



Newmarket TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP

Tel: 01638 667 227. E-mail townclerk@newmarket.gov.uk

NOTICE IS HEREBY GIVEN OF A MEETING OF THE NEWMARKET TOWN COUNCIL

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Monday 27th June at 6.15pm

**Councillors are hereby summoned to attend
for the purpose of transacting the business that follows**

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. **Welcome** - The Mayor to read the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
2. **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 the previous meeting held 23rd May**
 - 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 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. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
7. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
8. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 6th June 2022 and 20th June 2022 - (20th June to Follow)
 - b) To receive the minutes and consider and approve any recommendations from the Community Services meeting held on 6th June 2022
 - c) To receive the minutes and consider and approve any recommendations from the Human Resources meeting held on 20th June 2022 - (To Follow)
9. **Audit** – To receive and note the End of Year Internal Audit report by Heelis and Lodge for 2021/2022 and response by NTC
10. **Annual Governance and Accountability Return 2021/22**
 - a. To receive and approve the Annual Governance Statement 2021/22
 - b. To receive and approve the Accounting Statements 2021/22
11. **Financial Statements** – To receive the Financial Statements for Newmarket Town Council 2021/22

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website

- 12. CCTV proposals** – To approve the purchase of a new CCTV system
- 13. Tree Safety** – To approve work on trees as identified in the safety report
- 14. Committee Membership** – To receive and approve the committee membership for the municipal year 2022/23
- 15. Newmarket Market** – To receive a report from the Market Working Group
- 16. Town Museum** – To receive a report from the Coach House Working Group
- 17. Suffolk Constabulary** – to receive a report
- 18. Correspondence**
 - a. West Suffolk Citizen's Advice May newsletter
 - b. Any other correspondence received since issue of this agenda
- 19. Date of the next Meeting – Monday 25th July 2022**

Signed: 
Cathy Whitaker, Town Clerk

Date: 21st June 2022

Distribute to the following for information:

County & District Councillors, The Press, Newmarket Town Council Website



Newmarket

TOWN COUNCIL

Minutes of the Annual Meeting of Newmarket Town Council **held on Monday 23rd May 2022 at 6:15 pm at the Memorial Hall**

Attendance:

Councillor M Jefferys (Town Mayor)
Councillor M Anderson
Councillor J Berry
Councillor J Borda
Councillor L Crissall
Councillor A Drummond
Councillor J Ferries

Councillor D Hall
Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor S Perry
Councillor P Winter
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Nobbs – West Suffolk Council, 1 Member of the Press and 5 Members of the Public.

Minute

22/05/1 Welcome

The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings were being recorded.

He gave thanks the staff for all of their hard work over the last 2 years and to fellow councillors for giving up so much of their time in public service. Thanks were also given to Alison Hayes for her diligent attendance at all of our meetings.

22/05/2 Election of Town Mayor

Town Clerk advised that there was one nomination for the position of Town Mayor.

Cllr Jefferys nominated Cllr Winter, seconded by Cllr Yarrow. There were no other nominations and a vote was taken, and the following was agreed:

22/05/2.01 Resolved

Cllr Winter was duly elected to serve as Town Mayor for Newmarket for 2022/23 and it was confirmed that the declaration of acceptance of office of the Town Mayor was signed.

A round of applause was given for the newly elected Mayor and she thanked the previous Mayor for his service to the Town and presented him with a plaque. The Mayor took the chair and thanked Members for their support.

Cllr Drummond gave his personal thanks to the previous Mayor.

22/05/3 Election Of Deputy Town Mayor

The Mayor invited nominations for the position of Deputy Town Mayor. Town Clerk advised that one nomination had been received.

Cllr Winter nominated Cllr Jefferys, seconded by Cllr Yarrow. There were no other nominations and a vote was taken, and the following was agreed:

22/05/3.01 Resolved

Cllr Jefferys was duly elected to serve as Deputy Town Mayor for Newmarket for

2022/23 and it was confirmed that the declaration of acceptance of office of the Deputy Town Mayor was signed.

22/05/4 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Clover, De'Ath, Lay and O'Neill.

22/05/5 Declaration of Members Interests & to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

Cllr Drummond declared a non-pecuniary interest for the Coach House item. There were no requests for dispensations.

22/05/6 To Receive and Confirm the Minutes of the Town Council Meeting held on 25th April 2022 and any Matters Arising.

The minutes of the virtual meeting held on 25th April 2022 were presented and the following amendment was made,

Page 2 para 2 – was changed to read “Cllr Drummond was helping to resolve this in his role as a County Councillor”.

Subject to the amendment being made, the following was agreed:

22/05/6.01 Resolved

That the minutes of the virtual meeting held on 25th April 2022 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

22/05/7 Public Open Session

A member of the public reported that the grass at the George Lambton playing fields was only being cut every two weeks, however the boundary and entrance to the car park had not been cut. He congratulated the Mayor on her election.

