

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 March at 7pm or following on from the

Development and Planning Committee meeting,

whichever is later

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

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

- film, photograph or make an audio recording of the meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

A G E N D A

- Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
- Apologies** – To receive and accept apologies for absence
- Declaration of interests**
 - Councillors are invited to raise any declarations of interest concerning items on the agenda
 - To consider any requests for dispensation
- Minutes of previous meeting held 21st February 2022**
 - To consider and adopt the minutes, as a true record of the proceedings
 - To consider any matters arising
- Public participation** – an invitation to members of the public to make representations to Councillors.
Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
- Submission of schedules of payments for information** - To approve cashbooks 1-4 for the previous month
- Bank statements** – To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
- Accounts** – To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month
- Citizen's Advice Bureau** – to receive Annual Review Report 2020/21 from Newmarket CAB with a request to continue funding for 2022/23
- Grant** – to review the grant request by Newmarket First Responders
- Health and safety** – to receive a monthly report
- Committee Meeting Schedule Review** – to receive feedback from the review workshop on 16/3/22 (to follow)
- Standing Committee Terms of Reference** – to discuss revised Terms of Reference for Standing Committees (to follow)
- Delegations to Officers** - to receive a report on terms of delegation to council officers (to follow)
- Risk Management Schedule Policy** – to review the Risk Management Schedule Policy (to follow)
- LGA Model Councillor Code of Conduct 2020** – to receive and note information regarding the new recommended code
- Parish Alliance (Sunnica Group)** – to discuss Town Council membership and donation (to follow)
- Correspondence**
 - VR Energy Ltd** – information regarding the effect of the current energy crisis

b) Any other correspondence received after this agenda was issued

19. Date of next meeting **Tuesday 19th April 2022**

20. To note items for consideration at the next meeting

Signed *CE Whitaker* Cathy Whitaker, Town Clerk

Date 15th March 2022



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 21st February 2022 at the Memorial Hall at 7:00pm**

Attendance:

Councillor D Hall (Chairman)
Councillor J Borda

Councillor J Harvey
Councillor M Jefferys
Councillor P Hulbert

Also Present: T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant and 1 Member of the Public.

Minute

F/22/02/1 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/22/02/2 Apologies for Absence

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

F/22/02/3 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

Cllr Borda declared an interest in item 11. There were no requests for dispensations.

F/22/02/4 To Confirm the Minutes of the Meeting Held on 24th January 2022 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 24th January 2022 and the following was agreed:

F/22/02/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 24th January 2022 be adopted and signed as a true record by the Chairman of the Finance & Policy Committee.

There were no matters arising.

F/22/02/5 Public Open Session

No members of the public wished to speak.

F/22/02/6 Submission of Schedules of Payments for Information CB1 - CB4 2021

Members reviewed CB1 - CB4 for January 2022 and the following was agreed:

F/22/02/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/01/2022 – 31/01/2022 (Cash Book 1 - 4) be received and adopted.

F/22/02/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/01/2022 (months 10) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/02/8 To Receive the Income and Expenditure

The Income and Expenditure reports for January 2022 were received and noted.

F/22/02/9 Community Governance Review

The scenarios presented by West Suffolk Council regarding the Town Council Warding arrangements were considered and a hybrid scenario D was proposed to retain Freshfields, Severals and All Saints and use Newmarket North and Newmarket West for the other two wards. The following was agreed:

F/22/02/9.01 Recommendation

That NTC prefer scenario B and would not object to having an odd number of Councillors. If this cannot be facilitated, then a request for a hybrid scenario D to retain Freshfields, Severals and All Saints and use Newmarket North and Newmarket West for the other two wards be submitted to West Suffolk Council.

F/22/02/10 Book Printing

A request from regarding printing a book about Newmarket was considered and the following was agreed:

F/22/02/10.01 Recommendation

That the request to print a book about Newmarket be considered when a Town Museum is established.

Cllr Borda declared an interest in the following application and did not vote.

F/22/02/11 Defibrillator

A request to fund consumables for the defibrillator located at the RC Church was considered and the following was agreed:

F/22/02/11.01 Recommendation

That due to a lack of budget, the request not be approved and that an inventory be taken to locate the number of defibrillators held in town and to note who is responsible for them to formulate a NTC Policy on maintaining defibrillators.

F/22/02/12 Electricity Contract

This item was deferred to allow further discussions with the Chairman of the F&P Committee and the Town Clerk.

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- F/22/02/13 Health and Safety**
The monthly health and safety report was undergoing reform following consultation with the Health and Safety representative.
- F/22/02/14 Correspondence**
None noted.
- F/22/02/15 Date of Next Meeting**
Monday 21st March 2022 at the Memorial Hall.
- F/22/02/16 Items for the Next Agenda**
- Risk Management Policy
 - Grant to First Responders

Meeting closed at 7.36 pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/02/6.01 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/22/02/9.01 Recommendation</u>	That NTC prefer scenario B and would not object to having an odd number of Councillors. If this cannot be facilitated, then a request for a hybrid scenario D to retain Freshfields, Severals and All Saints and use Newmarket North and Newmarket West for the other two wards be submitted to West Suffolk Council
<u>F/22/02/10.02 Recommendation</u>	That the request to print a book about Newmarket be considered when a Town Museum is established.
<u>F/22/02/11.01 Recommendation</u>	That due to a lack of budget, the request not be approved and that an inventory be taken to locate the number of defibrillators held in town and to note who is responsible for them to formulate a NTC Policy on maintaining defibrillators.

