

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

Tuesday 19th April 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:

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

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

A G E N D A

1. **Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
2. **Apologies** – To receive and accept apologies for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of previous meeting held 21st March 2022**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors.
 Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Submission of schedules of payments for information** - To approve cashbooks 1-4 for the previous month
7. **Bank statements** – To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
8. **Accounts** – To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month
9. **Committee 2021/2022 Budget** – to receive the preliminary budget outcome for the Finance & Policy Committee for 2021/2022
10. **Grant applications**
 - a) Rotary Club Local Community Awards on 1/7/22
 - b) Community Nature Reserve Group
11. **Health and safety** – to receive a monthly report
12. **Risk Management Schedule** – to approve the reviewed Risk Management Schedule (To Follow)
13. **Scheme of Delegation to Officers** – to approve the reviewed scheme document (To Follow)
14. **Terms of Reference** – to approve the reviewed Terms of Reference for Committees (To Follow)
15. **Correspondence**
 - a) **Community Governance Review** – confirmation and 2nd stage consultation
 - b) **Any other correspondence** received after agenda issue
16. Date of next meeting **Monday 16th May 2022**
17. To note items for consideration at the next meeting

Signed  Cathy Whitaker, Town Clerk

townclerk@newmarket.gov.uk

Date 12th April 2022

www.newmarket.gov.uk

Blank



Newmarket

TOWN COUNCIL

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

Attendance:

Councillor D Hall (Chairman)
Councillor J Borda
Councillor A Drummond
Councillor J Harvey

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

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, and 1 member of the public

Minute

- F/22/03/1 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/22/03/2 Apologies for Absence**
There were no apologies received.
- F/22/03/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Members Dispensation**
None noted. There were no requests for dispensations.
- F/22/03/4 To Confirm the Minutes of the Meeting Held on 21st February 2022 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 21st February 2022 and the following was agreed:

F/22/03/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 21st February 2022 be adopted and signed as a true record by the Chairman of the Finance & Policy Committee.

There were no matters arising.
- F/22/03/5 Public Open Session**
No members of the public wished to speak.
- F/22/03/6 Submission of Schedules of Payments for Information CB1 - CB4 February 2022**

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

F/22/03/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/02/2022 – 28/02/2022 (Cash Book 1 - 4) be received and adopted.

F/22/03/7 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 28/02/2022 (month 11) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/03/8 To Receive the Income and Expenditure

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

F/22/03/9 Citizen's Advice Bureau

The Annual Review of Newmarket CAB for 2020/2021 was noted and a request for funding to be continued was considered. The following was agreed:

F/22/03/9.01 Recommendation

To continue with the budgeted amount of £3,000 in a support grant to West Suffolk CAB in 2022/23 and to review in September with inflation being a consideration if further funding is available.

F/22/03/10 Grant

The request for a grant from Newmarket First Responders was reviewed and the following was agreed:

F/22/03/10.01 Recommendation

That the request for a grant of £500 for Newmarket First Responders be approved.

F/22/03/11 Health and Safety

The monthly health and safety report was received and noted.

F/22/03/12 Committee Meeting Schedule Review

Feedback for the workshop held on 16th March 2022 was received. A second meeting is scheduled for 5th April 2022 at 6.15pm and amended papers will go out week beginning 28th March 2022.

F/22/03/13 Standing Committee Terms of Reference

The revised Committee Terms of Reference will be considered along with the Committee Meeting Schedule Review on 5th April.

F/22/03/14 Delegation to Officers

The Delegation to Officers will be considered along with the Committee Meeting Schedule Review on 5th April.

F/22/03/15 Risk Management Schedule

The Risk Management Schedule will be reviewed before the next Finance and Policy Committee meeting.

F/22/03/15.01 Recommendation

That the Risk Management Schedule to be reviewed by Cllrs Hall and Harvey and the Town Clerk and presented to Finance and Policy Committee.

F/22/03/16 LGA Model Councillor Code of Conduct 2020

The new recommended LGA Code of Conduct 2020 was noted and this will be considered for adoption by NTC in due course.

F/22/03/17 Parish Alliance (Sunnica Group)

Membership of the group and a donation were considered and the following was agreed:

F/22/03/17.01 Recommendation

That a sum of £3,000 be agreed in principle; contingent on appropriate checks being made by the Responsible Finance Officer.

F/22/03/18 Correspondence

VR Energy Ltd - information regarding the effect of the current energy crisis was noted.

F/22/03/19 Date of Next Meeting

Tuesday 19th April 2022 at the Memorial Hall.

F/22/03/20 Items for the Next Agenda

None noted.

Meeting closed at 7.25pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/03/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/02/2022 – 28/02/2022 (Cash Book 1 - 4) be received and adopted.
<u>F/22/03/9.01 Recommendation</u>	To continue with the budgeted amount of £3,000 in a support grant to West Suffolk CAB in 2022/23 and to review in September with inflation being a consideration if further funding is available.
<u>F/22/03/10.02 Recommendation</u>	That the request for a grant of £500 for Newmarket

	First Responders be approved.
<u>F/22/03/15.01 Recommendation</u>	That the Risk Management Schedule to be reviewed by Cllrs Hall and Harvey and the Town Clerk and presented to Finance and Policy Committee.
<u>F/22/03/17.01 Recommendation</u>	That a sum of £3,000 be agreed in principle; contingent on appropriate checks being made by the Responsible Finance Officer.

