.12	4039	200	20.60	card/fuel for hired van
10/01/2022	card/Lightbulbs Direct	CC22240	40.59		6.77	4036	208	33.82	card/replace anti-drug bulbs
12/01/2022	card/Card Factory	CC22241	1.29		0.22	4023	101	1.07	card/stationery
12/01/2022	card/WHSmith	CC220242	13.99		2.33	4023	101	11.66	card/2022 calendar for EM
13/01/2022	card/Homebase	CC22243	26.75		4.46	4037	306	22.29	card/pots and compost
13/01/2022	card/A&S Coachworks	CC22244	123.00		20.50	4039	200	102.50	card/van hire second wk
13/01/2022	card/Waitrose	CC22245	15.00		2.50	4023	101	12.50	card/stationery
14/01/2022	card/NFU Mutual	CC22246	20.67			4039	200	20.67	card/van hire temp ins
26/01/2022	card/Langthorns Plantery	CC22247	185.00		30.83	4037	306	154.17	card/shrubs-Jubilee flowerbed
26/01/2022	card/Amazon	CC22248	15.99		2.66	4036	120	13.33	card/Plastic sheeting
29/01/2022	Zoom	CC22255	14.39		2.40	4115	101	11.99	card/Zoom conf.monthly licence
Total Payments for Month			960.37	0.00	103.14			857.23	
Cashbook Totals			2,293.25	0.00	103.14			2,190.11	

Detailed Income & Expenditure by Budget Heading as at 31/1/2022

Month No: 10

Committee Report Finance & Policy M10

	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	525	2,117	2,500	383		383	84.7%	
4009 Staff Travel	0	67	250	183		183	26.8%	
4016 Cleaning	150	150	0	(150)		(150)	0.0%	
4018 Software/Computer Consumables	0	605	1,500	895		895	40.3%	
4019 New IT System/Hardware	163	1,451	2,030	579		579	71.5%	
4021 Telephone and Fax	88	1,207	2,000	793		793	60.3%	
4022 Postage	0	541	2,100	1,559		1,559	25.8%	
4023 Stationery	59	1,266	2,000	734		734	63.3%	
4025 Subscriptions&Licences	13	6,073	5,700	(373)		(373)	106.5%	
4026 Insurance	8,113	8,308	10,000	1,692		1,692	83.1%	
4028 Office Maintenance	962	11,620	11,500	(120)		(120)	101.0%	
4029 General Equipment	(16)	0	0	0		0	0.0%	
4030 Recruitment Advertising	1,680	5,515	500	(5,015)		(5,015)	1102.9%	
4051 Bank Charges/Interest	40	256	200	(56)		(56)	127.8%	
4056 Legal Expenses	1,925	8,328	10,000	1,672		1,672	83.3%	
4057 Audit & Accountancy Fees	350	2,955	3,850	895		895	76.8%	
4058 Professional Fees	0	0	200	200		200	0.0%	
4059 web site	175	887	1,000	113		113	88.7%	
4060 Councillors Training	1,000	1,000	550	(450)		(450)	181.8%	
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	23	369	1,000	631		631	36.9%	
4075 Grant to CAB	0	3,000	3,000	0		0	100.0%	
4076 Grants	0	41,891	5,000	(36,891)		(36,891)	837.8%	36,891
4077 Marketing	99	249	3,000	2,751		2,751	8.3%	
4079 Remembrance Event Expenses	139	472	25	(447)		(447)	1886.0%	

Detailed Income & Expenditure by Budget Heading as at 31/1/2022

Month No: 10

Committee Report Finance & Policy M10

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4083 PCSO	0	36,000	36,000	0		0	100.0%	
4090 Biodegradable Dog Poo Bags	150	150	1,000	850		850	15.0%	
4093 Sumup Commission	0	15	0	(15)		(15)	0.0%	
4097 Election Costs	0	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	258	2,393	5,000	2,607		2,607	47.9%	
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	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	15,895	155,972	153,320	(2,652)	0	(2,652)	101.7%	45,057
Net Income over Expenditure	(15,895)	(89,418)	(142,511)	(53,093)				
6000 plus Transfer from EMR	0	45,057						
6001 less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(15,895)	(101,181)						
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	15,895	158,703	156,320	(2,383)	0	(2,383)	101.5%	
Net Income over Expenditure	(15,895)	563,231	509,869	(53,362)				
plus Transfer from EMR	0	45,057						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(15,895)	551,468						
Grand Totals:- Income	0	721,934	666,189	(55,745)			108.4%	
Expenditure	15,895	158,703	156,320	(2,383)	0	(2,383)	101.5%	
Net Income over Expenditure	(15,895)	563,231	509,869	(53,362)				
plus Transfer from EMR	0	45,057						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(15,895)	551,468						