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Date: 02/03/2022

Newmarket Town Council Current Year 2021/2022

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Time: 16:47

Cashbook 1

User: CEW

Current Account

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		492,665.47					492,665.47	
bacs	Banked: 02/02/2022	176.20						
bacs	L Clarke	176.20		29.37	565		146.83	hdep.12/2/22bkg.Comedy Nt
bacs	Banked: 07/02/2022	63.00						
	Sales Recpts Page 2320	63.00	63.00		101			Sales Recpts Page 2320
bacs	Banked: 08/02/2022	108.00						
bacs	G Nudd	108.00		18.00	565		90.00	hdep.bkg8/2/22.GNudd
bacs	Banked: 08/02/2022	60.00						
bacs	Encore Estates	60.00		10.00	565		50.00	hdep.EncoreEstate 23/2/22
bacs	Banked: 11/02/2022	6,489.11						
	Sales Recpts Page 2321	6,489.11	6,489.11		101			Sales Recpts Page 2321
bacs	Banked: 15/02/2022	1,800.00						
bacs	West Suffolk Council	1,800.00		300.00	4326	200	1,500.00	credit for o/chg on SLA
bacs	Banked: 16/02/2022	200.00						
	Sales Recpts Page 2323	200.00	200.00		101			Sales Recpts Page 2323
bacs	Banked: 17/02/2022	5,796.00						
	Sales Recpts Page 2322	5,796.00	5,796.00		101			Sales Recpts Page 2322
SUMUP	Banked: 18/02/2022	169.09						
SUMUP	Zeziorski	100.00		16.67	565		83.33	hdep.Zeziorski/Aug 22
SUMUP	SumUp	-1.69			4093	101	-1.69	SumUp comm.adj
SUMUP	CloudKB Ltd	72.00		12.00	565		60.00	hdep.bkg17/2/22.CloudKBLtd
SUMUP	SumUp	-1.22			4093	101	-1.22	SumUp comm adj
bacs	Banked: 23/02/2022	150.00						
bacs	E Anglian Chess	150.00		25.00	565		125.00	hdep.EA Chess bkg. May22
bacs	Banked: 23/02/2022	48.00						
bacs	R Ruskute	48.00		8.00	565		20.00	hdep.R Ruskute bkg 1/3/22
					565		20.00	hdep.R Ruskute bkg 3/3/22
bacs	Banked: 25/02/2022	248.00						
bacs	S Samson	248.00		41.33	565		206.67	hdep.Samson pty 26/2/22
SUMUP	Banked: 25/02/2022	98.31						
SUMUP	S Samson	100.00		16.67	565		83.33	h.dep via SumUp bkg 26/2/22
SUMUP	SumUp	-1.69			4093	101	-1.69	SumUp commission adj.
bacs	Banked: 28/02/2022	200.00						
bacs	Alexandra Stanciu	200.00		33.33	565		166.67	hdep.A Stanciu.bkg12/3/22
Total Receipts for Month		15,605.71	12,548.11	510.37			2,547.23	
Cashbook Totals		508,271.18	12,548.11	510.37			495,212.70	

Continued on Page 2

Date: 02/03/2022

Newmarket Town Council Current Year 2021/2022

Page: 2

Time: 16:47

Cashbook 1

User: CEW

Current Account

For Month No: 11

Payments for Month 11

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>
07/02/2022	Complete Business Solutions Gr	03061546	310.44	310.44		501			LEVER ARCH FILES
07/02/2022	Newmarket Plant Hire Ltd	601821	105.30	105.30		501			HIRE OF ROTAVATOR
07/02/2022	Phillip Green	6/02/22/36	115.00	115.00		501			CLOCK TOWER JAN
07/02/2022	Cooleraid Ltd	1583788	74.40	74.40		501			WATER BOTTLES FOR COOLERS
07/02/2022	CRC Pest Control	4569	600.00	600.00		501			RABBIT CONTROL QUARTERLY
07/02/2022	Suffolk Motors Ltd	74365	1,220.27	1,220.27		501			VAN CLUTCH REPAIRS
07/02/2022	Abbey Security Services Ltd	36220/7/58	417.60	417.60		501			LOCKING/UNLOCKING TOILETS
07/02/2022	Aquam Water Services Ltd	50/1254296	54.12	54.12		501			STANDPIPE HIRE AND COLLECTION
09/02/2022	Total Gas and Power Ltd	3006009248	244.62	244.62		501			elec.for Pavilion 2Nov-3Feb22
10/02/2022	Edmondson Hall	cricketdep	450.00	450.00		501			Dep.for cricket legal licence
12/02/2022	N-CIS	9265	561.49	561.49		501			IT MONTHLY CHARGES
14/02/2022	Cozens (UK) Ltd	6462	420.00	420.00		501			Inst.URBIScontrol/router
14/02/2022	N-CIS	9283	432.00	432.00		501			2xupgrades to outlook
14/02/2022	Penguinos	30220223	63.00	63.00		501			lunches for Weatherby Inquiry
14/02/2022	Quadiant Finance UK Ltd	2022008081	101.34	101.34		501			franking mach.1/4ly maint
14/02/2022	Burwell Museum Trust Ltd	ED22022	20.00	20.00		501			objects for bomb/exhib
14/02/2022	Complete Business Solutions Gr	03075473	102.00	102.00		501			A4 recycled paper
14/02/2022	Illiffe Media Publishing Ltd	i4196616	950.40	950.40		501			Journal-adv-Ev.Coordinator
14/02/2022	Anglian Water Business Nationa	354447001	435.03	435.03		501			waterbill MHall 3Nov-2Feb22
15/02/2022	West Suffolk Council	DD	76.00			4011	310	76.00	NNDR installment Pavilion
23/02/2022	Total Gas and Power Ltd	3006050620	226.53	226.53		501			Elec bill public conv.Nov21-Ja
28/02/2022	Petty Cash	300802	81.78			210		81.78	PCash top-up M11
Total Payments for Month			7,061.32	6,903.54	0.00			157.78	
Balance Carried Fwd			501,209.86						
Cashbook Totals			508,271.18	6,903.54	0.00			501,367.64	

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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Balance Brought Fwd :		150.00					150.00	
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Banked: 28/02/2022

81.78

300802 Current Account

81.78

201

81.78

PCash top-up M11

Total Receipts for Month

81.78

0.00

0.00

81.78

Cashbook Totals

231.78

0.00

0.00

231.78

Payments for Month 11				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>
8/02/2022	Petty Cash M11	PETTYCASH	81.78		0.52	4009	101	32.60	Pcash/taxi transport TC
						4016	120	2.58	Pcash/cleaning supplies
						4020	102	1.10	PCash/staff refr
						4010	102	44.98	PCash/workwear TK
Total Payments for Month			81.78	0.00	0.52			81.26	
Balance Carried Fwd			150.00						
Cashbook Totals			231.78	0.00	0.52			231.26	

Receipts for Month 11				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 :		52,872.43					52,872.43	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		52,872.43	0.00	0.00			52,872.43	

Payments for Month 11				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>
18/02/2022	People's Pension WPP M11	DD	637.46			514		637.46	People's Pension WPP M11
23/02/2022	Net Salaries M11	BACS	9,045.23			516		9,045.23	Net Salaries M11
23/02/2022	HMRC M11	1108662211	3,546.22			515		3,546.22	HMRC PAYE & NICs M11
Total Payments for Month			13,228.91	0.00	0.00			13,228.91	
Balance Carried Fwd			39,643.52						
Cashbook Totals			52,872.43	0.00	0.00			52,872.43	