DRAFT

Date: 07/04/2022

Newmarket Town Council Current Year 2021/2022

Page: 931

Time: 17:12

Cashbook 1

User: CEW

Current Account

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		501,209.86					501,209.86	
bacs	Banked: 01/03/2022	2,667.00						
bacs	West Suffolk Council	2,667.00			1181	120	2,667.00	CV19 Omicron Hospitality Grant
bacs	Banked: 01/03/2022	50.00						
	Sales Recpts Page 2328	50.00	50.00		101			Sales Recpts Page 2328
bacs	Banked: 02/03/2022	204.00						
	Sales Recpts Page 2327	204.00	204.00		101			Sales Recpts Page 2327
000136	Banked: 03/03/2022	72.00						
	Sales Recpts Page 2324	72.00	72.00		101			Sales Recpts Page 2324
bacs	Banked: 04/03/2022	230.00						
	Sales Recpts Page 2326	230.00	230.00		101			Sales Recpts Page 2326
bacs	Banked: 07/03/2022	357.60						
	Sales Recpts Page 2325	357.60	357.60		101			Sales Recpts Page 2325
bacs	Banked: 10/03/2022	24.00						
bacs	R Ruskute	24.00		4.00	565		20.00	holding dep bkg 10/3 ruskute
bacs	Banked: 14/03/2022	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	hdep/bkg20/3.BluestBlue
bacs	Banked: 14/03/2022	46.80						
bacs	Akinsara EO	46.80		7.80	565		39.00	hdep.Akinsara bkg19/3
bacs	Banked: 14/03/2022	286.00						
bacs	A Stanciu	286.00		47.67	565		238.33	hdep/bkg 12/3 Stanciu
bacs	Banked: 14/03/2022	40.00						
bacs	Kangoo Jumps Ruskute, R	40.00		6.67	565		33.33	hdep.15/3 Kangoo Jumps
bacs	Banked: 15/03/2022	526.60						
bacs	Kor Communications	526.60		87.77	565		438.83	hdep/Kor Comms.bkg March
000137	Banked: 16/03/2022	129.60						
	Sales Recpts Page 2329	129.60	129.60		101			Sales Recpts Page 2329
bacs	Banked: 18/03/2022	396.00						
bacs	Kor Communications	396.00		66.00	565		330.00	hdep.bkg28/3/22 Korr Comms/JCE
bacs	Banked: 18/03/2022	1,200.00						
	Sales Recpts Page 2331	1,200.00	1,200.00		101			Sales Recpts Page 2331
ADJUSTMENT	Banked: 18/03/2022	-396.00						
ADJUSTMENT	Korr Communications	-396.00		-66.00	565		-330.00	adj.to h.deposit KorrComms28/3
bacs	Banked: 18/03/2022	396.00						
	Sales Recpts Page 2338	396.00	396.00		101			Sales Recpts Page 2338
bacs	Banked: 21/03/2022	300.00						
	Sales Recpts Page 2330	300.00	300.00		101			Sales Recpts Page 2330

Continued on Page 932

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 21/03/2022	40.00						
bacs	Kangoo Jumps/Ruskute	40.00		6.67	565		33.33	hdep.March/Kangoo
bacs	Banked: 22/03/2022	63.00						
	Sales Recpts Page 2332	63.00	63.00		101			Sales Recpts Page 2332
bacs	Banked: 22/03/2022	99.60						
	Sales Recpts Page 2333	99.60	99.60		101			Sales Recpts Page 2333
bacs x 2	Banked: 22/03/2022	2,705.34						
bacs x 2	Newmarket Twinning A/c	2,700.34			1005	307	2,700.34	bal transferred for EMR337
bacs x 2	Newmarket Twinning A/c	5.00			1005	307	5.00	bal tfr for EMR 337
adjustment	Banked: 22/03/2022	-99.60						
	Sales Recpts Page 2336	-99.60	-99.60		101			Sales Recpts Page 2336
adjustment	Banked: 22/03/2022	99.60						
adjustment	Stagecoach	99.60		16.60	565		83.00	hdep.25/3/22.Stagecoach
adjustment	Banked: 22/03/2022	-63.00						
	Sales Recpts Page 2337	-63.00	-63.00		101			Sales Recpts Page 2337
adjustment	Banked: 22/03/2022	63.00						
adjustment	Nomads	63.00		10.50	565		52.50	hdep.Nomads.18/3/22
bacs	Banked: 23/03/2022	383.00						
bacs	Tricolici A	383.00		63.83	565		319.17	hdep/pty26/3/22.Tricolici
bacs	Banked: 28/03/2022	40.00						
bacs	Kanga Jumps	40.00		6.67	565		33.33	hdep.Kanga/ongoing bkg
bacs	Banked: 28/03/2022	60.00						
bacs	Verrecchia Ices	60.00		10.00	1026	305	50.00	stallholder fee.Jubilee
bacs	Banked: 30/03/2022	84.00						
bacs	Teresa Coyne	84.00		14.00	1026	305	70.00	Jubilee foodstall payment
bsvd	Banked: 31/03/2022	780.00						
	Sales Recpts Page 2334	780.00	780.00		101			Sales Recpts Page 2334
Total Receipts for Month		10,928.54	3,719.20	306.18			6,903.16	
Cashbook Totals		<u>512,138.40</u>	<u>3,719.20</u>	<u>306.18</u>			<u>508,113.02</u>	