Summary Income & Expenditure by Budget Heading as at 31/1/2022

Month No: 10

Committee Report M10 SUMMARY

	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	15,895	158,703	156,320	(2,383)	0	(2,383)	101.5%
Net Income over Expenditure	(15,895)	563,231					
plus Transfer from EMR	0	45,057					
less Transfer to EMR	0	56,820					
Movement to/(from) Gen Reserve	(15,895)	551,468					
<u>Community Services</u>							
Income	5,408	53,238	65,100	11,862			81.8%
Expenditure	16,035	188,101	211,970	23,869	0	23,869	88.7%
Net Income over Expenditure	(10,628)	(134,863)					
plus Transfer from EMR	0	70,687					
less Transfer to EMR	0	150					
Movement to/(from) Gen Reserve	(10,628)	(64,326)					
<u>Leisure Services</u>							
Income	1,170	44,395	27,700	(16,695)			160.3%
Expenditure	5,772	213,847	206,699	(7,148)	0	(7,148)	103.5%
Net Income over Expenditure	(4,602)	(169,452)					
plus Transfer from EMR	0	21,077					
Movement to/(from) Gen Reserve	(4,602)	(148,374)					
<u>Human Resources</u>							
Income	67	360	0	(360)			0.0%
Expenditure	14,284	150,370	174,000	23,630	0	23,630	86.4%
Net Income over Expenditure	(14,217)	(150,010)					
plus Transfer from EMR	0	10,000					
Movement to/(from) Gen Reserve	(14,217)	(140,010)					
<u>Development & Planning</u>							
Income	0	0	0	0			0.0%
Expenditure	0	2,000	10,000	8,000	0	8,000	20.0%
Movement to/(from) Gen Reserve	0	(2,000)					

Continued over page

Summary Income & Expenditure by Budget Heading as at 31/1/2022

Month No: 10

Committee Report M10 SUMMARY

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	6,645	819,927	758,989	(60,938)			108.0%
Expenditure	51,987	713,021	758,989	45,968	0	45,968	93.9%
Net Income over Expenditure	<u>(45,342)</u>	<u>106,906</u>	<u>0</u>	<u>(106,906)</u>			
plus Transfer from EMR	0	146,821					
less Transfer to EMR	0	56,970					
Movement to/(from) Gen Reserve	<u>(45,342)</u>	<u>196,757</u>					

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date AS AT 31/1/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Debtors	12,627
105	Vat Due	18,802
201	Current Account	492,665
204	Staff Salary Bank Account	52,872
208	Barclaycard Account	(928)
210	Petty Cash	150
	Total Current Assets	576,189
<u>Current Liabilities</u>		
501	Creditors	(1,730)
565	Bookings Deposit	798
591	CHARITY CREDITOR	40
	Total Current Liabilities	(893)
	Net Current Assets	577,081
Total Assets less Current Liabilities		577,081

Represented by :-

301	Current Year Fund	106,886
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	577,081

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Report to	Finance & Policy Committee
Subject	Community Governance Review 2021-2022
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	21 st February 2022
Item number	9
Written By	Cathy Whitaker CLERK
Summary: This report outlines information regarding the Community Governance Interim Review 2021-2022 - Provides a presentation by WSC regarding the review. - Presents two possible scenarios regarding the current Town Council Warding arrangements. - Recommends which scenario for NTC to submit as a response to the consultation.	
1.	Introduction
a.	The WSC Powerpoint gives the background information regarding the past full CGR in 2017 and the reason for this interim CGR in 2022. This interim review is a tidying up exercise of some anomalies in the warding system and is linked to some county boundary changes.
2.	Context
a.	Town Council need to consider what, if any, changes they may wish to make at this time to its warding names/boundaries.
b.	It is unlikely that any major changes would be approved by WSC at this interim review.
3.	Proposal/Options
a.	Scenario A: For Newmarket wards to be coterminous with WSC and SCC wards <i>i) <u>WSC Newmarket West Ward: NTC Scaltback Ward</u></i> NTC to request to rename the ward as Newmarket West <i>ii) <u>WSC Newmarket North Ward: NTC Studlands Ward</u></i> NTC to request to rename the ward as Newmarket North <i>iii) <u>WSC Newmarket East Ward : NTC Freshfields, Severals, All Saints</u></i> NTC to request to merge the three wards to form one ward names Newmarket East
b.	Scenario B: For Newmarket wards to be amended to better reflect the location/identity <i>i) <u>WSC Newmarket West Ward: NTC Scaltback Ward</u></i> NTC to request split into three wards – Scaltback, Valley Way, The Avenue <i>ii) <u>WSC Newmarket North Ward: NTC Studlands Ward</u></i> NTC to request split into two wards – Studlands, George Lambton <i>iii) <u>WSC Newmarket East Ward : NTC Freshfields, Severals, All Saints</u></i> NTC to request three wards to remain as – Freshfields, Severals, All Saints
c.	Scenario C: To make no changes at this time.
4.	Financial/Resource Implications
a.	No financial implications to the Town Council. All costs are borne by WSC.
b.	There will be reallocation of the number of councillors in each ward as a result of the changes.
c.	There will be a large amount of work involved with Scenario B, making this an unrealistic option at this time.