Receipts for Month 11				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:	0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Balance Carried Fwd		2,059.87						
Cashbook Totals		2,059.87	0.00	0.00			2,059.87	

Payments for Month 11

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 :			928.37					928.37	
01/02/2022	card/Adobe	CC220269	15.17		2.53	4025	101	12.64	card/AdobeAcropro monthly lic
01/02/2022	card/Homebase	CC220250	20.00		3.33	4037	306	16.67	card/compost
02/02/2022	card/Safety Signs 4 Less	CC220252	42.00		7.00	4036	120	35.00	card/safety floor signs
02/02/2022	card/AV parts master	CC220249	452.09		75.35	4095	120	376.74	card/rep.projector
02/02/2022	card/Homebase	CC220251	15.90		2.65	4037	306	13.25	card/fertiliser
04/02/2022	card/A&S Coachworks	CC220271	-250.00			4039	200	-250.00	card/refund of vanhire dep
07/02/2022	card/Homebase	CC220256	86.90		14.48	4037	306	58.25	card/mulch
						4036	310	14.17	card/wood stain
08/02/2022	card/Tindalls	CC220257	5.50		0.92	4023	101	4.58	card/d.sided tape
10/02/2022	card/BP	CC220258	75.56		12.59	4039	200	62.97	card/fuel for van
10/02/2022	card/Tesco	CC220259	23.50		3.92	4023	101	19.58	card/stationery
11/02/2022	card/PoptopUK	CC220260	65.61		3.73	4312	305	61.88	card/dep.bagpiper.Jubilee
11/02/2022	card/Heath Court Hotel	CC220272	81.90		13.65	4312	305	68.25	card/accom.for entertainer
16/02/2022	card/Wickes	CC220261	18.00		3.00	4029	200	15.00	card/sanding roll
16/02/2022	card/Amazon	CC220273	28.68		4.78	4179	303	23.90	card/clicker-BombExhibEvent
17/02/2022	card/My Fotoshop	CC220262	8.99		1.50	4023	101	7.49	card/photo framing
18/02/2022	card/Tesco	CC220263	30.00		5.00	4179	303	25.00	card/roses.bombing exhibition
24/02/2022	card/Amazon	CC220265	65.96		10.99	4095	306	16.66	card/bug hotel for Gardens
						4037	306	33.32	card/plant supports-Gardens
						4023	101	4.99	card/paper
24/02/2022	card/Amazon	CC220266	42.90		7.16	4010	102	35.74	card/work trousers TK
24/02/2022	card/Riverside Woodcraft	CC220264	148.49		24.75	4095	306	123.74	card/birdfeeding station
28/02/2022	card/Moneysoft Ltd	CC220268	90.00		15.00	4025	101	75.00	card/payroll sw lic.annual
28/02/2022	card/Amazon	CC220267	49.96		8.33	4037	306	41.63	card/birdfood for feeders
28/02/2022	card/Zoom	CC220270	14.39		2.40	4115	101	11.99	card/zoom monthly fee
Total Payments for Month			1,131.50	0.00	223.06			908.44	
Cashbook Totals			2,059.87	0.00	223.06			1,836.81	

02/03/2022

Newmarket Town Council Current Year 2021/2022

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Detailed Income & Expenditure by Budget Heading as at 28/2/2022

Month No: 11

Committee Report Finance & Policy M11

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy								
<u>100 Precept</u>								
1176 Precept Received	0	655,380	655,380	0			100.0%	
Precept :- Income	<u>0</u>	<u>655,380</u>	<u>655,380</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>655,380</u>	<u>655,380</u>	<u>0</u>				
<u>101 Administration</u>								
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	<u>0</u>	<u>66,554</u>	<u>10,809</u>	<u>(55,745)</u>			<u>615.7%</u>	<u>56,820</u>
4008 Staff Training	0	2,117	2,500	383		383	84.7%	
4009 Staff Travel	33	100	250	150		150	39.9%	
4016 Cleaning	0	150	0	(150)		(150)	0.0%	
4018 Software/Computer Consumables	360	965	1,500	535		535	64.3%	
4019 New IT System/Hardware	0	1,451	2,030	579		579	71.5%	
4021 Telephone and Fax	93	1,300	2,000	700		700	65.0%	
4022 Postage	0	541	2,100	1,559		1,559	25.8%	
4023 Stationery	380	1,647	2,000	353		353	82.3%	
4025 Subscriptions&Licences	158	6,231	5,700	(531)		(531)	109.3%	
4026 Insurance	0	8,308	10,000	1,692		1,692	83.1%	
4028 Office Maintenance	415	12,035	11,500	(535)		(535)	104.7%	
4030 Recruitment Advertising	792	6,307	500	(5,807)		(5,807)	1261.3%	
4051 Bank Charges/Interest	0	256	200	(56)		(56)	127.8%	
4056 Legal Expenses	513	8,841	10,000	1,159		1,159	88.4%	
4057 Audit & Accountancy Fees	0	2,955	3,850	895		895	76.8%	
4058 Professional Fees	0	0	200	200		200	0.0%	
4059 web site	0	887	1,000	113		113	88.7%	
4060 Councillors Training	0	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	0	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	0	249	3,000	2,751		2,751	8.3%	
4079 Remembrance Event Expenses	0	472	25	(447)		(447)	1886.0%	
4083 PCSO	0	36,000	36,000	0		0	100.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading as at 28/2/2022

Month No: 11

Committee Report Finance & Policy M11

	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	150	1,000	850		850	15.0%	
4093 Sumup Commission	5	20	0	(20)		(20)	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	118	2,511	5,000	2,489		2,489	50.2%	
4180 Civic Functions	0	0	2,000	2,000		2,000	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 CCTV WSC SLA Monitoring	461	1,384	2,000	616		616	69.2%	
4222 Tourism Stakeholder Fee	0	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	3,328	159,300	153,320	(5,980)	0	(5,980)	103.9%	45,057
Net Income over Expenditure	(3,328)	(92,746)	(142,511)	(49,765)				
6000 plus Transfer from EMR	0	45,057						
6001 less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(3,328)	(104,509)						
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	3,328	162,031	156,320	(5,711)	0	(5,711)	103.7%	
Net Income over Expenditure	(3,328)	559,903	509,869	(50,034)				
plus Transfer from EMR	0	45,057						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(3,328)	548,140						
Grand Totals:- Income	0	721,934	666,189	(55,745)			108.4%	
Expenditure	3,328	162,031	156,320	(5,711)	0	(5,711)	103.7%	
Net Income over Expenditure	(3,328)	559,903	509,869	(50,034)				
plus Transfer from EMR	0	45,057						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(3,328)	548,140						

