

Membership from May 2021

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 16th May 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 19th April 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. **Reserves** – To receive and review the Ear-Marked Reserve funds and the General Reserve fund
10. **Policy Review** – To review and approve the NTC Protection of Children and Vulnerable Adults Policy
11. **Living with COVID grant application** – To receive a report regarding an application by the Town Council for grant funding (to follow)
12. **Net Zero** – To receive a report and quotes for a NTC Net Zero Project
13. **Health and safety** – to receive a monthly report
14. **Correspondence**
15. Date of next meeting **Monday 18th July 2022**

Signed  Cathy Whitaker, Town Clerk

Date 10th May 2022



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Tuesday 19th April 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

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

Minute

F/22/04/1 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/22/04/2 Apologies for Absence

Apologies were received from Cllrs O'Neill and Yarrow.

F/22/04/3 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/22/04/4 To Confirm the Minutes of the Meeting Held on 21st March 2022 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 21st March 2022 and the following was agreed:

F/22/04/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 21st March 2022 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

A member of the public joined the meeting.

F/22/04/5 Public Open Session

No members of the public wished to speak.

F/22/04/6 Submission of Schedules of Payments for Information CB1 - CB4 2022

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

F/22/04/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/03/2022 – 31/03/2022 (Cash Book 1 - 4) be received and adopted.

F/22/04/7 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 31/03/2022 (months 12) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/04/8 To Receive the Income and Expenditure

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

F/22/04/9 Committee 2021/2022 Budget

The preliminary budget outcome for the Finance & Policy Committee for 2021/2022 was received and noted.

F/22/04/10 Grant Applications

The request for a grant from the Rotary Local Community Awards to be held on 1st July 2022 was considered and the following was agreed:

F/22/04/10.01 Recommendation

That the request for a grant of £1,000 from the Rotary Local Community Awards to be held on 1st July 2022 be approved.

The request for a grant from the Community Nature Reserve Group was considered and the following was agreed:

F/22/04/10.02 Recommendation

That the request for a grant of £250 from the Community Nature Reserve Group be approved.

F/22/04/11 Health and Safety

The monthly health and safety report was received and noted.

F/22/04/12 Risk Management Schedule

The revised Risk Management Schedule was presented and the following was agreed:

F/22/04/12.01 Recommendation

That the revised Risk Management Schedule be received and adopted.

F/22/04/13 Scheme of Delegation to Officers

The draft terms of Delegation to Council Officers were presented and a request was made to ask Ellis Whitam to review them.

F/22/04/14 Standing Committee Terms of Reference

The revised Committee Terms of Reference were presented and the following

was agreed:

F/22/04/14.01 Recommendation

That the revised Committee Terms of Reference be received and adopted subject to the amended title of the Scrutiny Committee being changed to Performance & Audit Committee.

F/22/04/15 Correspondence

Community Governance Review – confirmation of the Ward names and the 2nd stage consultation were noted.

F/22/04/16 Date of Next Meeting

Monday 16th May 2022 at the Memorial Hall.

F/22/04/17 Items for the Next Agenda

None noted.

Meeting closed at 7:20 pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/04/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/03/2022 – 31/03/2022 (Cash Book 1 - 4) be received and adopted.
<u>F/22/04/10.01 Recommendation</u>	That the request for a grant of £1,000 from the Rotary Local Community Awards to be held on 1st July 2022 be approved.
<u>F/22/04/10.02 Recommendation</u>	That the request for a grant of £250 from the Community Nature Reserve Group be approved.
<u>F/22/04/12.01 Recommendation</u>	That the revised Risk Management Schedule be received and adopted.
<u>F/22/04/14.01 Recommendation</u>	That the revised Committee Terms of Reference be received and adopted subject to the amended title of the Scrutiny Committee being changed to Performance & Audit Committee.

Date: 09/05/2022

Newmarket Town Council Current Year 2022/2023

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Cashbook 1

User: CEW

Current Account

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		410,049.97					410,049.97	
	Banked: 31/03/2022	46.44						
corr	Petty Cash	46.44			210		46.44	correction
	Banked: 31/03/2022	46.44						
correction	Petty Cash	46.44			210		46.44	correction
	Banked: 31/03/2022	6.44						
correction	Petty Cash	6.44			210		6.44	correction
bacs	Banked: 04/04/2022	80.00						
bacs	Kango Jumps	80.00		13.33	565		66.67	hdep.Kango.April-5,7,12,14
bacs	Banked: 06/04/2022	180.00						
	Sales Recpts Page 2341	180.00	180.00		101			Sales Recpts Page 2341
bacs	Banked: 07/04/2022	1,824.00						
	Sales Recpts Page 2340	1,824.00	1,824.00		101			Sales Recpts Page 2340
bacs	Banked: 12/04/2022	33,754.23						
bacs	HMRC VAT	33,754.23			105		33,754.23	HMRC VAT Q3&4 21/22
bacs	Banked: 18/04/2022	256.80						
bacs	West Suffolk Council	256.80		42.80	565		214.00	h.dep.WSC Job Fair 26/4/22
bacs	Banked: 19/04/2022	174.00						
bacs	R Kelley	174.00		29.00	565		145.00	hdep.RKelly.pty15/4/22
bacs	Banked: 20/04/2022	89.50						
bacs	EJ Tanzer	89.50		14.92	565		74.58	hdep.Tanzer.pty16/4/22
bacs	Banked: 20/04/2022	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	hdep.BluestBlue.24/4/22
bacs	Banked: 21/04/2022	20.00						
bacs	Kango Jumps	20.00		3.33	565		16.67	hdep.Kango.21/4/22
bacs	Banked: 27/04/2022	137.22						
bacs	ACD Projects Ltd	137.22		22.87	565		114.35	hdep.mtg.5/5/22.ACD Projects
bacs	Banked: 27/04/2022	60.00						
bacs	Hifields Ltd	60.00		10.00	565		50.00	hdep.JubFdVendor.Hifields Ltd
bacs	Banked: 29/04/2022	715,210.00						
bacs	West Suffolk Countil (Precept)	715,210.00			1176	100	715,210.00	precept 22/23
bacs	Banked: 29/04/2022	100.00						
bacs	Mathias-Medeiros, S	100.00		16.67	565		83.33	hdep.party.1/5/22.Medeiros,S
Total Receipts for Month		752,129.07	2,004.00	176.92			749,948.15	
Cashbook Totals		1,162,179.04	2,004.00	176.92			1,159,998.12	