Payments for Month 12					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/02/2022	West Suffolk Council	1176259	11,492.54	11,492.54		501			SLA Q3 invoice
16/02/2022	CREATIVE ARTS EAST	sub074	70.00	70.00		501			subs.annual.for events artists
16/02/2022	PRO-SCAPE LTD	22245/345	192.00	192.00		501			Dec ClockTowerBeds maint.
01/03/2022	Barclaycard Account	BCard	1,473.53			208		1,473.53	Feb 22 Bcard Statement payment
04/03/2022	Newmarket Local History Societ	002/003	37.00	37.00		501			Presentation
04/03/2022	PRO-SCAPE LTD	22401	5,358.58	5,358.58		501			supply and install plants
04/03/2022	Society of Local Council Clerk	MEM238737-	391.00	391.00		501			MEMBERSHIP FEE CW
04/03/2022	SLCC Enterprises Ltd	BK205137 9	72.00	72.00		501			EMPLOYMENT ONLINE COURSE CW
04/03/2022	West Suffolk Council	1176470	4,000.00	4,000.00		501			FENCING, YBR CLEARANCE
04/03/2022	Complete Business Solutions Gr	SINV030839	32.90	32.90		501			A4 PAPER
04/03/2022	Jockey Club Estates	INV00002	1,680.00	1,680.00		501			TREE WATERING
04/03/2022	Penguinos	210220221	100.00	100.00		501			SANDWICHES FOR EVENT
04/03/2022	RBG Fencing	2022-009	199.94	199.94		501			FENCE POST AT PAVILION
04/03/2022	Dorans Plumbing	2367	143.70	143.70		501			TOILET LEAK MH
04/03/2022	Lookalikes Agency	INV879	1,280.00	1,280.00		501			TRIBUTE ACT FOR JUBILEE
04/03/2022	Westcotec Ltd	13226	513.00	513.00		501			SIDS BATTERIES/CHARGER
04/03/2022	Suffolk Association of Local C	25611	30.00	30.00		501			FOI TRAINING CW
04/03/2022	Total Gas and Power Ltd	3005957526	783.94	783.94		501			ELECTRICITY M HALL
04/03/2022	Total Gas and Power Ltd	3006009237	270.41	270.41		501			ELECTRICITY CEMETERY
10/03/2022	Abbey Security Services Ltd	36504/3653	369.60	369.60		501			GARDENS SECURITY FEB
10/03/2022	Urbis Schreder Ltd	INV065566	1,500.00	1,500.00		501			CLOCK TOWER LIGHTS INSTALL
10/03/2022	Collaboration 23 Construction	687	16,848.00	16,848.00		501			REPAIRS TO CEM WALL
10/03/2022	Chagos Consulting Ltd	9114874	100.00	100.00		501			PARISH ONLINE TRAINING 1YR
10/03/2022	Phillip Green	06/03/2022	115.00	115.00		501			CLOCK TOWER FEB
12/03/2022	N-CIS	9344/3679	559.03	559.03		501			IT
13/03/2022	British Telecommunications Plc	VP11560570	48.36	48.36		501			RED CARE LINE
17/03/2022	Suffolk County Council	9516378	18,113.25	18,113.25		501			STREET LIGHTS APR21-MAR22
17/03/2022	Dorans Plumbing	2378	55.00	55.00		501			TOILET REPAIRS
17/03/2022	PRO-SCAPE LTD	22445	96.00	96.00		501			CLOCK TOWER MAINT FEB
17/03/2022	Business Watch UK Fire & Secu	4028345	138.00	138.00		501			CALLOUT CHARGE
17/03/2022	Dan Forshaw	8490	52.50	52.50		501			DEPOSIT CIVIC EVENT
17/03/2022	West Suffolk Council	1177048	500.00	500.00		501			PARKING PERMITS
17/03/2022	Routewise Consulting	071	3,134.50	3,134.50		501			WEATHERBY EXPERT WITNESS
17/03/2022	Ustigate	6798	1,394.40	1,394.40		501			SUMMERISATION
17/03/2022	Crash Cleaner Ltd	16-23	519.50	519.50		501			BUS STOP CLEANING DEC
21/03/2022	Total Gas and Power Ltd	3004259050	2,811.25	2,811.25		501			GAS M HALL
22/03/2022	Total Gas and Power Ltd	3006241140	638.98	638.98		501			GAS PAVILION
23/03/2022	Total Gas and Power Ltd	3005957526	303.48	303.48		501			ELEC M HALL
23/03/2022	Total Gas and Power Ltd	3006079835	48.55	48.55		501			ELEC CLOCK TOWER
23/03/2022	Total Gas and Power Ltd	3006009237	47.51	47.51		501			ELEC CEM
28/03/2022	West Suffolk Council	1177635	12,183.77	12,183.77		501			CEMETERY SERVICES QUARTER 4

Payments for Month 12					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/03/2022	CRC Pest Control	4663	84.00	84.00		501			PEST CONTROL FLIES/CHAPEL
28/03/2022	Allied Mechanical Services Ltd	9957	1,463.93	1,463.93		501			HEATING MAIN HALL
28/03/2022	Newmarket BID Ltd	CN505457/6	640.00	640.00		501			SPONSOR BUSINESS AWARD
28/03/2022	C.H. Munday Limited	220062	104.88	104.88		501			PRESENTATION SHIELD
28/03/2022	Phoenix Events East Ltd	0739	80.40	80.40		501			ADDITIONAL SECURITY
28/03/2022	MPB Electrical Contractors Ltd	0085	186.00	186.00		501			REPLACE LIGHT, CHECK CHAMBER
28/03/2022	Francis Taylor Building	84979/16/3	12,000.00	12,000.00		501			LEGAL FEES FEB INQUIRY
28/03/2022	Suffolk Association of Local C	25633	-30.00	-30.00		501			CANCELLED TRAINING REFUND
28/03/2022	East of England Ambulance Serv	NCFRSGRANT	500.00			4076	101	500.00	grant to Nmkt Comm 1st Respond
28/03/2022	Suffolk Association of Local C	adj	-30.00	-30.00		501			P/Ledger Electronic Payment
28/03/2022	Suffolk Association of Local C	adj	30.00	30.00		501			P/Ledger Electronic Payment
28/03/2022	Suffolk Association of Local C	adjustment	30.00	30.00		501			adjustement to error
29/03/2022	Barclaycard Account	BCARD	740.49			208		740.49	Feb Bcard statement
31/03/2022	Petty Cash	pettycash	46.44			210		46.44	Petty Csh reimb.M12
31/03/2022	Unity Trust Bank	BANKCHARG	3.10			4051	101	3.10	Manual credit handling charge
31/03/2022	Unity Trust Bank	BANKCHARG	45.90			4051	101	45.90	service charge
Total Payments for Month			103,592.36	100,782.90	0.00			2,809.46	
Balance Carried Fwd			408,546.04						
Cashbook Totals			512,138.40	100,782.90	0.00			411,355.50	

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	150.00					150.00	
	Banked: 31/03/2022	46.44						
pettycash	Current Account	46.44			201		46.44	Petty Csh reimb.M12
Total Receipts for Month		46.44	0.00	0.00			46.44	
Cashbook Totals		<u>196.44</u>	<u>0.00</u>	<u>0.00</u>			<u>196.44</u>	