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date as at 28/2/2022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Debtors	1,196
105	Vat Due	21,489
201	Current Account	501,210
204	Staff Salary Bank Account	39,644
208	Barclaycard Account	(2,060)
210	Petty Cash	150
Total Current Assets		561,628
<u>Current Liabilities</u>		
501	Creditors	11,824
565	Bookings Deposit	921
591	CHARITY CREDITOR	40
Total Current Liabilities		12,785
Net Current Assets		548,843
Total Assets less Current Liabilities		548,843

Represented by :-

301	Current Year Fund	78,647
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		548,843

Summary Income & Expenditure by Budget Heading as at 28/2/2022

Month No: 11

Committee Report Finance & Policy M11 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	3,328	162,031	156,320	(5,711)	0	(5,711)	103.7%
Net Income over Expenditure	(3,328)	559,903					
plus Transfer from EMR	0	45,057					
less Transfer to EMR	0	56,820					
Movement to/(from) Gen Reserve	(3,328)	548,140					
<u>Community Services</u>							
Income	13,691	66,929	65,100	(1,829)			102.8%
Expenditure	24,703	212,804	211,970	(834)	0	(834)	100.4%
Net Income over Expenditure	(11,012)	(145,875)					
plus Transfer from EMR	0	70,687					
less Transfer to EMR	0	150					
Movement to/(from) Gen Reserve	(11,012)	(75,338)					
<u>Leisure Services</u>							
Income	1,859	46,254	27,700	(18,554)			167.0%
Expenditure	2,447	216,294	206,699	(9,595)	0	(9,595)	104.6%
Net Income over Expenditure	(588)	(170,040)					
plus Transfer from EMR	0	21,077					
Movement to/(from) Gen Reserve	(588)	(148,962)					
<u>Human Resources</u>							
Income	0	360	0	(360)			0.0%
Expenditure	13,311	163,681	174,000	10,319	0	10,319	94.1%
Net Income over Expenditure	(13,311)	(163,321)					
plus Transfer from EMR	0	10,000					
Movement to/(from) Gen Reserve	(13,311)	(153,321)					
<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)					

Summary Income & Expenditure by Budget Heading as at 28/2/2022

Month No: 11

Committee Report Finance & Policy M11 SUMMARY

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	15,550	835,477	758,989	(76,488)			110.1%
Expenditure	43,789	756,810	758,989	2,179	0	2,179	99.7%
Net Income over Expenditure	<u>(28,239)</u>	<u>78,667</u>	<u>0</u>	<u>(78,667)</u>			
plus Transfer from EMR	0	146,821					
less Transfer to EMR	0	56,970					
Movement to/(from) Gen Reserve	<u>(28,239)</u>	<u>168,519</u>					

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Item 9

Grant Funding Request to Newmarket Town Council 8/3/22

Dear Cathy

Grant Funding Request to Newmarket Town Council to Support the Work of Citizens Advice West Suffolk for 2022/23

I am writing to update you on the work of the Citizens Advice West Suffolk and also to kindly ask if Newmarket Town Council would continue with its annual financial support to the charity.

The work to Foley House was completed last year and we have had Advisers, including specialist Benefit and Money Advice Advisers, based there mainly offering phone and email advice. Where it is the most appropriate way to assist the client, we are now able to offer in person advice by appointment. This will usually be following an initial assessment by telephone.

Over the last year the online services we established in 2020 with our teams have continued to work well via telephone and email. As I mentioned last year, clients approach the whole service, not just the volunteers and staff in each individual site, so they have continued to have access to a wider immediate range of services. In 2020/21 91% of people said we had helped them to find a way forward and 96% of people would recommend the service we provide. I attach a copy of our most recent Annual Review 2020/21 that gives details of our work. Much of our work continues to be focused on benefits, employment, debt, housing, relationships and family.

Our general advice service is at the heart of what we do and with this solid base, we have been able to successfully apply for ring fenced funding to develop specialised services.

We now have a number of projects that are focused on people who are finding things difficult on a day-to-day basis due to their health. At times some people can need more intensive advice to help them with a problem that they are finding overwhelming. We work with health services and other organisations and we can provide this advice and support at a difficult time.

We have also been operating an Energy Advice Project and expect this much needed service to continue in 2022/23, and we are currently awaiting details of funding.

We strive to provide people in the area we serve with the best advice services we can and the funding from local councils enables us to do this. We are in a unique position with the wide range of advice we provide and our committed volunteers and staff with their local knowledge of services and the area, providing that advice.

The service we offer is dependent on our volunteers. We currently have 76 volunteers and 10 currently training to be Advisers. We have a number of different volunteer roles and these can be very rewarding. It can be a great opportunity for people to use their current skills and knowledge and develop them further. For our Adviser roles, we have developed a comprehensive on line induction and training programme and we have an excellent Training Supervisor. We are very fortunate with our volunteers and staff who often go above and beyond to help clients. If you know of people that would like to explore our various volunteer roles, we would really appreciate it if you would direct them to our website where they will find more information: -

<https://suffolkwestcab.org.uk/> . If they would then like to explore this further, we would be very happy to hear from them and have an informal discussion by telephone.

Your grant of £3,000 for 2021/22 was very much appreciated and we would like to ask if you are once again able to assist with grant funding for 2022/23? We do understand that you have funding pressures however, we would very much welcome all the financial help that you can provide.

We expect to see an increasing demand and need for help from people in the Newmarket area.

I would therefore kindly ask you to place our request for continued funding, with hopefully an increase, before the Town Council.

Yours sincerely,

Carol Eagles

Chief Officer

Citizens Advice West Suffolk

Tel: (01284) 596350

Advice Centres: Bury St Edmunds, Brandon, Haverhill, Mildenhall, Newmarket

The Citizens Advice service helps people resolve their legal, money and other problems by providing information and advice, and by influencing policymakers.