Continued on Page 2

Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/03/2022	Allied Mechanical Services Ltd	9957	1,463.93			570		1,463.93	yearend adj
31/03/2022	Petty Cash	300804corr	46.44			210		46.44	corr to error tft
31/03/2022	Petty Cash	300804	6.44			210		6.44	corrected PC for M12
31/03/2022	Petty Cash	correction	46.44			210		46.44	Correction
31/03/2022	Petty Cash	PETTYCASH	-46.44			591		-46.44	Petty Cash Correction
31/03/2022	PETTY CASH	PETTY CASH	46.44			591		46.44	Petty Cash Correction
07/04/2022	Grey's of Ely Ltd	P/17342/37	377.00	377.00		501			COACH BOOKING
07/04/2022	Allied Mechanical Services Ltd	10012/3719	216.00	216.00		501			CALLOUTS MH & PAV
07/04/2022	Cooleraid Ltd	1592390/37	145.80	145.80		501			WATER FOR COOLERS
07/04/2022	N-CIS	9366/3742	291.73	291.73		501			COMPUTER UPDATES
07/04/2022	Institute Of Cemetery & Cremat	4324/2022/	95.00	95.00		501			MEMBERSHIP RENEWAL
07/04/2022	Suffolk Association of Local C	259996/372	1,712.51	1,712.51		501			MEMBERSHIP RENEWAL
07/04/2022	House of Flags	2515/635/7	1,770.36	1,770.36		501			BUNTING/WAVERS
07/04/2022	Crash Cleaner Ltd	24-29/3723	657.25	657.25		501			WINDOW CLEANING
07/04/2022	SCH (Supplies) Ltd	88481/3733	74.50	74.50		501			BATTERY FOR BOWSER
07/04/2022	CK Compliance	1415/3734	299.50	299.50		501			PAT TESTING
07/04/2022	Phillip Green	6/04/2022/	115.00	115.00		501			CLOCK TOWER MARCH
07/04/2022	Penguinos	104221/373	7.20	7.20		501			BEACON TART SAMPLE
07/04/2022	Ken Booth & Co Ltd	383600/929	313.17	313.17		501			PAPER DISPENSER
07/04/2022	Nova Events & Entertainment Lt	923/3739	624.00	624.00		501			DEPOSIT JUBILEE STILTS
07/04/2022	Alive Network Ltd	5006138/37	169.00	169.00		501			DEPOSIT JUBILEE ELTON
07/04/2022	Abbey Security Services Ltd	36647/3741	396.00	396.00		501			SECURITY MARCH
07/04/2022	Newmarket Framing	18/3744	12.00	12.00		501			FRAME REPAIRS
07/04/2022	Dorans Plumbing	2386+88/37	145.00	145.00		501			LOOSE TAP/GENTS
07/04/2022	Mead Contruction (Cambridge) L	52774/3747	1,776.00	1,776.00		501			SHED REMOVAL
07/04/2022	Discover Newmarket	0102/3748	6,000.00	6,000.00		501			STAKEHOLDER FEE 2022
07/04/2022	Complete Business Solutions Gr	03144135/3	43.79	43.79		501			STATIONERY
07/04/2022	West Suffolk Council	1180096/37	665.60	665.60		501			DOG BIN COLLECTION APR-MAR
07/04/2022	West Suffolk Council	1178643/37	1,895.14	1,895.14		501			MH WASTE COLL APR-APR
07/04/2022	West Suffolk Council	1178117/37	645.32	645.32		501			PAV WASTE APR-APR
07/04/2022	West Suffolk Council (Rates)	20099738/3	1,185.12	1,185.12		501			RATES PAV
07/04/2022	West Suffolk Council (Rates)	20051637/3	5,988.00	5,988.00		501			RATES MH
07/04/2022	West Suffolk Council (Rates)	20051613/3	4,041.90	4,041.90		501			RATES CEM
07/04/2022	West Suffolk Council (Rates)	72512669/3	329.00	329.00		501			LOVE NEWMARKET BID LEVY
12/04/2022	N-CIS	9429/3721	565.28	565.28		501			IT SERVICES APRIL
21/04/2022	Siemens Financial Services Ltd	DDA9583348	693.36		115.56	4028	101	577.80	Q1 printer lease fees
27/04/2022	Suffolk Association of Local C	adj for CN	-30.00	-30.00		501			P/Ledger Electronic Payment
27/04/2022	Suffolk Association of Local C	adjust	30.00	30.00		501			P/Ledger Electronic Payment
27/04/2022	Suffolk Association of Local C	adj for CN	30.00	30.00		501			P/Ledger Electronic Payment
28/04/2022	Kite Packaging Ltd	OP/I769740	125.86	125.86		501			STORAGE BOXES
28/04/2022	A&S Coachworks Ltd	84989/3760	146.80	146.80		501			VAN HIRE
28/04/2022	Massey & Harris (Engineering)	103959/376	244.80	244.80		501			REPLACEMENT ZIP CARRIAGE

Payments for Month 1					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/04/2022	Ustigate	6835/3762	1,740.00	1,740.00		501			SPLASHPAD CLEAN
28/04/2022	EAS UK Asbestos	0170/3763	425.00	425.00		501			ASBESTOS SURVEY CEM
28/04/2022	NFU Mutual	1145651225	381.80	381.80		501			MOTOR INSURANCE RENEWAL
28/04/2022	Dorans Plumbing	2394/3770	128.00	128.00		501			REPAIRS AT MH/MG
28/04/2022	Rialtas Business Solutions Ltd	4057/101	669.60	669.60		501			YEAR END ACCOUNTS
28/04/2022	Michael Jefferys	140422/376	60.00	60.00		501			CIVIC DINNER
28/04/2022	Nmkt Community Nature Reserve	N CNRGRANT	250.00			4076	101	250.00	N CNR-grant-wildflower planting
28/04/2022	Rotary Club, Newmarket	ROTARYNMK	1,000.00			4076	101	1,000.00	Local Comm Awards 22 grant
28/04/2022	Total Gas and Power Ltd	3006009237	67.91	67.91		501			ELECTRICITY CEM
28/04/2022	Total Gas and Power Ltd	3005903109	22.68	22.68		501			ELECTRICITY BILL TUTTE
28/04/2022	Total Gas and Power Ltd	3005957526	620.18	620.18		501			ELECTRICITY MHALL
29/04/2022	Barclaycard Account	BCARD	1,679.33			208		1,679.33	March statement tfr
29/04/2022	card/Amazon	CC23330	35.97		6.00	4312	305	29.97	card/3-leggedrace game/jubilee
29/04/2022	card/Amazon	CORRECTION	-35.97		-6.00	4312	305	-29.97	correction/games
30/04/2022	Petty Cash	300805	91.93			210		91.93	M1 petty csh reimbursement
Total Payments for Month			40,496.67	35,218.80	115.56			5,162.31	
Balance Carried Fwd			1,121,682.37						
Cashbook Totals			1,162,179.04	35,218.80	115.56			1,126,844.68	

Date: 09/05/2022

Newmarket Town Council Current Year 2022/2023

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Time: 10:54

Cashbook 2

User: CEW

Petty Cash

For Month No: 1

Receipts for Month 1

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						
300804corr	Current Account	46.44			201		46.44	corr to error tft
	Banked: 31/03/2022	6.44						
300804	Current Account	6.44			201		6.44	corrected PC for M12
	Banked: 31/03/2022	46.44						
correction	Current Account	46.44			201		46.44	Correction
	Banked: 30/04/2022	91.93						
300805	Current Account	91.93			201		91.93	M1 petty csh reimbursement
Total Receipts for Month		191.25	0.00	0.00			191.25	
Cashbook Totals		341.25	0.00	0.00			341.25	

Continued on Page 2

Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/03/2022	Current Account	corr	46.44			201		46.44	correction
31/03/2022	Current Account	correction	46.44			201		46.44	correction
31/03/2022	Current Account	correction	6.44			201		6.44	correction
30/04/2022	Petty Cash M1	PCASH	91.93			4020	102	5.95	Petty Cash M1
						4037	306	85.98	PCshM1;plants for mem gdn
Total Payments for Month			191.25	0.00	0.00			191.25	
Balance Carried Fwd			150.00						
Cashbook Totals			341.25	0.00	0.00			341.25	

Receipts for Month 1				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 :	22,503.92					22,503.92	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>22,503.92</u>	<u>0.00</u>	<u>0.00</u>			<u>22,503.92</u>	

Payments for Month 1				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>
19/04/2022	Peoples Pension M1	188778/01	705.75			514		705.75	Peoples Pension M1
19/04/2022	HMRC	110862301	4,415.59			515		4,415.59	HMRC M1
19/04/2022	Net Salaries M1	BACS 0422	10,730.86			516		10,730.86	Net Salaries M1
Total Payments for Month			15,852.20	0.00	0.00			15,852.20	
Balance Carried Fwd			6,651.72						
Cashbook Totals			22,503.92	0.00	0.00			22,503.92	