The Mayor agreed that the grass needed to be cut more regularly during this season and she would see what can be done to address the other areas by applying pressure to WSC.

22/05/8 Councillor Reports

SCC – Cllr Drummond reported that SCC had looked at the pluvial flood risk to Newmarket and all of the Brook would be cleared and balancing ponds would be installed to prevent further flooding.

West Suffolk Council (WSC) – Cllr Drummond reported that a recent briefing on Queensbury Lodge had identified that there were still issues with the application that needed to be resolved. The WSC Licensing Policy had been issued and the results from the Taxi consultation will be submitted as a recommendation to the Cabinet.

Ward – Cllr Perry reported on the lack of toilet facilities at the station and signage to the nearest facilities. The Mayor agreed to follow this up.

Cllr Yarrow reported that Flagship had sold more of their housing stock at auction, however there was no sign of them building any new stock.

Outside bodies – None noted.

22/05/9 Announcements

The previous Mayor's announcements: -

26th April – Jobs & Skills Fair – Memorial Hall

28th April – Attended QIPCO Hall of Fame award at the NHRM

29th April – Hosted Mayor's Civic Event – NTC

8th May – Attended Mayor of Haverhill's Civic Service

13th May – Greeted friends from Maison Laffitte & Mesnil Le Roi

13th May – Attended Chair of West Suffolk Council's Civic dinner

14th May – Attended Twinning Association dinner at the Heath Court Hotel

22/05/10 To Receive the Minutes and Consider any Recommendations from the D&P Committee Meetings held on 3rd and 16th May 2022

The Vice Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meetings held on 3rd and 16th May 2022. There were no recommendations.

22/05/11 To Receive the Minutes and Consider any Recommendations from the Community & Leisure Services Committee Meeting held on 3rd May 2022

The Chairman presented the minutes of the Community & Leisure Services Committee meeting held on 3rd May 2022.

22/05/11.01 (CL/22/05/8.01 Recommendation)

That a Citroen e-Berlingo XL electric van be leased from CVC Finance.

22/05/11.02 (CL/22/05/8.02 Recommendation)

That a charging point be installed at the Pavilion.

22/05/11.03 Resolved (CL/22/05/9.01 Recommendation)

That NTC supports the July 2022 twinning event by organising a welcome reception at the Severals Pavilion including refreshments.

22/05/11.04 Resolved (CL/22/05/9.02 Recommendation)

That NTC makes a donation of £2,000 to support the visit.

22/05/11.05 Resolved (CL/22/05/10.01 Recommendation)

That the existing unchanged hire charges and Terms of Conditions be approved and adopted for 2022/2023.

22/05/11.06 Resolved (CL/22/05/12.01 Recommendation)

That the request to put on another student concert in the Memorial Gardens on Saturday 9th July be approved.

22/05/11.07 Resolved (CL/22/05/16.01 Recommendation**)**

That security personnel be employed for late bookings and that the additional security costs be included in the price of the hire charge.

22/05/11.08 Resolved (CL/22/05/16.02 Recommendation**)**

That the Town Clerk be given delegated powers to find a suitable solution for building security at the Memorial Hall.

22/05/12 To Receive the Minutes and Consider any Recommendations from the F&P Committee Meeting held on 16th May 2022

The Vice Chairman of the Finance & Policy Committee presented the report and recommendations from the Finance & Policy Committee meeting held on 16th May 2022.

22/05/12.01 Resolved (F/22/05/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/04/2022 – 30/04/2022 (Cash Book 1 - 4) be received and adopted.

22/05/12.02 Resolved ((F/22/05/10.01 Recommendation)

That subject to further amendments being made, the NTC Protection of Children and Vulnerable Adults Policy be received and approved.

22/05/12.03 Resolved (F/22/05/12.01 Recommendation)

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.

22/05/12.04 Resolved (F/22/05/12.02 Recommendation)

That the quote from Groundwork East be accepted and for them to work with Climate Change Working Group and to report back to Full Town Council with recommendations.

22/05/13 To Receive the Minutes and Consider any Recommendations from the Neighbourhood Plan Committee Meeting held on 9th May 2022

The Chairman of the Neighbourhood Plan Committee presented the report and recommendations from the Neighbourhood Plan Committee meeting held on 9th May 2022.

22/05/13.01 Resolved (N/22/05/7.01 Recommendation)

That a meeting be arranged with Allied Mechanical for Cllrs Drummond and O'Neill to arrange to discuss the PROW for the Laureate School Road/Willie Snaith Road footpath and a creation agreement to enable reinstatement.

22/05/13.02 Resolved (N/22/05/7.04 Recommendation)

That the following online responses be submitted by NTC to WSC:

Q1. NTC thinks that it is inappropriate to build houses on a site that can be better used for sport facilities.