Charity Registration Number: 1144118, FRN: 617759

Company Limited by Guarantee Number: 7645392, Address: Suffolk West Citizens Advice Bureau, The Risbygate Centre, 90 Risbygate Street, Bury St Edmunds, Suffolk, IP33 3AA

Please note that this e-mail address is for administrative purposes only as we do not offer an e-mail advice service. This e-mail contains proprietary information, some or all of which may be legally privileged. It is for the intended recipient only. If an addressing or transmission error has misdirected this e-mail, please notify the author by replying to this e-mail. If you are not the intended recipient you must not use, disclose, distribute, copy or print this e-mail. Please email carol.eagles@swcab.org.uk to request a copy of the complaints leaflet to be emailed or posted to you.



please consider the environment - do you really need to print this email?

Annual Review 2020/21



**citizens
advice**

**West
Suffolk**

About Us

Aims and principles

To provide the advice people need for the problems they face.

To improve the policies and practices that affect peoples lives.

Citizens Advice West Suffolk provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities.

We value diversity, promote equality and challenge discrimination.

Funded Independently

Citizens Advice West Suffolk is an independently funded charity. We are reliant on grant funding from local authorities, parish and town councils and individuals. Project funding allows us to extend our services and helps to cover the costs of our core service.

Contact us



0808 278 7868

Monday to Friday 9.30am to 3.30pm



Use the contact form on our website
www.suffolkwestcab.org.uk



Follow us on Twitter for updates
@CitAdviceSW



Find us on Facebook
Citizens Advice West Suffolk

Our Impact in 2020/2021



6,985 clients helped



23,775 issues addressed



Over
£3.1 million
income gain for clients



Over
£500,000
debts written off



96% of people
would recommend
the service we provide



91% of people
said that we helped them
find a way forward

Chair of Trustee Board

A year like no other.

At this time last year we reported that all our offices were closed and our services were being delivered by volunteers and staff working from home with no indication of when life would return to normal. We all know now that we shall never return to the “normal” we once knew.



Our offices have started to re-open and face-to-face interviews have recommenced for our most vulnerable clients. Our client services have continued to be delivered by staff and volunteers working from home and our offices. It is pleasing to note that despite the suspension of face-to-face advice we have still managed to help more clients in 2020/21 than we did in 2019/20. The service has been delivered mainly by email and phone which has made us more accessible to our very rural community.

All of this has been possible because of our people: our volunteers, staff and trustees who have risen to the challenge to meet the changes required head on. It has been no mean feat to transfer service delivery from five offices across West Suffolk to over 40 individuals' homes. We as trustees and our clients have much to thank our volunteers and staff for. We would not have been able to continue to deliver the service during the pandemic without the support of our funders and in particular the District Councils, County Council, Clinical Commissioning Group and numerous project funders. As always thank you to them all.

The pandemic has highlighted the extent to which certain sectors of the community are dependent on organisations like ours to give advice, and I am pleased to say we were there for them all.

My team of trustees have continued to give me a level of support that is second to none. To them all I say a big thank you.

Chris Cadman

£31.30

of public value for every £1 spent on the Citizens Advice service

Figure calculated using a Citizens Advice financial model.

Treasurer

In the year to 31 March 2021 the budget plan was to achieve a small surplus. I am pleased to report that we met our goals; we were in surplus and slightly ahead of our budget.

The Income was below the target by £4,500.

Income in the year amounted to £617,566 (2020: £570,958) this included £238,458 (2020: £143,945) related to project restricted activities.



The positive result was achieved primarily due to a tight control of expenses during the year as we were under the budget by £7,500.

Expenditure in the year amounted to £620,166 (2020: £636,703). The highest cost related to staff salaries for our 28 employed staff amounting to £459,330 (2020: £461,444).

This resulted in a small deficit of £2,600 (2020: deficit of £65,745) when historical creditors were applied to the accounts at the year-end.

Fundraising activities and Principal funding sources

The principal funding sources were as follows: -

- West Suffolk Council (39%)
- The Clinical Commissioning Groups (7%)
- Suffolk County Council (5%)
- East Cambridgeshire District Council (4%)

In addition we received specific Covid support for IT funding from the National Lottery Community Fund (6%)

We also participated in national Citizens Advice projects funded by The Department of Work and Pensions and the Department for Business, Energy and Industrial Strategy that contributed 18% of total income.

In addition, project-specific funding was received from the following:

- Suffolk Community Foundation,
- Fred Dannatt Trust,
- Community Justice Foundation

Funding was also received from the two MS Society groups (Cambridge, Ely and Newmarket and Bury St Edmunds) to support families affected by MS.

Reserves

As at 31st March 2021 the total unrestricted reserves amount to £296,189 (2020 £321,268), although there is an element of designated reserves within this figure. This is within the noted optimum and therefore the Trustees consider that the position is under control and meets their objectives. The Trustees have continued to maintain a prudent approach to the management of the finances during the year.

Peter Holland

Chief Officer

Following Jane Ballard's retirement in November 2020 I became Chief Officer at Citizens Advice West Suffolk. It was a very strange time to take over the reins as we were seven months into the pandemic and the organisation had gone through a rapid period of change. The service was being delivered predominantly by telephone and email with the most vulnerable clients being seen face-to-face when Government restrictions allowed. The majority of staff and volunteers were working from home with only a skeleton number of people in the office to manage client paperwork and basic office functions. Jane, Martha (Advice Services Manager) and the rest of the team had adapted the service to continue to help and support clients with scarcely a gap in service delivery. For the remainder of the financial year we further developed and expanded the phone and email service to help more clients. Michelina, our Training Supervisor, developed a virtual training program to efficiently and effectively train 27 new advisers from home.

In 2020/21 we helped 6,985 clients which was 75 more than in 2019/20. There was a 54% increase in employment issues which were mainly concerning employment rights in connection with redundancy, furlough and covid-safe working. There was also a 53% increase in consumer enquiries relating to holidays and a 15% increase in support needed with applying for Universal Credit. Our client age profile changed with 55% more 15-24 year olds seeking advice.

Despite the pandemic we launched two new projects in 2020/21: the Supported Advice Project and the Youth Intervention Partnership. The Supported Advice Project was a 12 month pilot where clients with poor mental health were linked to an adviser who had been trained in supporting people with mental health problems throughout the advice process. The success of the pilot helped us to acquire three year funding from April 2021 from the National Lottery Community Fund .

The Youth Intervention Partnership was a joint initiative with West Suffolk College, the New Anglia Local Enterprise Partnership (LEP) and Suffolk Community Foundation to help people to enter employment. We provided adviser training to students followed by 70 hours of work experience so that they could gain a Customer Service qualification as well as employability skills. Ten months on we have three students still volunteering with us and helping to resolve client problems.