Payments for Month 12					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/03/2022	Petty Cash adj re sumup trans.	PCASHADJ	40.00			591		40.00	Petty Cash adj re sumup trans.
31/03/2022	Petty Cash M12	PETTYCASH	46.44		0.33	4023	101	41.62	Petty Cash M12/files/tickets
						4020	102	4.49	Petty Cash M12/staff refr
31/03/2022	corr to sumup adjustment	ADJ	-40.00			4023	101	-40.00	corr to sumup adjustment
Total Payments for Month			46.44	0.00	0.33			46.11	
Balance Carried Fwd			150.00						
Cashbook Totals			196.44	0.00	0.33			196.11	

Receipts for Month 12

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 :	39,643.52					39,643.52	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>39,643.52</u>	<u>0.00</u>	<u>0.00</u>			<u>39,643.52</u>	

Payments for Month 12				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>
23/03/2022	Net Salaries M12	BACS M12	11,621.82			516		11,621.82	Net Salaries M12
23/03/2022	HMRC M12	1108662212	4,696.91			515		4,696.91	HMRC M12
24/03/2022	People's Pension M12	DD WPP M12	802.87			514		802.87	People's Pension M12
31/03/2022	Unity Trust Bank	BANKCHARG	18.00			4051	101	18.00	Service Charge
Total Payments for Month			17,139.60	0.00	0.00			17,139.60	
Balance Carried Fwd			22,503.92						
Cashbook Totals			39,643.52	0.00	0.00			39,643.52	

Receipts for Month 12

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: 01/03/2022	1,473.53						
BCard	Current Account	1,473.53			201		1,473.53	Feb 22 Bcard Statement payment
	Banked: 29/03/2022	740.49						
BCARD	Current Account	740.49			201		740.49	Feb Bcard statement
	Total Receipts for Month	2,214.02	0.00	0.00			2,214.02	
	Balance Carried Fwd	1,181.81						
	Cashbook Totals	<u>3,395.83</u>	<u>0.00</u>	<u>0.00</u>			<u>3,395.83</u>	

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			2,059.87					2,059.87	
01/03/2022	card/Adobe	CC220301	15.17		2.53	4025	101	12.64	card/Acropro lic monthly
02/03/2022	card/Wickes	CC220274	5.90		0.98	4037	306	4.92	card/postcrete for gardens
02/03/2022	card/Homebase	CC220275	58.00		9.67	4036	208	30.83	card/anti-slip paint for ramp
						4037	306	17.50	card/hammerite for gdns
02/03/2022	card/BP garage	CC220276	75.08		12.51	4039	200	62.57	card/fuel for van
07/03/2022	card/Coywood Computers	CC220277	43.94		7.32	4018	101	36.62	card/laptop charger
09/03/2022	card/Homebase	CC220278	24.00		4.00	4029	200	20.00	card/Brushes
09/03/2022	card/Shoe Doctor	CC220280	6.00		1.00	4036	310	5.00	card/pav.keycutting
10/03/2022	card/newspaper account	CC220281	13.60			4028	101	13.60	card/NJ account
11/03/2022	card/V Safety	CC220282	217.02		36.17	4010	102	106.45	card/workwear&PPE
						4017	120	74.40	card/Fire Exit signs
14/03/2022	card/Viking	CC220283	12.23		2.04	4023	101	10.19	card/files
16/03/2022	card/Cartridge People	CC220284	115.96		19.32	4018	101	96.64	card/HP black inks
18/03/2022	card/Canva	CC220285	99.99			4025	101	99.99	card/lic- digital file sware
21/03/2022	card/B&M	CC220286	9.50		1.58	4038	120	7.92	card/sink caddy/drainer
21/03/2022	card/Homebase	CC220287	38.00		6.33	4029	200	31.67	card/woodstain
21/03/2022	card/Thurlow Nunn Standen	CC220288	20.00		3.33	4037	306	16.67	card/fuel for cutters
23/03/2022	card/Tesco	CC220290	83.41		13.90	4039	101	69.51	card/fuel for van
23/03/2022	card/Scottsdales	CC220291	34.47		5.74	4037	306	28.73	card.plants/soil for gardens
23/03/2022	card/Cancer Research shop	CC220292	30.00			4038	120	30.00	card/Nmkt portrait
23/03/2022	Suffolk CC	CC220293	50.00			4312	305	50.00	card/Jubilee parade rd closure
25/03/2022	card/Cartridge People	CC220294	147.98		24.66	4018	101	123.32	card/ink cart. TC
25/03/2022	Suffolk County Council	CC220293	-50.00			4312	305	-50.00	refund of jubilee rd close fee
26/03/2022	card/Newmarket Charity Shop	CC220295	8.00			4038	120	8.00	card/frame
29/03/2022	card/Amazon	CC220296	50.37		8.40	4017	120	41.97	card/fire accessories
29/03/2022	card/RSPB	CC220297	164.00		27.33	4037	306	136.67	card/swift boxes
29/03/2022	card/Zoom	CC220300	14.39		2.40	4115	101	11.99	card/virtual conf fee
30/03/2022	card/Homebase	CC220298	12.95		2.16	4035	202	10.79	card/broom
30/03/2022	card/Wickes	CC220299	36.00		6.00	4037	306	30.00	card/hammerite for benches
Total Payments for Month			1,335.96	0.00	197.37			1,138.59	
Cashbook Totals			3,395.83	0.00	197.37			3,198.46	