Receipts for Month 1			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: 29/04/2022	1,679.33						
BCARD	Current Account	1,679.33			201		1,679.33	March statement tfr
Total Receipts for Month		1,679.33	0.00	0.00			1,679.33	
Balance Carried Fwd		1,604.48						
Cashbook Totals		<u>3,283.81</u>	<u>0.00</u>	<u>0.00</u>			<u>3,283.81</u>	

Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
31/03/2022	Barclaycard yearend bal	YEAREND	1,181.81			550		1,181.81	Barclaycard yearend bal
01/04/2022	card/NFU Mutual	CC230302	64.75			4029	200	64.75	card/temp.van insurance
01/04/2022	card/Office Buffins	CC230303	417.60		69.60	4038	120	348.00	card/reception chairs x 2
01/04/2022	card/Adobe	CC230328	15.17		2.53	4025	101	12.64	card/Adobe monthly licence
07/04/2022	card/Fordham Service Station	CC230305	51.86		8.64	4039	200	43.22	card/fuel for van
08/04/2022	card/ScrewFix	CC230306	82.96		13.83	4036	208	45.81	card/anti-slip paint
						4037	306	23.32	anti-slip paint/rake
08/04/2022	card/Amazon	CC230307	11.99		2.00	4037	306	9.99	card.birdfood
08/04/2022	card/Amazon	CC230308	13.49		2.25	4037	306	11.24	card/birdfood
08/04/2022	card/Amazon	CC230309	5.99		1.00	4019	101	4.99	card/Computer mouse
08/04/2022	card/Amazon	CC230310	19.99		3.33	4036	120	16.66	card/safetyfilm-glass cabinet
11/04/2022	card/Homebase	CC230311	65.00		10.83	4029	200	54.17	card/wheel barrow
11/04/2022	card/Amazon	CC230333	6.30			4036	120	6.30	card/fridge therm.
12/04/2022	card/West Suffolk Planning	CC230312	149.20		5.37	4037	306	143.83	card/planning perm.metal fence
13/04/2022	card/Fordham Service Station	CC230313	52.77		8.80	4039	200	43.97	card/fuel for van
13/04/2022	card/Value Products Ltd	CC230334	13.86		2.31	4037	306	11.55	card/safety signage
13/04/2022	card/Amazon refund	CC230336	-14.74			4036	120	-14.74	card/refund for canx item
14/04/2022	card/Safety Signs4Less	CC230314	34.68		5.78	4036	120	8.30	card/sign for firedoor
						4037	306	20.60	card/signage for gardens
14/04/2022	card/Amazon	CC2303323	79.92		13.32	4310	308	66.60	card/Xmas High St tree lights
18/04/2022	card/Amazon	CC230331	12.98		2.17	4037	306	10.81	card/dog scoop for gardens
20/04/2022	card/Homebase	CC230315	29.50		4.92	4029	120	24.58	card/plunger-paintbrush
21/04/2022	card/Amazon	CC230316	35.00			4037	306	35.00	card/birdfeed-worms
26/04/2022	card/Majestic Wines	CC230317	611.60		101.93	4180	101	509.67	card/wine&glasses deposit
27/04/2022	card/Amazon	CC230318	28.40			4037	306	28.40	card/bird seed mix
27/04/2022	card/Amazon	CC230319	9.99		1.67	4016	120	8.32	card/hover bags
27/04/2022	card/Tesco	CC230321	36.60		6.10	4180	101	30.50	card/softdrinks&crisps
28/04/2022	card/Homebase	CC230320	35.00		5.83	4037	306	29.17	card/red paint
29/04/2022	card/Aldi	CC230322	6.98		1.16	4180	101	5.82	card/flowers for civic event
29/04/2022	card/Amazon	CC230323	61.09		10.18	4312	305	50.91	card/jubilee games supplies
29/04/2022	card/Amazon	CC230324	30.55		5.09	4312	305	25.46	card/jubilee games supplies
29/04/2022	card/Amazon	CC230325	49.38		8.24	4312	305	41.14	card/egg&spoon kits
29/04/2022	card/Amazon	CC230326	23.28		3.88	4312	305	19.40	card/tug of war rope
29/04/2022	card/Amazon	CC230327	10.50		1.75	4312	305	8.75	card/paddling pool
29/04/2022	card/Amazon	CC230330	35.97		6.00	4312	305	29.97	card/3-legged game/jubilee
29/04/2022	card/Zoom	CC230335	14.39		2.40	4115	101	11.99	card/zoom monthly lic
Total Payments for Month			3,283.81	0.00	310.91			2,972.90	
Cashbook Totals			3,283.81	0.00	310.91			2,972.90	

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09/05/2022

Newmarket Town Council Current Year 2022/2023

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10:48

Detailed Income & Expenditure by Budget Heading as at 30/4/2022

Month No: 1

Committee Report Finance & Policy M1

	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	715,210	715,210	715,210	0			100.0%	
Precept :- Income	715,210	715,210	715,210	0			100.0%	0
Net Income	715,210	715,210	715,210	0				
101 Administration								
1003 Banner Income	0	0	1,000	1,000			0.0%	
1103 Rent Receivable	0	0	100	100			0.0%	
Administration :- Income	0	0	1,100	1,100			0.0%	0
4008 Staff Training	0	0	3,000	3,000		3,000	0.0%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	180	180	2,500	2,320		2,320	7.2%	
4019 New IT System/Hardware	68	68	5,000	4,932		4,932	1.4%	
4021 Telephone and Fax	96	96	2,000	1,904		1,904	4.8%	
4022 Postage	0	0	2,100	2,100		2,100	0.0%	
4023 Stationery	141	141	2,000	1,859		1,859	7.1%	
4025 Subscriptions&Licences	2,404	2,404	5,700	3,296		3,296	42.2%	
4026 Insurance	0	0	10,000	10,000		10,000	0.0%	
4028 Office Maintenance	1,067	1,067	11,500	10,433		10,433	9.3%	
4030 Recruitment Advertising	0	0	500	500		500	0.0%	
4051 Bank Charges/Interest	0	0	200	200		200	0.0%	
4056 Legal Expenses	0	0	10,000	10,000		10,000	0.0%	
4057 Audit & Accountancy Fees	558	558	3,850	3,292		3,292	14.5%	
4058 Professional Fees	0	0	4,275	4,275		4,275	0.0%	
4059 web site	0	0	1,000	1,000		1,000	0.0%	
4060 Councillors Training	0	0	550	550		550	0.0%	
4061 Councillors Expenses	0	0	275	275		275	0.0%	
4062 Civic Regalia	0	0	325	325		325	0.0%	
4064 Town Mayor's Allowance	60	60	1,000	940		940	6.0%	
4075 Grant to CAB	0	0	3,000	3,000		3,000	0.0%	
4076 Grants	1,250	1,250	5,000	3,750		3,750	25.0%	
4077 Marketing	0	0	3,000	3,000		3,000	0.0%	
4079 Remembrance Event Expenses	0	0	1,000	1,000		1,000	0.0%	
4083 PCSO	0	0	36,000	36,000		36,000	0.0%	
4090 Biodegradable Dog Poo Bags	0	0	1,000	1,000		1,000	0.0%	
4097 Election Costs	0	0	5,000	5,000		5,000	0.0%	
4113 Rolling Capitol Reserve	0	0	13,800	13,800		13,800	0.0%	