Carol Eagles



Carol and Jane

What we help with

Top Issues



Benefits 9,230

Employment 2,783

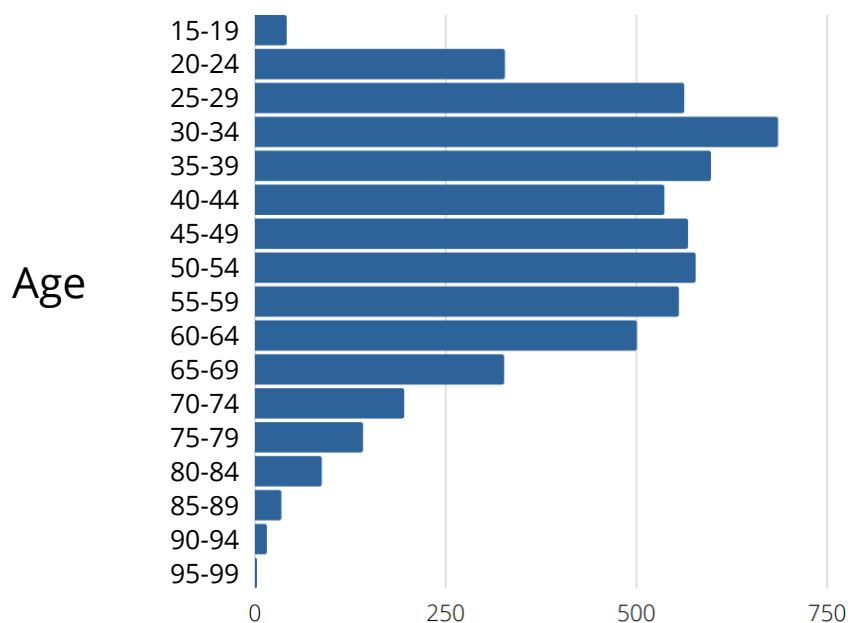
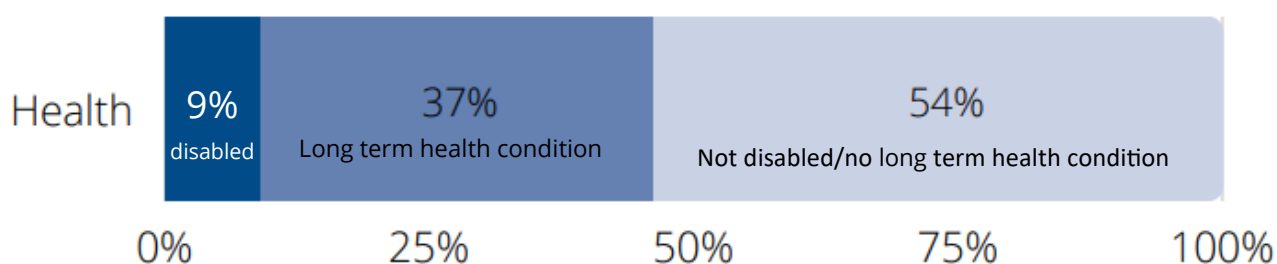
Debt 2,437

Housing 2,089

Relationships and family 1,707

Other 5,530

Who we help



Number of clients

Money Advice Team

Case study

The client is vulnerable, suffers with mental health problems, and, by her own admission, cannot manage her money which only adds to her anxiety. The client does not engage well with the service and was abusive towards some of the advisers. This case has therefore taken nearly 18 months to resolve.

The client had rent arrears due to under occupying the property so one of our first actions was to apply to suspend the warrant of possession and remit the court fees. We applied for a Discretionary Housing Payment (DHP), and requested the possession hearing be adjourned, which was successful.

The DHP was granted enabling the client's rent arrears to be cleared and her rent shortfall to be covered. Since the client no longer had any rent arrears, she was allowed to bid on Homelink and secured a one bedroom housing association property which she could afford. Extensive budgeting advice was given during the course of the case, including applying for the Warm Home Discount and the Lite tariff for water costs. The client was helped to complete her tax self-assessments and a successful request was made to HMRC to waive late payment penalties.

Finally we are in the process of applying for a Debt Relief Order to clear over £10,000 of liabilities, to enable the client to start with a clean slate.

Multiple Sclerosis Project



68 clients helped
with 307 issues



174,237 income gained

Case Study

Our client was made redundant in August due to Covid and also a worsening of his MS. He contacted us initially to discuss which benefits he may be entitled to while he tried to get another job. He successfully claimed new style Job Seekers Allowance (JSA) to help with living costs and then applied for Personal Independence Payment (PIP). We helped him complete the PIP form over the phone and he was awarded standard rate daily living and mobility, which was a good result. His 6 months on JSA is coming to an end so he is going to claim Employment Support Allowance – we will help complete the work capability form when that arrives.

“Citizens Advice helped me greatly. My wife usually dealt with the type of problem I had. And if it wasn't for Jo and Ros and Citizens Advice West Suffolk I really do not know what would have happened to me. I wish I could give some kind of recognition to show my appreciation of all their hard work and advice. Thank you so very much.” Client

Supported Advice

The Supported Advice Team (SAT) started in March 2020 to help people with poor mental health and severe mental illnesses (SMIs) with their debt, benefits and housing issues. In 2020/21, we were funded through Suffolk Community Foundation's 'Realising Ambitions'; and we have subsequently secured a further three years funding through The National Lottery Community Fund.

All of our clients are supported by experienced advisers with training in mental health awareness and communication skills. The same adviser remains with the client throughout the advice process and acts as their advocate with both external organisations and our own specialist advice teams; they are also responsible for developing onward referrals to suitable partner organisations.

In 2020/21, we supported 144 clients with over 800 debt, benefits and housing issues. We increased our clients' income from benefits by over £250,000; secured three new social tenancies; and helped six homeless people to be placed in interim emergency accommodation by the local authority. We also supported clients in making complaints to the financial and housing ombudsman; to negotiate debt management plans with their creditors and landlords; and to access counselling services.

We have diversified our inward referral streams by developing relationships with (NHS) community mental health services, local government and mental health charities. In 2020/21 over 70% of referrals into our service were made by external organisations; including LifeLink (20%), Suffolk Mind Connect (7%), Bury North and South IDTs (7%), and Julian Support (6%).

As inward referral streams were diversified, we saw a corresponding increase in the number of clients with SMIs. Over 40% of our clients had diagnoses of Schizophrenia, Borderline (or Emotionally Unstable) Personality Disorder, severe depression and Bipolar Disorder; although many of our most vulnerable clients had no diagnosis and little or no previous contact with mental health services.