07/04/2022

Newmarket Town Council Current Year 2021/2022

Page 1

17:17

Detailed Income & Expenditure by Budget Heading as at 31/03/2022

Month No: 12

Committee Report Finance & Policy FINAL

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy								
100 Precept								
1176 Precept Received	0	655,380	655,380	0			100.0%	
Precept :- Income	0	655,380	655,380	0			100.0%	0
Net Income	0	655,380	655,380	0				
101 Administration								
1003 Banner Income	1,000	1,000	1,000	0			100.0%	
1103 Rent Receivable	75	75	75	0			100.0%	
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	1,075	67,629	10,809	(56,820)			625.7%	56,820
4008 Staff Training	193	2,310	2,500	190		190	92.4%	
4009 Staff Travel	0	100	250	150		150	39.9%	
4016 Cleaning	(150)	0	0	0		0	0.0%	
4018 Software/Computer Consumables	257	1,222	1,500	278		278	81.4%	
4019 New IT System/Hardware	0	1,451	2,030	579		579	71.5%	
4021 Telephone and Fax	0	1,300	2,000	700		700	65.0%	
4022 Postage	0	541	2,100	1,559		1,559	25.8%	
4023 Stationery	171	1,817	2,000	183		183	90.9%	
4025 Subscriptions&Licences	(241)	5,990	5,700	(290)		(290)	105.1%	
4026 Insurance	0	8,308	8,308	0		0	100.0%	
4028 Office Maintenance	282	12,317	11,500	(817)		(817)	107.1%	
4030 Recruitment Advertising	0	6,307	9,000	2,693		2,693	70.1%	
4051 Bank Charges/Interest	67	323	200	(123)		(123)	161.3%	
4056 Legal Expenses	13,135	21,976	21,975	(1)		(1)	100.0%	
4057 Audit & Accountancy Fees	0	2,955	2,955	0		0	100.0%	
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	1,000	42,891	5,000	(37,891)		(37,891)	857.8%	37,891
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%	
4090 Biodegradable Dog Poo Bags	0	150	150	0		0	100.0%	

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4093 Sumup Commission	0	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%	
4115 Coronavirus Response Costs	48	2,559	3,801	1,242		1,242	67.3%	
4180 Civic Functions	140	140	2,000	1,860		1,860	7.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 CCTV WSC SLA Monitoring	461	1,845	2,000	155		155	92.2%	
Administration :- Indirect Expenditure	15,363	174,663	153,320	(21,343)	0	(21,343)	113.9%	46,057
Net Income over Expenditure	(14,288)	(107,034)	(142,511)	(35,477)				
6000 plus Transfer from EMR	1,000	46,057						
6001 less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(13,288)	(117,797)						
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	1,075	723,009	666,189	(56,820)			108.5%	
Expenditure	15,363	177,394	156,320	(21,074)	0	(21,074)	113.5%	
Net Income over Expenditure	(14,288)	545,615	509,869	(35,746)				
plus Transfer from EMR	1,000	46,057						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(13,288)	534,852						
Grand Totals:- Income	1,075	723,009	666,189	(56,820)			108.5%	
Expenditure	15,363	177,394	156,320	(21,074)	0	(21,074)	113.5%	
Net Income over Expenditure	(14,288)	545,615	509,869	(35,746)				
plus Transfer from EMR	1,000	46,057						
less Transfer to EMR	0	56,820						
Movement to/(from) Gen Reserve	(13,288)	534,852						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	1,614	
105	Vat Due	33,754	
201	Current Account	408,546	
204	Staff Salary Bank Account	22,504	
208	Barclaycard Account	(1,182)	
210	Petty Cash	150	
	Total Current Assets		465,386
	<u>Current Liabilities</u>		
501	Creditors	(30)	
565	Bookings Deposit	250	
	Total Current Liabilities		220
	Net Current Assets		465,166
	Total Assets less Current Liabilities		465,166
	<u>Represented by :-</u>		
301	Current Year Fund	(5,029)	
310	General Fund	234,008	
311	EMR Play Equipment	15,000	
312	EMR - WSC Covid Town	1,788	
313	EMR Town Regeneration	11,680	
316	EMR Clocks/Memorials	7,205	
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	4,801	
322	EMR Street Lighting	3,500	
323	EMR Allotments	2,839	
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	
330	EMR Cemetery	15,565	
331	EMR Town Improvement	22,840	
332	EMR Human Resources	30,513	
333	EMR Carnival	15,267	
334	EMR Christmas Lights	2,679	
335	EMR Winter Event	6,000	
336	EMR Events-General	6,000	
337	EMR Twinning	6,043	
338	EMR Soapbox Derby	10,000	
341	EMR Water Feature	4,971	
342	EMR Memorial Gardens	8,857	
343	EMR Workwear	472	
344	EMR Asset Sales	3,401	
	Total Equity		465,166

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>								
100	Precept	Income	0	655,380	655,380	0		100.0%
101	Administration	Income	1,075	67,629	10,809	(56,820)		625.7%
		Expenditure	15,363	174,663	153,320	(21,343)	(21,343)	113.9%
	Net Income over Expenditure	<u>(14,288)</u>	<u>(107,034)</u>	<u>(142,511)</u>	<u>(35,477)</u>			
	plus Transfer from EMR	1,000	46,057					
	Movement to/(from) Gen Reserve	<u>(13,288)</u>	<u>(117,797)</u>					
103	Health & Safety	Expenditure	0	2,732	3,000	268	268	91.1%
	Finance & Policy Income	<u>1,075</u>	<u>723,009</u>	<u>666,189</u>	<u>(56,820)</u>			108.5%
	Expenditure	15,363	177,394	156,320	(21,074)	0	(21,074)	113.5%
	Net Income over Expenditure	<u>(14,288)</u>	<u>545,615</u>					
	plus Transfer from EMR	1,000	46,057					
	less Transfer to EMR	0	56,820					
	Movement to/(from) Gen Reserve	<u>(13,288)</u>	<u>534,852</u>					
<u>Community Services</u>								
200	Outside Services	Income	0	150	0	(150)		0.0%
		Expenditure	17,444	75,417	80,578	5,161	5,161	93.6%
	Net Income over Expenditure	<u>(17,444)</u>	<u>(75,267)</u>	<u>(80,578)</u>	<u>(5,311)</u>			
	plus Transfer from EMR	0	1,539					
	Movement to/(from) Gen Reserve	<u>(17,444)</u>	<u>(73,878)</u>					
201	General Town Planting	Income	0	10,298	10,400	102		99.0%
		Expenditure	1,400	30,610	7,600	(23,010)	(23,010)	402.8%
	Net Income over Expenditure	<u>(1,400)</u>	<u>(20,313)</u>	<u>2,800</u>	<u>23,113</u>			
	plus Transfer from EMR	0	20,640					
	Movement to/(from) Gen Reserve	<u>(1,400)</u>	<u>327</u>					
202	Cemetery	Income	16,512	65,418	50,500	(14,918)		129.5%
		Expenditure	23,449	71,337	51,095	(20,242)	(20,242)	139.6%
	Net Income over Expenditure	<u>(6,937)</u>	<u>(5,919)</u>	<u>(595)</u>	<u>5,324</u>			
	plus Transfer from EMR	15,714	25,731					
	Movement to/(from) Gen Reserve	<u>8,776</u>	<u>19,812</u>					
203	Disused Churchyards	Expenditure	0	615	2,000	1,385	1,385	30.8%
204	Memorial - War,Cooper,Tutte	Income	0	431	0	(431)		0.0%
		Expenditure	0	2,287	1,600	(687)	(687)	142.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,855)</u>					
205	Clocks	Expenditure	1,761	8,760	2,150	(6,610)	(6,610)	407.4%
	plus Transfer from EMR	1,600	7,050					