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
4114 Other Projects / Reserves	0	0	15,724	15,724		15,724	0.0%	
4115 Coronavirus Response Costs	118	118	5,000	4,882		4,882	2.4%	
4180 Civic Functions	546	546	2,000	1,454		1,454	27.3%	
4220 Discover Nmkt Stakeholder Fee	5,000	5,000	5,000	0		0	100.0%	
4221 CCTV WSC SLA Monitoring	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	11,489	11,489	163,549	152,060	0	152,060	7.0%	0
Net Income over Expenditure	(11,489)	(11,489)	(162,449)	(150,960)				
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	0	250	250		250	0.0%	
4028 Office Maintenance	0	0	250	250		250	0.0%	
4058 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
Health & Safety :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	0	(3,000)	(3,000)				
Finance & Policy :- Income	715,210	715,210	716,310	1,100			99.8%	
Expenditure	11,489	11,489	166,549	155,060	0	155,060	6.9%	
Movement to/(from) Gen Reserve	703,721	703,721						
Grand Totals:- Income	715,210	715,210	716,310	1,100			99.8%	
Expenditure	11,489	11,489	166,549	155,060	0	155,060	6.9%	
Net Income over Expenditure	703,721	703,721	549,761	(153,960)				
Movement to/(from) Gen Reserve	703,721	703,721						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	715,210	715,210	716,310	1,100			99.8%
Expenditure	11,489	11,489	166,549	155,060	0	155,060	6.9%
Net Income over Expenditure	<u>703,721</u>	<u>703,721</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>703,721</u>	<u>703,721</u>					

Community Services

Income	0	0	65,100	65,100			0.0%
Expenditure	8,303	8,303	225,984	217,681	0	217,681	3.7%
Net Income over Expenditure	<u>(8,303)</u>	<u>(8,303)</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(8,303)</u>	<u>(8,303)</u>					

Leisure Services

Income	2,392	2,392	41,700	39,308			5.7%
Expenditure	16,796	16,796	230,377	213,581	0	213,581	7.3%
Net Income over Expenditure	<u>(14,404)</u>	<u>(14,404)</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(14,404)</u>	<u>(14,404)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	15,858	15,858	189,700	173,842	0	173,842	8.4%
Net Income over Expenditure	<u>(15,858)</u>	<u>(15,858)</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(15,858)</u>	<u>(15,858)</u>					

Neighbourhood Plan

Summary Income & Expenditure by Budget Heading as at 30/4/2022

Month No: 1

Committee Report SUMMARY

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Income	0	0	0	0			0.0%
Expenditure	0	0	10,500	10,500	0	10,500	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
Grand Totals:- Income	717,602	717,602	823,110	105,508			87.2%
Expenditure	52,446	52,446	823,110	770,664	0	770,664	6.4%
Net Income over Expenditure	<u>665,156</u>	<u>665,156</u>	<u>0</u>	<u>(665,156)</u>			
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>665,156</u>	<u>665,156</u>					

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	1,327	
105	Vat Due	2,760	
201	Current Account	1,121,682	
204	Staff Salary Bank Account	6,652	
208	Barclaycard Account	(1,604)	
210	Petty Cash	150	
	Total Current Assets		1,130,966
	<u>Current Liabilities</u>		
501	Creditors	89	
565	Bookings Deposit	290	
	Total Current Liabilities		379
	Net Current Assets		1,130,587
	Total Assets less Current Liabilities		1,130,587
	<u>Represented by :-</u>		
301	Current Year Fund	665,156	
310	General Fund	131,321	
311	EMR Play Equipment	35,449	
312	EMR - WSC Covid Town	1,788	
313	EMR Town Regeneration	41,680	
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	16,428	
327	EMR Legends of the Turf	2,844	
328	EMR Vehicle Replacement	3,260	
330	EMR Cemetery	31,859	
331	EMR Town Improvement	28,840	
332	EMR Human Resources	33,889	
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	18,857	
343	EMR Workwear	472	
344	EMR Asset Sales	3,401	
	Total Equity		1,130,587

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Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
311	EMR Play Equipment	35,449.00		35,449.00
312	EMR - WSC Covid Town Recovery	1,788.00		1,788.00
313	EMR Town Regeneration	41,680.01		41,680.01
316	EMR Clocks/Memorials	7,204.50		7,204.50
317	EMR Buildings-M Hall Fund	19,631.52		19,631.52
318	EMR Buildings - Pavilion Fund	9,563.00		9,563.00
319	EMR Disused Churchyard	2,836.00		2,836.00
320	EMR Cooper Memorial	2,008.00		2,008.00
321	EMR Grants	4,801.00		4,801.00
322	EMR Street Lighting	3,500.00		3,500.00
323	EMR Allotments	2,839.00		2,839.00
324	EMR NOT IN USE	0.00		0.00
325	EMR Public Realm	12,000.00		12,000.00
326	EMR Elections	16,428.00		16,428.00
327	EMR Legends of the Turf	2,844.00		2,844.00
328	EMR Vehicle Replacement	3,260.00		3,260.00
329	EMR Nmkt Bombing Memorial	0.00		0.00
330	EMR Cemetery	31,859.05		31,859.05
331	EMR Town Improvement	28,840.00		28,840.00
332	EMR Human Resources	33,888.57		33,888.57
333	EMR Carnival	15,266.67		15,266.67
334	EMR Christmas Lights	2,679.00		2,679.00
335	EMR Winter Event	6,000.00		6,000.00
336	EMR Events-General	6,000.00		6,000.00
337	EMR Twinning	6,043.34		6,043.34
338	EMR Soapbox Derby	10,000.00		10,000.00
339	EMR NOT IN USE	0.00		0.00
340	EMR NOT IN USE	0.00		0.00
341	EMR Water Feature	4,971.00		4,971.00
342	EMR Memorial Gardens	18,857.27		18,857.27
343	EMR Workwear	472.27		472.27
344	EMR Asset Sales	3,401.34		3,401.34
345	EMR NOT IN USE	0.00		0.00
346	EMR Coronavirus Support Fund	0.00		0.00
		<u>334,110.54</u>	<u>0.00</u>	<u>334,110.54</u>

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Newmarket

TOWN COUNCIL

Protection of Children and Vulnerable Adults Policy

This policy was adopted by Council on 16th May 2022.

1.0 Protection Policy Statement

Newmarket Town Council's duties and services do not often require supervision of children or vulnerable adults, however these groups do use its facilities and venues and at times its staff and members may be in a position where direct assistance is given. The Council is committed to protect children and vulnerable adults from harm. Staff and Members will accept and recognise their responsibilities to develop awareness of the issues which may cause harm to children or vulnerable adults.

It is acknowledged as a sensitive and difficult issue but one which must be addressed. For this reason, the Council will ensure there is a proportionate balance between civil liberties and safeguarding vulnerable groups, including children

It will endeavor to safeguard children and vulnerable adults by:

- Stating that the welfare of children/vulnerable adults is paramount.
- Adopting child protection/vulnerable adult guidelines through an operational procedure for staff and members.
- Sharing information about child protection and good practice with children/vulnerable adults, and parents/guardians.
- Sharing information about concerns with agencies that need to know, and involving parents/guardians and children/vulnerable adults where appropriate.
- Investigating and responding to all suspicions and allegations of abuse.
- Following carefully the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff throughout supervision, support and training.
- Provide suitable training for relevant staff and councillors.

Leisure Services Committee have determined that they will only employ people with the relevant documentation and qualifications for working with children and vulnerable adults.

The Council's child/vulnerable adult protection policy and guidelines are there to be acted upon to protect staff and Members as well as children and vulnerable adults. Child/vulnerable adult abuse can and does occur outside the family setting and it is important to understand what to look for and how to react.

The Council is committed to regularly reviewing its policy and good practice guidelines.