5.	Next Steps/Recommendations
a.	To submit a request to NTC for Scenario A at this time to tidy up the ward boundaries.
b.	To create a working group to consider the submission of a Town Council petition in 2025 to WSC to review – with the aim of implementing Scenario B in 2027.

Begin forwarded message:

From: <REDACTED>

Subject: Newmarket Book

Date: 7 February 2022 at 16:36:29 GMT

To: Michael Jeffreys

Dear Michael,

Some months ago you mentioned reprinting a book which I had written several years ago, "Newmarket". I hold the copyright on this which should minimise any printing or reproduction issues.

Do you still think this is a project that you / NTC would consider viable?

It struck me at the recent town meeting about the Jubilee celebrations, that tourism (and the local interest market) will now be in expansion again. There is currently little available for visitors or residents to buy about Newmarket itself, especially with illustrations.

According to the previous printer, (who did a creditable job, as you have seen) the production cost per book would be between £9 - £10 per copy. I could explore other options.

Please let me know what you think, either way. Thank you.

Kind regards,

BLANK



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	Our Lady Immaculate and St. Etheldreda Catholic Church, Newmarket
Address	14 Exeter Road Newmarket CB8 8LT
Telephone 01638 662492	E-mail stetheldreda@btinternet.com
Is this application a consortium/partnership bid?	Yes / No
If yes, name(s) of other organisations involved:	
Details of main contact person (name, address, phone and email)	John Borda 01638 602249 councillorborda@newmarket.gov.uk

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

We need to replace the battery and pads for the public access AED at the Catholic church, Exeter Road, Newmarket, which have now expired, in order to return this AED to public use. This AED was supplied by the Rotary Club, and installed by the Catholic church, who paid for the public access box and electricity. We believe the Town Council agreed to fund maintenance (correspondence to follow when found).
This AED is located near a supermarket (Waitrose) and shopping centre (Guineas), as well as close to the High Street, several yards and a horse walk.

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

£399.90

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.

CB8 8LT and immediate surrounds

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

Start date	1/3/22
End date	31/3/22

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	y
Budget projections for the activity	y
The constitutional document that governs your organisation	y

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	John Borda
Date	14/2/22

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	

Townclerk

From: Councillor Borda
Sent: 13 February 2022 17:53
To: Townclerk
Subject: Public access defibrillator at the RC church

Cathy,

The public defibrillator installed outside the RC church is in need of a new battery and pads. According to them, the Town Council agreed to maintain it. If so, would we be able to fund this? I have pricing from Newmarket Community First Responders, who would need just under £400, as they can reclaim the VAT. NCFR have said they would be happy to inspect it on a regular basis.

Items needed are:

https://www.spservices.co.uk/item/Powerheart_G5AEDReplacementBattery_55_81_4079_1.html
£285

https://www.spservices.co.uk/item/Powerheart_PowerheartG5AEDAdultDefibPadswithoutCPRD_55_81_4080_1.html £44.95 x2

<https://www.defibshop.co.uk/powerheart-g5-ready-kit> £25

Total: £399.90

Please let me know.

Regards,
John



Report to	Finance & Policy Committee
Subject	Health & Safety
Purpose	Information only
Classification	Unrestricted
Meeting date	21 st February 2022
Item number	13
Written By	Cathy Whitaker CLERK

Summary: This report outlines the current position at Newmarket Town Council regarding Health & Safety.

1. Provides an update on current Risk Assessments for the Town Council.
2. Outlines a plan going forward for Risk Assessments for the Town Council's areas of responsibility.

1.	Introduction
a.	A routine onsite assessment visit by the Town Council's Health & Safety representative from WorkNest (formerly known as Ellis Whittam) took place on 31/1/2022.
2.	Context
a.	There are some areas of the council's facilities where risk assessments require updating.
3.	Proposal/Options
a.	Further assistance will be provided by WorkNest to bring the current assessments up to date; working with the Deputy Town Clerk.
b.	The updated assessments will be presented to the Finance & Policy committee at the March meeting and onward from there.
4.	Financial/Resource Implications
a.	No financial outlay.
b.	Resource – staff time.