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
	Movement to/(from) Gen Reserve	(161)	(1,710)					
206	Bus Shelters Expenditure	290	1,900	1,500	(400)		(400)	126.6%
207	General Town Maintenance Expenditure	4,748	47,079	11,350	(35,729)		(35,729)	414.8%
	plus Transfer from EMR	4,465	37,506					
	Movement to/(from) Gen Reserve	(283)	(9,573)					
208	Public Conveniences Income	0	6,244	3,300	(2,944)			189.2%
	Expenditure	191	3,761	5,772	2,011		2,011	65.2%
	Movement to/(from) Gen Reserve	(191)	2,483					
211	The Queens Statue Expenditure	0	0	1,500	1,500		1,500	0.0%
215	Allotments Income	0	900	900	0			100.0%
	Expenditure	2,000	2,000	1,500	(500)		(500)	133.3%
	Net Income over Expenditure	(2,000)	(1,100)	(600)	500			
	plus Transfer from EMR	2,000	2,000					
	Movement to/(from) Gen Reserve	0	900					
220	Studlands Expenditure	15,094	15,094	18,825	3,731		3,731	80.2%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	(15,094)	(15,094)					
308	Christmas Expenditure	150	18,509	26,500	7,991		7,991	69.8%
309	Newmarket Bombing Memorial Expenditure	0	1,964	0	(1,964)		(1,964)	0.0%
	plus Transfer from EMR	1,000	1,000					
	Movement to/(from) Gen Reserve	1,000	(964)					
	Community Services Income	16,512	83,441	65,100	(18,341)			128.2%
	Expenditure	66,528	279,332	211,970	(67,362)	0	(67,362)	131.8%
	Net Income over Expenditure	(50,016)	(195,891)					
	plus Transfer from EMR	24,779	95,466					
	less Transfer to EMR	0	150					
	Movement to/(from) Gen Reserve	(25,237)	(100,575)					
Leisure Services								
120	Memorial Hall Income	6,698	31,883	7,500	(24,383)			425.1%
	Expenditure	5,467	129,143	123,904	(5,239)		(5,239)	104.2%
	Net Income over Expenditure	1,231	(97,260)	(116,404)	(19,144)			
	plus Transfer from EMR	1,347	6,557					
	Movement to/(from) Gen Reserve	2,578	(90,702)					

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301 Arts	Income	0	2,396	0	(2,396)			0.0%
	Expenditure	0	4,903	5,300	397		397	92.5%
	Movement to/(from) Gen Reserve	0	(2,507)					
302 Winter Event	Income	0	1,670	3,000	1,330			55.7%
	Expenditure	319	5,578	11,000	5,422		5,422	50.7%
	Movement to/(from) Gen Reserve	(319)	(3,908)					
303 Entertainments	Income	0	11,075	10,000	(1,075)			110.8%
	Expenditure	137	20,843	15,000	(5,843)		(5,843)	139.0%
	Net Income over Expenditure	(137)	(9,768)	(5,000)	4,768			
	plus Transfer from EMR	1,544	1,544					
	Movement to/(from) Gen Reserve	1,407	(8,224)					
304 Tourism	Expenditure	0	1,338	1,000	(338)		(338)	133.8%
305 Carnival	Income	120	120	1,000	880			12.0%
	Expenditure	1,280	1,410	10,000	8,590		8,590	14.1%
	Movement to/(from) Gen Reserve	(1,160)	(1,290)					
306 Memorial Gardens	Income	0	0	1,200	1,200			0.0%
	Expenditure	1,666	27,235	26,805	(430)		(430)	101.6%
	Net Income over Expenditure	(1,666)	(27,235)	(25,605)	1,630			
	plus Transfer from EMR	0	430					
	Movement to/(from) Gen Reserve	(1,666)	(26,805)					
307 Twinning	Income	2,705	2,705	0	(2,705)			0.0%
	Expenditure	0	521	3,500	2,979		2,979	14.9%
	Net Income over Expenditure	2,705	2,184	(3,500)	(5,684)			
	Movement to/(from) Gen Reserve	0	(521)					
310 The Severals Sports Facilities	Income	436	6,365	5,000	(1,365)			127.3%
	Expenditure	813	35,006	10,190	(24,816)		(24,816)	343.5%
	Net Income over Expenditure	(377)	(28,641)	(5,190)	23,451			
	plus Transfer from EMR	0	15,437					
	Movement to/(from) Gen Reserve	(377)	(13,204)					
	Leisure Services Income	9,959	56,214	27,700	(28,514)			202.9%
	Expenditure	9,682	225,977	206,699	(19,278)	0	(19,278)	109.3%
	Net Income over Expenditure	277	(169,763)					
	plus Transfer from EMR	2,891	23,968					
	less Transfer to EMR	2,705	2,705					
	Movement to/(from) Gen Reserve	462	(148,500)					