2.0 Operating Procedures

The Council will maintain an operating procedure which includes sections on:

- The definition of abuse, including the four main areas of abuse-emotional, neglect, physical and sexual.
- Advice on how to recognise the symptoms of abuse (Appendix A: Types and Signs of Abuse)
- Understanding the consequences of abuse
- How to react if a child/vulnerable adult says or indicates he/she is being abused
- How to react to suspicions or allegations
- What staff should do if they have concerns
- A nominated officer to be responsible for dealing with issues of abuse or potential abuse.
- Undertaking CRB (DBS) checks where appropriate. If staff, members or volunteers are to work in a regulated activity within the Council, the Council will carry out enhanced DBS (CRB) checks and ensure they are not on the Barred list with the Disclosure and Barring Service.

- How to keep essential records
- How the Complaints Procedure and/or Disciplinary Procedure will be used to deal with complaints against staff or Members
- How the potential to abuse children/vulnerable adults will be considered during recruitment and selection.

3.0 Newmarket Town Council's standards

1. All staff, members and volunteers must be DBS (CRB) checked as appropriate and if working within a regulated activity, the Council will carry out enhanced DBS (CRB) checks and ensure they are not on the Barred list with the Disclosure and Barring Service.
2. On initial appointment all volunteers must submit two references (including phone numbers) by reputable individuals (who cannot be family members), which the Town Clerk will check.
3. If the Council becomes aware or is informed of information from a reputable source (e.g. Police, NSPCC, Social Services etc.) that an individual is not suitable to be involved with a Council project, it has the right to stop the individual from having any further involvement in any Council projects or services.
4. A copy of the Child and Vulnerable Adult Protection Policy will be available for inspection at any of the Council's premises by parents, carers, etc.
5. The Town Clerk is appointed as the responsible officer for implementing the Council's Protection of Children & Vulnerable Adult Policy.
6. The Town Clerk will report all incidents to the Council's insurers, where the project or service is covered by the Council's insurance policy.

4.0 Good Practice

Although the Council's activities and services do not generally require the direct supervision of children/vulnerable adults; the following good practice will however be brought to the attention of all staff. Promoting good practice can reduce the possibility of potentially abusive situations and help to protect staff, councilors and volunteers. The following are more specific examples of care which should be taken when working within a Council context:

- Always be publicly open when working with children/vulnerable adults. Avoid situations where a single member of staff and an individual child/vulnerable adult are working unobserved.
- If any form of physical manual support is required, there should always be a second member of staff present or another responsible adult. Care is needed, as it is difficult to maintain hand positions when the child/vulnerable adult is constantly moving. Some parents/guardians are becoming increasingly sensitive about physical manual support and their views should always be carefully considered.
- Council staff should not get directly involved in supervising children/vulnerable adults except in an emergency situation. This should otherwise be left to parents, guardians or siblings or to the leaders of organisations
- As a general rule, it makes sense for staff/volunteers not to spend excessive amounts of time alone with children/vulnerable adults.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children/vulnerable adults to use inappropriate language.
- Make sexually suggestive comments to a child/vulnerable adult, even in fun.
- Allow allegations made by a child/vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children/vulnerable adults they can do for themselves.

It may in the case of an emergency be necessary for staff to do things of a personal nature for children/vulnerable adults, particularly if they are young or have impairments. These tasks should only be carried out with the full consent of parents or person in charge and the children/vulnerable adults involved. You need to be responsive to the child's/vulnerable adult's reactions - if a child is fully dependent upon you, talk with him/her about what you are doing, give choices where possible, particularly, if you are involved in any dressing or undressing, or where there is physical contact or lifting or assisting a child to carry out a particular activity.

If you accidentally hurt a child/vulnerable adult; he/she seems distressed in any manner; appears to be sexually aroused by your actions; or misunderstands or misinterprets something you have done, report any such incident as soon as possible to the Town Clerk or another colleague and make a brief written note of it. Parents/guardians or carers should be informed of the incident.

Designated Safeguarding Officer: Town Clerk, Cathy Whitaker, townclerk@newmarket.gov.uk / 01638 661777

APPENDIX A: TYPES AND SIGNS OF ABUSE

Types of Abuse

- Bullying and cyberbullying
- Child or vulnerable adult sexual exploitation
- Child or vulnerable adult trafficking
- Criminal exploitation and gangs
- Domestic abuse
- Emotional abuse
- Female genital mutilation
- Grooming
- Neglect
- Non-recent abuse
- Online abuse
- Physical abuse
- Sexual abuse

Indications That a Child or Vulnerable Adult is Being Abused

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else—a child or adult, expresses concern about the welfare of another child
- Unexplained changes in behaviour—eg. becoming very quiet, withdrawn, or displaying sudden outbursts of temper
- Inappropriate sexual awareness
- Engages in sexually explicit behaviour in games
- Is distrustful of adults, particularly those with whom a close relationship will normally be expected
- Has difficulty in making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating or loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.

It must be recognised that the above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of council staff to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

Procedure for Reporting Suspected Abuse or Concerns

- Listen to the child/vulnerable adult/person reporting abuse
- Make some notes of record
- Report immediately to the Designated Safeguarding Officer

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Report to	Finance & Policy Committee
Subject	Newmarket Town Council – Climate Change/NET ZERO project
Purpose	Information
Classification	Unrestricted
Meeting date	16th May 2022
Item number	12
Written By	Cathy Whitaker CLERK

Summary: This report outlines a proposal for Newmarket Town Council to assess its efficiency with the intention to work towards achieving Carbon Net Zero using the following three phases:-

1. Acquiring a baseline carbon footprint
2. Carrying out an energy audit review
3. Producing a plan with actions and costs

1.	Introduction
a.	21/11/14.02 Resolved That a Working Group be set up with a remit of looking at the actions that NTC can take to help mitigate the effects of global warming.
b.	The Climate Change Working Group has not met at this point.
2.	Context
a.	The resolution was made in the context of the presentation of the WSC Environmental Statement 2020-2021.
b.	SCC and WSC now both have an Environmental Budget running alongside the Financial Budget.
3.	Proposal/Options
a.	NTC to consider a long-term strategy for carbon reduction around its buildings, equipment and services by initiating a 3-phase plan to calculate the council's baseline carbon footprint, carrying out an energy audit review of the council's key sites and producing a comprehensive report with a plan for actions and costs to work to achieve Carbon Net Zero by 2030.
b.	The Climate Change Working Group to meet to examine the proposals received.
4.	Financial/Resource Implications
a.	Proposals for full service received vary between £3,825 to £9,950, paid in stages throughout the programme.
5.	Next Steps/Recommendations
a.	That NTC commits to consider what actions it could take to help mitigate the effects of global warming by engaging in a programme of assessment, review and reduction of its carbon footprint.
b.	That the Climate Change Working Group meets to review the three quotes/proposals received and reports back to Full Town Council with recommendations.

Cathy Whitaker
Newmarket Town Council,
King Edward VII Memorial Hall
High Street,
Suffolk,
CB8 8JP

Blue Marble
Environmental
Partnerships Ltd,
Winslade Park,
Exeter,
EX5 1FY

Tel: 01392 691351
www.blue-marble.co.uk
Ref: 2 2119
3rd May 2022

Re: Green House Gas Inventory & Carbon reporting

Dear Cathy,

Following on from our conversation regarding the Newmarket Town Council's sustainability goals and Net Zero ambition, please see below a proposal to complete a baseline Carbon Footprint Appraisal, and associated carbon management services for Newmarket Town Council.