Robin Williams

Case Study

A client was referred to us by LifeLink. She was a single mother of three children and had the benefit cap applied to her Universal Credit claim. She was struggling to cover her living expenses and had been referred for a mental health assessment by her GP; she was suffering with anxiety and depression. We were able to help the client get an award of Personal Independence Payment and thereby have the benefit cap removed; her monthly income was increased by over £600.

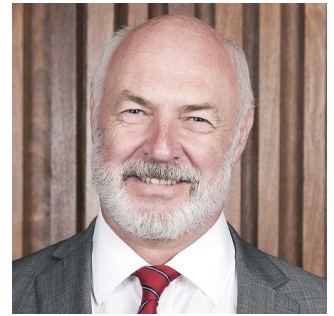
"Thank you so much for your support... this will make things so much easier." Client

Funding

Core Funding

We were in receipt of £240,000 of core funding for our main operation for the year from West Suffolk Council. Further funding was received from Suffolk County Council, the Clinical Commissioning Groups, East Cambridgeshire, Mid Suffolk and South Cambridgeshire District Councils.

Aside from this funding, and with the challenges facing us during 2020/21 our funding activity focused on two areas:



- Additional funding for our operation in the light of the limitations created by COVID restrictions and the increased demand in some areas of advice
- Funding for our project work principally around mental health, debt management, benefits and support for the vulnerable and disadvantaged.

Covid

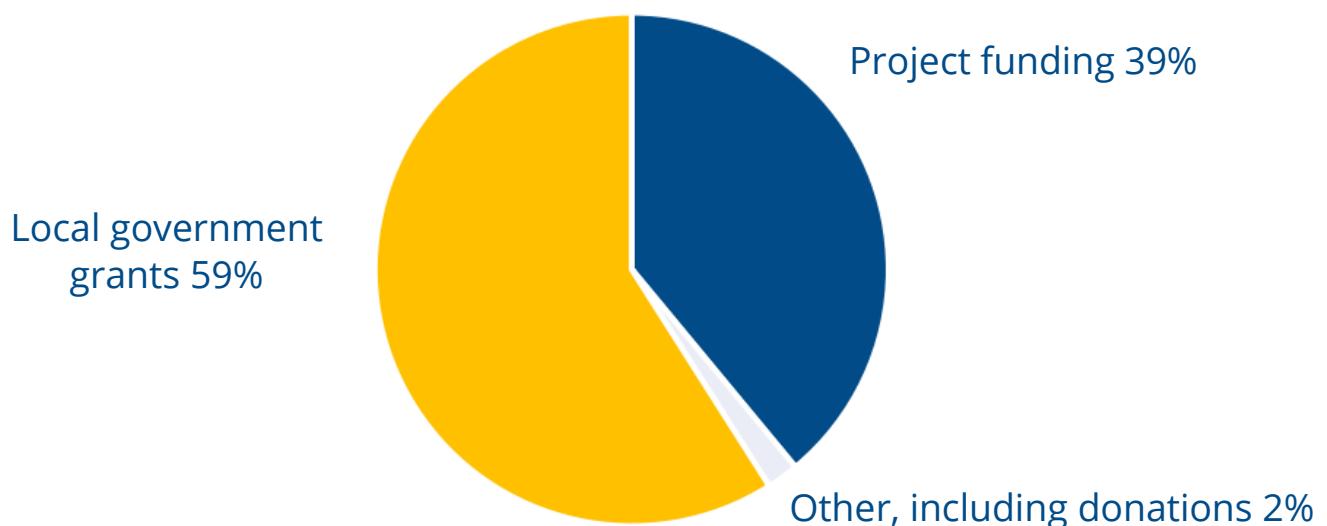
We successfully applied for £38,000 from the National Lottery Community Fund to develop our IT and phone systems to enable our staff and volunteers to help customers remotely. We received a further £20,000 from Access to Justice for benefit appeals and advocacy.

Project Funding

We secured funding from the National Lottery Community Fund (£217,276 for three years) and the Suffolk Community Foundation (£49,944 for two years) to provide specialist support for clients with severe mental health issues from April 2021. It will also enable us to establish partnerships with other agencies in this field and carry out research.

We also received funding to support specific projects for Universal Credit, money advice, clients with Multiple Sclerosis, energy and youth unemployment.

Tony Howard



Training

Volunteering is central to the way we deliver services.

In 2020/21 we had **83 volunteers**

in a variety of roles who donated **35,568 hours**

The public value of our volunteers in 20/21 was

£702,476

As a relatively new Training Supervisor, I have to admit to being initially reluctant to embrace the concept of virtual training. We are now embarking on our fourth virtual training programme and I am convinced that this works, and works well. The benefits far outweigh any downsides. I have designed a ten week virtual Basic Adviser Training course that gives volunteers a thorough overview of all of our main enquiry areas and helps them to understand the main issues that our clients come to us with and how we help them.

I haven't yet found a way to offer trainees virtual biscuits! However, there is a high level of concentration and the interaction with the material feels more personal. Through the facility to share a screen, trainees are able to see a wide variety of information sources, videos and websites and be guided through what they are looking at. I set them tasks allowing them to experience for themselves such things as a Credit Reference check, using a Grant Checker for themselves, taking a self-test for Personal Independence Payment to see if they or an imagined friend would qualify and running a benefit check. This gives trainees the confidence that they have 'walked the talk'.

Our collective IT skills have stood the test and the benefit of being able to record the session means participants can review the day's training if they wish to. Training this way has removed the barrier of having to get everyone to attend one physical location and the expense of doing that. Our old training room only comfortably seated ten – I am now able to train 20 Advisers at once.

We have also been able to help out our colleagues in other Local Citizens Advice offices, offering them spare spaces on our training, with the latest course having participants from as far afield as Sudbury, Mersea Island and even Italy (but only temporarily!)

For experienced Advisers, we have been able to offer high-level continuation training and I have also been running Case Study Coffee Mornings where we analyse and discuss particular cases to enhance the Advisers' understanding and share our experience. The addition of a virtual cup of coffee to the morning helps to keep us socially connected, bearing in mind that some Advisers have not seen their colleagues face to face for 18 months.