Human Resources

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102	Staff Costs							
	Income	0	360	0	(360)			0.0%
	Expenditure	17,649	181,330	174,000	(7,330)		(7,330)	104.2%
	Net Income over Expenditure	<u>(17,649)</u>	<u>(180,970)</u>	<u>(174,000)</u>	<u>6,970</u>			
	plus Transfer from EMR	346	10,346					
	Movement to/(from) Gen Reserve	<u>(17,303)</u>	<u>(170,624)</u>					
	Human Resources Income	0	360	0	(360)			0.0%
	Expenditure	17,649	181,330	174,000	(7,330)	0	(7,330)	104.2%
	Net Income over Expenditure	<u>(17,649)</u>	<u>(180,970)</u>					
	plus Transfer from EMR	346	10,346					
	Movement to/(from) Gen Reserve	<u>(17,303)</u>	<u>(170,624)</u>					
<u>Neighbourhood Plan</u>								
209	Neighbourhood Plan							
	Expenditure	2,000	4,000	10,000	6,000		6,000	40.0%
	Neighbourhood Plan Income	0	0	0	0			0.0%
	Expenditure	2,000	4,000	10,000	6,000	0	6,000	40.0%
	Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>(4,000)</u>					
	Grand Totals:- Income	27,546	863,024	758,989	(104,035)			113.7%
	Expenditure	111,223	868,033	758,989	(109,044)	0	(109,044)	114.4%
	Net Income over Expenditure	<u>(83,677)</u>	<u>(5,009)</u>	<u>0</u>	<u>5,009</u>			
	plus Transfer from EMR	29,016	175,837					
	less Transfer to EMR	2,705	59,675					
	Movement to/(from) Gen Reserve	<u>(57,366)</u>	<u>111,152</u>					

Blank



		2021/2022	2021/2022	Notes
		BUDGETED	ACTUAL SPEND - preliminary	Variance
101	<u>Administration</u>			
4008	Staff Training	£ 2,500.00	£ 2,310.00	£ 190.00
4009	Staff Travel	£ 250.00	£ 100.00	£ 150.00
4018	Software/Computer Consumables	£ 1,500.00	£ 1,222.00	£ 278.00
4019	New IT System/Hardware	£ 2,030.00	£ 1,451.00	£ 579.00
4021	Telephone and Fax	£ 2,000.00	£ 1,300.00	£ 700.00
4022	Postage	£ 2,100.00	£ 541.00	£ 1,559.00
4023	Stationery	£ 2,000.00	£ 1,817.00	£ 183.00
4025	Subscriptions&Licences	£ 5,700.00	£ 5,990.00	£ -£ 290.00
4026	Insurance	£ 8,308.00	£ 8,308.00	£ -
4028	Office Maintenance	£ 11,500.00	£ 12,317.00	£ -£ 817.00
4030	Recruitment Advertising	£ 9,000.00	£ 6,307.00	£ 2,693.00
4051	Bank Charges/Interest	£ 200.00	£ 323.00	£ -£ 123.00
4056	Legal Expenses	£ 21,975.00	£ 21,976.00	£ -£ 1.00
4057	Audit & Accountancy Fees	£ 2,955.00	£ 2,955.00	£ -
4058	Professional Fees	£ -	£ -	£ -
4059	web site	£ 1,000.00	£ 887.00	£ 113.00
4060	Councillors Training	£ 550.00	£ 1,000.00	£ -£ 450.00
4061	Councillors Expenses	£ 275.00	£ -	£ 275.00
4062	Civic Regalia	£ 325.00	£ -	£ 325.00
4064	Town Mayor's Allowance	£ 1,000.00	£ 369.00	£ 631.00
4075	Grant to CAB	£ 3,000.00	£ 3,000.00	£ -
4076	Grants	£ 5,000.00	£ 42,891.00	£ -£ 37,891.00
4220	Discover Newmarket Stakeholder Fee	£ 5,000.00	£ 5,000.00	£ -
4221	Yellow Brick Road	£ 2,000.00	£ 1,845.00	£ 155.00
4077	Marketing	£ 3,000.00	£ 249.00	£ 2,751.00
4079	Grant to Royal British Legion	£ 25.00	£ 472.00	£ -£ 447.00
4083	PCSO	£ 36,000.00	£ 36,000.00	£ -
4090	Biodegradable Dog Poo Bags	£ 150.00	£ 150.00	£ -
	SumUp Commission	£ -	£ 20.00	£ -£ 20.00
4097	Election costs	£ 5,000.00	£ 13,166.00	£ -£ 8,166.00
4180	Civic Functions	£ 2,000.00	£ 140.00	£ 1,860.00

£37391 TF EMR Grants (inc BID portion of COVID grant)

£8166 TF EMR Election Costs (by-elections)

£56820 TT EMR WSC Covid High St restart grant (inc BID portion)



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	Rotary Club of Newmarket
Address	c/o Heath Court Hotel Moulton Road Newmarket CB8 8DY
Telephone	E-mail As below
Is this application a consortium/partnership bid?	Yes / No
If yes, name(s) of other organisations involved:	Jockey Club Estates, Newmarket Journal, The Racing Centre, Tesco, Newmarket Charitable Foundation, Goldings, Godolphin, and BRS
Details of main contact person (name, address, phone and email)	Alan Shand Supplied

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

Rotary Newmarket Local Community Awards

Rotary Club of Newmarket are delighted once again, to bring uplifting news of a 'Local Community Awards' evening in recognition and celebration of many good deeds and acts of kindness by our wide spread citizens in Newmarket and surrounding villages. A coming together of our community,

and testimony to Rotary's strapline of 'Service above Self' A celebratory event for both Rotary Newmarket and our many town community partners.

Since time immemorial society has always helped their neighbour especially in times of adversity. 2020, 2021 and 2022 has shown our beating heart to be stronger than ever, with offers of loving, caring help from truly the most unexpected sources; simply doing right by each other, each according to their talent and ability.