The assessment follows the principles outlined by the Greenhouse Gas Protocol and the UK Government's Guidelines on Greenhouse Gas reporting as well as ISO 14064-1, and PAS2060. It interfaces with guidance contained within the Science Based Targets Initiative (SBTI) and ISO 20121.

Based on our discussion, we have broken the initial process down into 3 stages, with a targeted completion of the baseline study in July 2022.

- Scoping exercise and completion of Reporting Boundary methodology and report.
- Data Collection and Report. To include Scope 3 supply chain analysis.
- Greenhouse Gas Inventory, calculations, and full technical report.

Our aim is to support and empower through the provision of high-quality data and to facilitate change in line with the Newmarket Town Council's Net Zero ambitions.

While I believe I have prepared this quote in line with your current requirement, we remain flexible, so would be amenable to making amendments to meet your expectations. If there is anything you would like to include or omit please let me know.

Yours Sincerely



Henry Waite

GHG Scope of Works

1	Blue Marble will undertake a scoping exercise and discuss with Newmarket Town Council its activities and business structure to establish a framework for the study. Organisational and Reporting Boundaries will be established and agreed. These are the points beyond which the company is no longer responsible for indirect emissions The study will be for a preceding 12-month period since the study is based on actual data rather than predictions. In order to establish a Carbon Reduction Plan, key data points for the year 2019-2020 will be requested to allow comparison and to demonstrate progress in decarbonisation.
2	Blue Marble will supply a refined questionnaire to allow extraction of data from your records. Depending on the company's main activities it is likely to ask for information on: • Electricity and fuel usage in buildings, vehicles, equipment etc • Details of staff business travel • Inbound and outbound logistics • Staff working from home • Available existing environmental data such as emissions monitoring studies • Refrigerants, coolants, and fugitive emissions • Waste Transfer Notes, Consignment Notes, or a summary of waste information.
3	Blue Marble will provide consultant support to your staff undertaking this process.
4	Received data will be sense checked to ensure it is within expectations for your type of organisation. This is based on experience gained through working with different entities.
5	Using the data provided, a Green House Gas Inventory will be calculated following industry best practice methods and the most up to date emissions factors. This will include non-carbon Green House Gases such as methane and nitrous oxide.
6	A report will be produced showing the results of the GHG Inventory. The report will include: • An Executive Summary of the results of the analysis • A clear definition of the boundaries of the calculation • Definition of the methodologies used in the assessment • Breakdown of emissions according to scope and sources • Detailed analysis of the results • Commentary on the result • Practical GHG Emissions reduction suggestions • Record of carbon management achievement. • A Carbon Reduction Plan
7	If appropriate, options and suggestions for practical GHG reduction might include renewable energy generation feasibility studies, which can be initiated using our strategic partner.

GHG Scope of Works

8	Should carbon neutrality be the aspiration, Blue Marble will provide Newmarket Town Council with verified Carbon Offset options. If the calculated emitted carbon is offset through this process the organisation can be certified as Carbon Neutral and will receive the relevant certification.
9	Throughout your Partnership with Blue Marble, which is initially 12 or 24 months depending on your selection, Newmarket Town Council will be able to use the Blue Marble endorsement branding to aid promotion of the company's environmental credentials. This can be used within your marketing materials, providing a strong and highly visible differentiator from your competitors. Any interest or scrutiny of your status will be dealt with by Blue Marble via our online portal. If the 24-month option is selected, a second 12-month study will be undertaken taking account of that year's company activity and updated emission factors.

Client Information

Company Name	Newmarket Town Council
Company Activities	Public service & government agency
Number of Employees	8

Services & Fee Structure

12-month Partnership	£1425 on appointment £1425 on completion Total: £2,850
24-month Partnership (Including re-certification)	£1425 on appointment and 24 monthly payments of £100 Total: £3825
Offer Validity	30 days from proposal date
Timing Estimate	3 weeks from receipt of all required Activity data
Intended User	Newmarket Town Council
T and C's	This proposal project falls under Blue Marble Environmental Partnerships Ltd standard terms and conditions, which can be found at: www.blue-marble.co.uk .



The environmental charity,
delivering bespoke, expert
advice for businesses that
want to make a difference.

Who we are

Groundwork East is an environmental charity based in the East of England. Alongside our community-focused work, we help businesses across this region quantify, understand, and reduce their environmental impact. We offer bespoke, independent, expert advice and training, helping businesses progress on their sustainability journey in a way that works for them.

From data analysis and wide-ranging consultancy to education sessions and environmental accreditations, there's something for organisations at every level. And what's more, we're a charity, which means every penny spent with us is invested right back in to the local community.

Newmarket Town Council

Newmarket Town Council is looking to improve their sustainability and environmental commitments. This will allow them to quantify their success so far, and set ambitious and realistic targets for the future.

Groundwork East is excellently placed to deliver this work, having collaborated with a number of councils and local authorities nearby on similar projects. Alongside a high level of technical expertise, we have a strong understanding of the particular challenges faced in your locality.

Our Successes

2400

Organisations Supported

76,000

Tonnes of CO₂(e) savings
identified

18,400

Tonnes of CO₂(e) savings made
(minimum)

£12.3 million

Cost savings identified

£2.9 million

Cost savings made (minimum)

Our Proposal

Based on initial discussions with Newmarket Town Council, we are proposing a three stage service:

>> Phase 1—Baseline Carbon Footprint and Greenhouse Gas Report

The first phase of this project will be to calculate a baseline carbon footprint for Newmarket Town Council's properties and areas under its direct control. This will require the Town Council to provide energy, water and fuel consumption data (covering a 12 month period) for the sites and serviced areas listed in Appendix A. Details of this carbon footprint will be presented in the form of a Greenhouse Gas Report (following UK government guidance).

The cost for Phase 1 will be £1,092 (ex VAT).

>> Phase 2—Environmental Reviews for Key Sites

The second stage of this project will be to carry out site specific environmental reviews to benchmark building/site performance and identify areas for improvement. This will involve accompanied site visits to Newmarket Town Council's key sites and serviced areas. Groundwork will then produce a report outlining the key areas for improvement and anticipated cost and carbon savings.

The cost for Phase 2 would be £2,022 (ex VAT).

>> Phase 3—Development of Carbon Reduction Strategy

Having completed Phases 1 and 2, Groundwork will then use the findings to support Newmarket Town Council to develop a Carbon Reduction Strategy. This will include the development of an appropriate Carbon Reduction Commitment and Policy, with supporting Implementation Plan including targets and timeline for implementation. This will require in-depth discussions with appropriate Council representatives to ensure Groundwork has a thorough understanding of aspirations, existing plans and financial constraints.

The cost for Phase 3 would be £2,400 (ex VAT).

Costings

For the Phase 1 carbon footprinting work the cost would be **£1,092 exclusive of VAT**. This includes all of the work and staff time outlined above and resources necessary to produce the carbon footprint and the Greenhouse Gas Report. It also includes an initial meeting with a member of the Newmarket Town Council team as necessary to begin the project. The contract will be assigned a contract lead and managed in accordance with Groundwork's project management procedures.

Then the Phase 2 environmental reviews and benchmarking work would be **£2,022 exclusive of VAT**. You will need to have committed to Phase 1 for Groundwork to be able to undertake Phase 2.

Finally if you choose to go ahead with Phase 3 strategy work that would be a further **£2,400 exclusive of VAT** and will require you to have completed Phase 1 and Phase 2 of the work outlined above.

What's next?

Ready to get going? Or maybe you'd like to discuss the proposal first? Either way, just get in touch with **June Davenport** our SBS Deliver Manager, via the email address below. She'd be happy to answer any questions you have, and chat through the proposal in more detail. We're looking forward to working with you!