Michelina Partridge

With thanks to

Our Trustee Board

Chris Cadman - Chair of Trustees

Peter Holland - Treasurer

Vincent McDonald - Vice Chair of Trustees (resigned October 2020)

Judith Hall - Trustee

Judith Lancaster - Trustee

Mary Porch - Trustee

Vivienne Steele - Trustee

Michael Simpkin - Trustee

Keith Lardner - Trustee

Ray Bolton - Trustee

Marc Walker - Trustee

Warwick Hirst - Trustee (resigned January 2021)

Our funders

West Suffolk Council

West Suffolk Clinical Commissioning Group

Suffolk County Council

Mid Suffolk District Council

South Cambridgeshire District Council

East Cambridgeshire District Council

Bury St Edmunds Town Council

Newmarket Town Council

Brandon Town Council

Clare Town Council

Louis Busuttil SCC locality budget

Victor Lukaniuk SCC locality budget

Access to Justice Foundation

National Lottery Community Fund

TSB

Tesco - Bags of Help

MS Society - Cambridge, Ely and Newmarket and Bury St Edmunds Groups

Suffolk Community Foundation

Fred Dannatt Memorial Fund

West Suffolk and Mid Suffolk Parish councils

And our thanks for the donations of many others, both financial and in kind!



Report to	Finance & Policy Committee
Subject	Grant request
Purpose	Decision
Classification	Unrestricted
Meeting date	21st March 2022
Item number	10
Written By	Cathy Whitaker CLERK

Summary: This report brings back the grant request, first made in January 2022, for a decision.

1.	Introduction
a.	Newmarket Community First Responder Scheme made an application in January for a grant to fund CPR training equipment to the value of £1,297.15 plus VAT.
2.	Context
a.	It was decided to defer to the end of the financial year to better understand the outcome of the budget for 2021/22.
3.	Proposal/Options
a.	A minimum of £500 was suggested, dependent on the budget outcome.
4.	Financial/Resource Implications
a.	The grants budget account for the current year is overspent, with the Grants Ear-Marked Reserve account being utilised.
5.	Next Steps/Recommendations
a.	Approve a £500 grant.

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	

A new Code of Conduct for Suffolk



S.27, Localism Act 2011 requires all ‘relevant authorities’ (includes all local councils) to promote and maintain high standards of conduct by members, and ‘co-opted members’ - these are defined in the Act as members of the public appointed to council committees.

In doing so, s.27 requires councils to adopt a Code dealing with the conduct that is expected of members, and co-opted members. In 2012 the (then) eight principal authorities in Suffolk, in conjunction with SALC on behalf of member councils, agreed to adopt a single Code.

In the intervening years there has been much deliberation about standards of conduct and the effectiveness of the legislation, in particular the absence of meaningful sanctions.

In January 2019, the Committee on Standards in Public Life published its report of its Review of Local Government Ethical Standards²⁵. This included several recommendations, including the introduction of meaningful sanctions and the development of a national Code of Conduct. The Government is yet to issue its formal response to the report.

In December 2020, following wide consultation, the Local Government Association (LGA) approved the Model Councillor Code of Conduct 2020²⁶. The National Association of Local Councils were involved in the development of the Code. Notes for guidance have subsequently been published which provide very useful interpretation of the Code.

It has recently been agreed by the Suffolk Monitoring Officers, and SALC, that the LGA Model Code is a significant improvement on the existing 'Suffolk Code' and that adoption across the County would be recommended. The principal authorities are in the process of seeking final approval, with the aim of introduction in April 2022.

Adopting the new Code

There are several weaknesses with the current Suffolk Code, not least a lack of clarity regarding member interests that are not 'disclosable pecuniary interests' (DPI) as defined in the Localism Act.

For example, a councillor who is affected by a neighbour's planning application does not have a DPI under the Act, and there is no specific provision in the Suffolk Code that requires declaration or a particular course of action, leaving the member to rely on their interpretation of the Nolan Principles.

SALC strongly recommends that all parish and town councils adopt the new Code, the annual meetings held during May being the most appropriate time to do so - this is when councils normally review and amend policies etc. There are considerable benefits to adopting the new Model Code and helping to achieve consistency, not just across Suffolk, but the Country.

The Monitoring Officers are currently developing a training strategy to accompany introduction, the MO's themselves delivering the training. It is quite likely they will utilise material and resources being developed by the LGA.

SALC will be involved in the development of this programme and will keep councils informed of developments and actions required as they arise.

Limitations

While the LGA Code is undoubtedly stronger than the current Suffolk Code, and should help to reduce conflict situation, it should be noted it does NOT introduce stronger sanctions. This will require legislation. Although the Government have been slow to respond to the 2019 Review, undoubtedly not helped by the pandemic, there have been more encouraging noises coming out so it's a question of 'watch this space'.

²⁵https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/777315/6.4896_CO_CSPL_Command_Paper_on_Local_Government_Standards_v4_WEB.PDF

²⁶https://www.local.gov.uk/sites/default/files/documents/Local_Government_Association_Model_Councillor_Code_of_Conduct_2020_WEB.pdf



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Townclerk

From: Rob Halstead <rob@vr-energy.co.uk>
Sent: 08 March 2022 16:55
To: Townclerk
Subject: Re: V R Energy Ltd - Thank you for your enquiry re gas & electricity contracts

Hi Cathy,

I hope you received the LOA from me, as I mentioned during our call there is no urgent need to return this, when you can is fine.

I just wanted to follow up on our call and provide you with some detail around TCR charges as I feel that the information you have been given about 'avoiding' these charges is misleading. I am aware of many brokers from my sources on Linked In using similar tactics to entice customers to sign.

This article from Bryt Energy sums things up fairly well - <https://www.brytenergy.co.uk/knowledge-hub/reducing-the-risk-of-the-targeted-charging-review/>

The article details that although suppliers are adopting different strategies for passing these costs on to customers, they will be included in all future contracts. As the suppliers are being charged these costs it is not possible for you to avoid them as the supplier will pass them on regardless. Any supplier offering rates that do not include these costs would just be exposing themselves to losses, and suppliers do not do that.

I would treat anyone advising that you can avoid costs by agreeing a deal now with caution as there is very little that can be done if you are mis sold any energy contract.

Below is a screen shot of current wholesale energy prices. You can see from January alone prices have increased exponentially due to Ukraine war. Although these prices are based on near term increases, far out contract rates are also negatively affected. As I stated during our call, with time on your side I don't believe it is necessary to agree anything with the market in this state.

I hope you find the above useful and if there is any further information you need please feel free to let me know

Regards

Rob



Rob Halstead
 Director

07522 414054
www.vr-energy.co.uk