Open to all within the CB8 postcode, both groups and individuals of all ages and vocations. Award categories include Volunteer, Carer, Fundraiser, plus added categories, an over-arching award of most outstanding, with a possible 16 awards in total. The awards will recognize our citizens who actually have kept/keep our community going and alive by their deeds naturally and instinctively, without thinking, and without reward. Each nomination received, will receive a letter of acknowledgement. 3rd and 2nd place or runner up will also receive gifts of certificate, trophy and cash or gift voucher whilst winners of each category will be invited to receive gifts of a certificate, trophy, cash or gift voucher, bottle of champagne and flowers at JCE. They will also, with their permission, be put forward to our Rotary UK's Community Awards finals 2023.

Support and additional sponsorship will come from Jockey Club Estates, Newmarket Journal, The Racing Centre, Tesco, Newmarket Charitable Foundation, Goldings, Godolphin, British Racing School.

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

£1,000.00

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.

'The Jockey Club'

The Jockey Club Rooms & grounds via the electric gates off 101 High St, Newmarket CB8 8JL.

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

Start date	1st July 2022
End date	1st July 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
2021	31 st July, Rotary Newmarket Local Community Awards	£1,000.00

--	--	--

7. How would Newmarket Town Council support be acknowledged?

Event advertising regularly featured in Newmarket Journal (and Newmarket Flyer) Town Council representative to be one of our shortlisting panel Town Council logo to feature on all awarded certificates Mayor to be one of event awards presenting committee, comprising Rotary, Newmarket Journal, Tesco, Lord Lieutenancy Office + one other Mayor to be invited to give a recognition speech

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

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>

9. 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)	<i>Alan Shand</i>
Name	Alan Shand
Date	6/4/2022

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	



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 Nature Reserve
Address	Supplied
Telephone	E-mail Newmarketcnr@gmail.com
Is this application a consortium/partnership bid?	No
If yes, name(s) of other organisations involved:	
Details of main contact person (name, address, phone and email)	Laura Nunes

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

Give consideration to the following:

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

We have been granted permission by West Suffolk Council to plant mini wildflower meadows on Millbank and Valley Way – see map attached. The project is open to any Newmarket resident. We aim to hold a public working party to create these wildflowers meadows during the June Half Term – date TBC. We have sourced all the seeds, plants and other materials for this project through donations from private residents. However, before we can go ahead with a public event we require public liability insurance hence this application.

Our goal is to enhance the biodiversity and appearance of the local neighbourhood. We also hope to improve the wellbeing of local residents through providing access to small 'wild' areas on their doorstep. The public will be able to join us on working parties to plant and maintain wild areas. The public will also be able to access these areas at any time to observe nature.

In addition to the rewilding of community spaces we have been offering free educational activities. To date these

include: Free sunflower growing kits for children, free printable nature scavenger hunts, free Christmas bird feeder activity sheet and quarterly community bioblitzs. These have all been either shared digitally to reduce costs or donated by private residents.

The grant would be used to purchase public liability insurance which has been quoted between £200-£250/ year. This would be an annual insurance policy so we may hold more than one public event.

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

£250

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.

Millbank

Valley Way

Maps have been emailed with this application

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

Start date	04/06/2022
End date	Ongoing

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	N/A	N/A

7. How would Newmarket Town Council support be acknowledged?

We can acknowledge support on social media if that is agreeable?

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 Laura Nunes	
Date 08/04/2022	

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

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



Blank



Health, Safety and Facilities update for F&P 19/04/22

by Deputy Town Clerk

We are working towards ensuring legal compliance and minimising the risks and liability faced by Newmarket Town Council. This will help to ensure the H&S for all staff and also for all those that we have legal responsibility for.

A full review of our H&S arrangements is currently being carried out by a Competent Person. This includes the COSHH assessments, which are being updated to ensure they are legally compliant.

Additional information about happenings this month:

Memorial Hall/Garden

Gas smell reported by NHS during blood donor session. Call out found no leak

Person found collapsed in the public toilets – ambulance called (not reported to NTC at the time)

Stage lift would not operate – repairs completed

Side fire door swung open and broke at the hinges. Door to be replaced – waiting for contractor

Roofing felt blown off of bin store – to replace

Van breakdown. Temporary hire vehicle while it was repaired (under warranty – clutch seal)

Annual PAT testing completed at the Hall and Pavilion

Broken toilet roll holder replaced in public toilets

Splashpad professionally cleaned. Recommended to do annually

Brickwork next to Sensory Wall damaged in gardens – professional being consulted

Side gate (behind snack shack) found open often – access may be from the car park next door out of hours as there is a gap between the end of the railings and the flats. Children seen on CCTV climbing on the bin stores and walking along the wall. Wheelbarrow taken but later returned.

Safety film for glass cabinet purchased – to be applied

Severals/Pavilion

Water leak in the boiler room – resolved

Cemetery

Lock forced on centre gate and digger stolen (on hire to West Suffolk Council)

Gate post at electronic gates broken/hit by a vehicle? – replaced

Cluster flies reported in the chapel – dealt with by pest control

Asbestos survey to be undertaken this week

Elsewhere

Graffiti in the bus shelter on George Lambton Avenue – to be cleaned

Blank

No	Area or Properties Under Review	Parishes Directly Affected	Matter covered by the draft recommendation
10	Newmarket (Scaltback) Town Ward and Newmarket (Studland) Town Ward	•Newmarket	Rename Newmarket (Scaltback) Town Ward as Newmarket (West) Town Ward and Newmarket (Studlands) Town Ward as Newmarket (North) Town Ward
Draft recommendation			
It is recommended that the Town Council warding arrangements for Newmarket Town Council be amended so that the existing Newmarket (Scaltback) Town Ward is called Newmarket (West) Town Ward and the Newmarket (Studlands) Town Ward is called the Newmarket (North) Town Ward The reasons for the recommendation include: 1. local preference (the proposal was supported by the Town Council); and 2. it potentially provides more appropriate town ward names as the town ward names would be the same as the district ward name.			