E: June.davenport@groundwork.org.uk

Appendix A—Sites and Service Areas

This project includes the emissions of 7 sites/service areas. Those are:

- King Edward VII Memorial Hall, High Street, Newmarket, CB8 8JP
- Memorial Gardens & Public Toilets, High Street, Newmarket, CB8 8JP
- The Sports Pavilion, The Severals, Bury Road, Newmarket
- Newmarket Cemetery (Buildings and stand-pipes in the cemetery grounds)
- Newmarket Clock Tower
- Bill Tutte Memorial area
- Daniel Cooper Bartholomew memorial area

Appendix B—Timescale

Based on our availability, we will be able to begin the work in May 2022, to have Phase 1 to 3 completed by the end of August 2022. If you wish to commit solely to Phase 1, we would look to complete this by the end of June 2022.

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Executive Summary

Newmarket is a historic market town with a unique nature from its fine listed building and history of horse racing. The Newmarket Town Council is responsible for the community by striving to improve the quality of life. Quantifying Newmarket Town Council's carbon emissions will demonstrate their environmental responsibility, promoting environmentally friendly policies and enhance their accreditation portfolio and their market presence.

Tunley Engineering will work together with Newmarket Town Council to identify their greenhouse gas emission sources. Tunley Engineering will quantify the carbon emission data to provide a carbon emissions footprint and identify opportunities to reduce carbon emissions. The carbon assessment will consider Newmarket Town Council's activities at their five owned buildings to the granularity of the full suite of categories of ISO 14064-1.

The assessment will provide specific areas within Newmarket Town Council where most emissions arise and offer bespoke solutions that reduce the carbon footprint of Newmarket Town Council and improves the efficiencies in key operating areas.

Carbon Assessment Objectives

- ✓ **Develop a bespoke carbon emissions data collection template for Newmarket Town Council to facilitate data collection.**
- ✓ **Quantify Greenhouse Gas emissions for Scopes 1, 2 and 3**
- ✓ **Deliver a clear, concise report quantifying total greenhouse gas emissions in tonnes of CO₂ equivalents per annum.**
- ✓ **Develop a plan to achieve significant reductions before offsetting is implemented.**
- ✓ **Demonstrate Newmarket Town Council has a carbon footprint measurement and plan in addition to signposting to credible offsetting/funding options.**

This business carbon assessment lead time is typically around 5 weeks from initiation to completion. With excellent previous data collation, this lead time can be shortened to 3 weeks.

The price for this carbon assessment is £9,950 plus VAT and plus the cost of an independent verifier on 30-day payment terms upon completion of the Kick Off Meeting (see [Carbon Assessment Project Plan](#)).

Introduction To Carbon Reduction

The Importance of a Carbon Assessment

Climate change is one of the most important challenges facing the world. It impacts businesses, natural systems and communities. In response, international, regional, national, and local initiatives, including changes to legislation, are being implemented by public and private sectors to mitigate greenhouse gas (GHG) concentrations in the Earth's atmosphere, as well as to facilitate adaptation to climate change.

What is a Carbon Assessment?

A carbon assessment arms any given company with the tools and knowledge to become a more sustainable organisation. Sustainability is essential in the modern global economy, therefore it is vital to understand how your business is functioning from a carbon perspective. Carbon reduction is synonymous with improving efficiencies, meaning a carbon assessment will inevitably increase profitability. Undertaking carbon reduction initiatives such as:

- Improved heating systems = **Reduced utility bills**
- Switching to renewable electricity sources = **Not be liable to the green energy levy**
- Re-investing capital into greener technologies = **Marketing opportunity**

Not all carbon reduction initiatives are as easy to identify or are straightforward to implement, as these vary from sector to sector, therefore Tunley Engineering has designed a carbon assessment process that will identify areas within an organisation that emit the most carbon. Together, we target these areas with realistic and actionable reduction strategies and produce a roadmap for your business to achieve your carbon reduction goals.

Tunley Engineering's approach to a carbon assessment is as follows:



Figure 1 Tunley Engineering's Carbon Assessment Process

Measuring Newmarket Town Council's Current Carbon Footprint

The project will start with a Kick-off meeting, where together with Newmarket Town Council, we define the baseline year, scope, and boundary of the carbon assessment. A bespoke data collection tool will be designed and submitted to Newmarket Town Council. Using the notes and outcomes of the Kick-off meeting to facilitate problem-free data collection, the data collection tool is designed to adhere to ISO 14064 Part 1 and The Greenhouse Gas Protocol.

Quantifying Newmarket Town Council' Carbon Footprint

The GHG emissions of Newmarket Town Council's business facilities and operations will be measured and quantified to provide a baseline for your carbon reduction target, provide reduction initiatives such as optimisation of energy use and will demonstrate environmental responsibility.

The assessment will provide visibility of the quantity of GHG emissions and the business activities from which they arise. Quantified greenhouse gas inventories will be provided quantifying, CO₂ and CO₂e, including methane and nitrous oxide.

The business carbon assessment report will include granularity of emissions to highlight the business activities from which most emissions arise. A typical example is shown below.

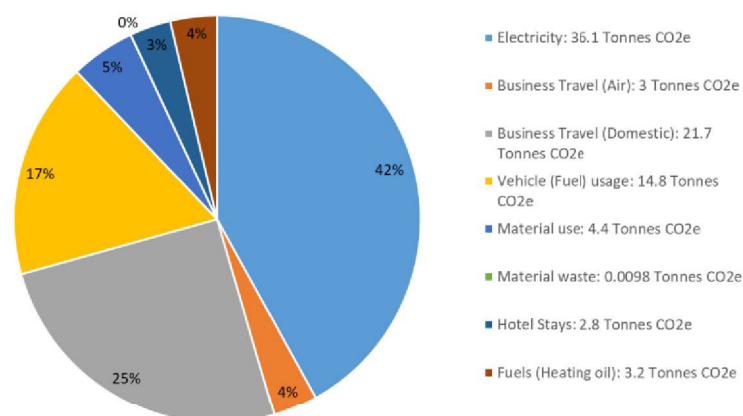


Figure 2 Example Business Carbon Equivalents by Percentage Contribution per Business Activity.

Newmarket Town Council' Bespoke Reduction Strategy & Report

Tunley Engineering will calculate and deliver to Newmarket Town Council for their business activities a report quantifying total greenhouse gas emissions in tonnes of CO₂ equivalents per annum (tCO₂e p.a.), a greenhouse gas inventory, a carbon reduction strategy and a roadmap to net zero carbon. The analysis and process of developing the road map will quantify achievable carbon reduction targets in tonnes and % and inform a strategic carbon reduction target and date. A typical Net Zero Roadmap is shown below:

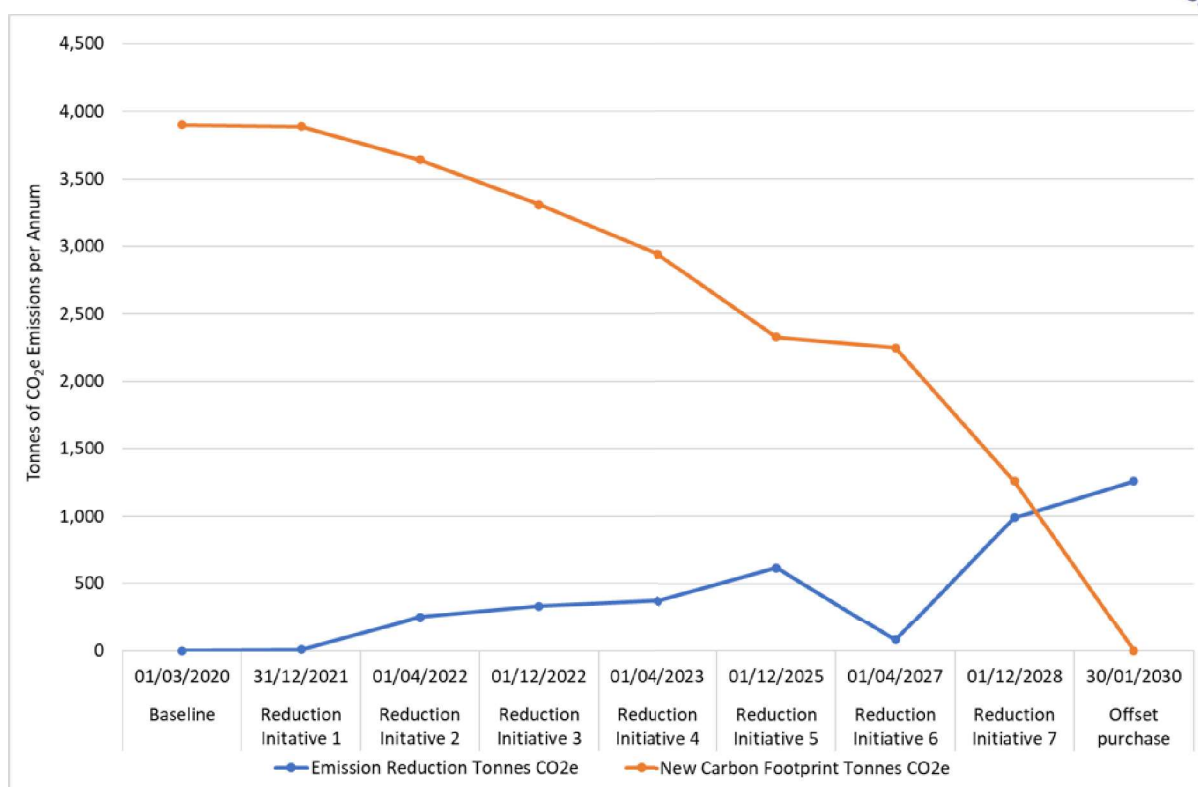


Figure 3 Example Net Zero Carbon Roadmap with Reduction Initiatives by 2030

The report will propose several strategic carbon reduction initiatives. These will include strategic initiatives to reduce the overall carbon footprint and quantified emission reductions that can be achieved through initiatives on transport, travel, energy, and water use as well as material and any chemical use. We will include process and asset operation, as well as procedural and behavioural considerations.

Opportunities for offsetting carbon dioxide and other greenhouse gas emissions that remain will be reported together with quantification of emission offsets that can be achieved.

Tunley Engineering will present the report via Microsoft Teams, to explain and discuss the findings and recommendations.

Standards

The business carbon assessment will be completed to the international standards BS EN ISO 14064-1 and The Greenhouse Gas Protocol. The selected standards will provide additional evidence to support UN Sustainable Development Goal (SDG) 13 and will contribute towards UN SDG 9 representing Industry, Innovation, and Infrastructure. Quantification of carbon dioxide equivalent emissions arising from business activities will be completed in accordance with emission factors of Greenhouse gas reporting: conversion factors published by the UK government Department for Business, Energy, and Industrial Strategy.

Carbon Assessment Project Plan

For completion of this carbon assessment and delivery of the target objectives Tunley Engineering propose the following project plan outline. This can be completed through a series of one-to-one meetings between Tunley Engineering and Newmarket Town Council.

Step 1: Kick-Off Meeting

- Setting the scope and boundary for their business carbon assessment
- Setting of the reporting baseline year
- Identification of the easiest method of receiving data from Newmarket Town Council to Tunley Engineering to allow for completion of the assessment. Tunley engineering will prepare data templates to facilitate data collection and subsequent transmission/sharing.

Step 2: Identification of Emissions

- Identification of greenhouse gas emission **sources** for Newmarket Town Council' business activities
- Identification of greenhouse gas **emissions** for Newmarket Town Council' business activities
- Verification and gap analysis of data collection for greenhouse gas emissions
- Weekly data review meetings with you via Microsoft Teams to support data collection
- Summary and Feedback to Newmarket Town Council.

Step 3: Greenhouse Gas Emission Quantifications:

Direct Emissions from Council building and office facilities – Scope 1

- Energy Use
- Gas consumption
- Stationary and mobile fuel consumption
- Review of gas consumption per asset and per process
- Travel and Transport
- To include all owned and controlled vehicles including forklift trucks, business travel and product transportation.

Indirect Emissions from Council building and office facilities – Scope 2

- Consumption of purchased or acquired electricity
- Consideration of purchased or acquired heat, steam or cooling

Other indirect emission sources from Council building and office facilities – Scope 3

- Water usage and wastewater treatment
- Material use
- Waste materials and disposal routes
- Product transport by third party supply chains
- Business travel in vehicles not company-owned or controlled

Step 4: Quantification of Reduction Opportunities

The proposal, and carbon equivalent quantification of, emission reduction initiatives for:

- Business activities
- Processes and assets including energy consideration and cost implications
- Procedural and behavioural options

Step 5: Issue of Road Map for Association for Project Management to achieve Net Zero Carbon

- Deliver a Road Map to Net Zero Carbon identifying strategic reduction initiatives and a target date
- Presentation and discussion of findings
- Final update of the report
- Formal issue of carbon report.

Costings

Tunley Engineering would welcome the opportunity to deliver this carbon assessment to Newmarket Town Council.

The price for this carbon assessment is £9,950 plus VAT and plus the cost of an independent verifier on 30-day payment terms upon completion of the Kick Off Meeting (see [Carbon Assessment Project Plan](#)).

In the event of you being dissatisfied with the value received we would reduce the value of the invoice by 20% and request completion of a feedback form to allow us to improve our service.

Tunley Engineering would like to thank you for providing us with the opportunity to quote.

We look forward to working with you in the future.

Tunley Engineering Carbon Emissions Statement

Development of this proposal has resulted in carbon emissions of 0.041Kg of CO₂e.

Approval (Internal use only)

Author:	Aaron Yeardley, MEng AMIChemE
Position:	Chief Carbon Reduction Engineer
Written Date:	6 th May 2022
Approved by:	Dane Wadsworth, MSc
Position:	Technical Sales Leader
Approved Date:	6 th May 2022
Reference:	NTC-PROP1-A
Revision:	A

Revision History:	Change Description:	Changed by:	Date:	Approved by:	Date:
B					
C					
D					
E					
F					

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Tunley Engineering



Health, Safety and Facilities update for F&P 16/05/2022

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

The fire department attended a call out at the Hall after an event – the alarm was triggered by helium balloons

The gardens were closed for a week while groundworks took place to remove the snack shack and prepare the area at the side of the hall for a storage container. New fencing was erected to bridge the gap

The zipline and carriage were replaced

A plumber was consulted after flooding was noted in the public toilets, found to be blocked drains

The side fire door has now been replaced

Severals/Pavilion

The fuel smell is persisting in the storage area/transmitting into the building. A contractor is due to install additional ventilation bricks, and investigations are underway towards an appropriate extractor

Cemetery

Asbestos survey results – none present, except for an external downpipe

Chapel in need of refurbishment. Consulting with specialist contractor

Memorial headstone testing has begun – contractor strapping up or laying down stones as appropriate

Elsewhere

The tree safety survey has returned a number of trees across all NTC sites that require urgent attention

Bill Tutte Memorial QR code reported to lead to an unsavoury website. New QR created and stuck over the old one as a temporary fix

A bench in St Mary's Square was found to have been loosened from its mounting. It was brought to the Memorial Hall and refurbished, returned and secured