Q2. NTC is unsure if all opportunities for PROW, footpath & cycle network for the site have been explored; particularly to and from the area of the George Lambton playing field site.

Q3. NTC would re-state that it prefers that this site should be a community sports facility in totality, as referenced in the Town Council's submission comments to the Local Plan Consultation in 2017 and the Newmarket Neighbourhood Plan (para 7.2) NTC believes that opportunities of meeting the housing needs on other available sites have not been explored (Pinewood Stud (JCE) and Hatchfield Farm and other sites in Newmarket). NTC believes that there should be further opportunities for sourcing funding to develop all or any of the site for sports and

recreation use.

Q4. NTC re-states that the whole site should be used for sporting and leisure facilities and believes that there has been inadequate consultation with Newmarket sports clubs regarding their actual needs and the current lack of facilities.

Q5. NTC does not feel that there has been any consultation regarding a) the proposed housing on this site, as opposed to b) the need for Newmarket to have sporting facilities on this site. This will not achieve the objectives of the brief because the design almost eliminates sports facilities from the St Felix site.

22/05/13.03 Resolved (N/22/05/8.01 Recommendation)

That the following response be submitted:

NTC approves and endorses the Jockey Club Estate plans as set out in the consultation 'Let's Play Our Part' as: -

- 1. A cinema at the Subscription Rooms**
- 2. A new park for Newmarket**
- 3. A potential residential development**
- 4. An all-weather training and race facility**
- 5. Expansion of training facilities**

22/05/13.04 Resolved (N/22/05/11.01 Recommendation**)**

That the following response be submitted to WSC, this committee having been given delegated authority to resolve the response by full council on 23/4/2022:

Contest to the site location of Newmarket market: summary options appraisal matrix

- 'Capacity for future growth' – the difference between the High Street and Market Square is skewed as the High Street has lay-bys on both sides (and was on both sides in previous years).**
- 'Safety' – the High Street is actually a better location in terms of impact for the town generally; therefore, the adverse safety issues should be properly addressed, thereby negating the difference in score which would make the two venue scores comparable. If infrastructure is necessary to make it safe, a costing should be provided to enable consideration of funding. TROs are already in place for the High Street location in the bays and there is current electricity supply. Is there a necessity for barriers to be erected along the entire length of the High Street bays when there are only a few bays occupied?**
- The review needs to factor in that moving to the High Street would enable additional income from parking on the Market Square, which could offset the running costs; but in any case, these could be reduced by a more permanent and robust infrastructure in the High Street location.**
- 'Footfall' – this should carry the highest weighting in the scoring system. Markets need footfall to flourish.**
- The WSC appraisal document requires a proper business plan to support its findings.**

General Comment and suggestions

- Location is not the main issue for Newmarket market**
- Other more significant factors are reduced footfall, which is fundamental to the success of the market, and diminishing number of**

traders

- Footfall reductions in Newmarket town centre has been affected by the loss of M&S and other shops which have closed
- Can some of the empty shops be utilised for 'pop-up' indoor market as an alternative?
- Newmarket requires more facilities as a draw for increased footfall: e.g., a cinema
- Free parking on market days from 8am to 2pm would encourage visitors
- The market needs to be enhanced to attract more traders to enable its growth
- The market needs to be a fully visible presence to succeed and prosper
- The location review needs to include ways to improve the above factors where possible so that the market is viable and attractive for existing and new traders
- The High Street is the preferred location of Newmarket Town Council
- Funding opportunities should be explored to improve infrastructure in the High Street e.g., Living with Covid funding.

22/05/13.05 Resolved (*N/22/05/11.02 Recommendation***)**

That a face-face meeting be requested with WSC to further discuss the market.

22/05/13.06 Resolved (*N/22/05/12.01 Recommendation***)**

That a Working Group be set up comprising of the Town Clerk, Cllrs Jefferys, Winter, O'Neill, Hall and Drummond to conduct further research and to arrange a meeting with WSC to discuss the leasing of the Coach House.

22/05/14 To Receive the Minutes and Consider any Recommendations from the Human Resources Committee Meeting held on 19th May 2022

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 9th May 2022. There were no recommendations.

22/05/15 Committee Terms of Reference

The Terms of Reference and delegation arrangements for Committees were deferred to the June council meeting.

22/05/16 Committee Membership

The Town Clerk requested that nominations for Committee membership for June 2022 to May 2023 be sent to her for collation.

22/05/17 To Review Delegation arrangements to staff

The Town Clerk presented the delegation arrangements to staff and the following was agreed:

22/05/17.01 Resolved

That the delegation arrangements to staff be received and adopted.

22/05/18 Standing Orders and Financial Regulations

It was noted that the Standing Orders and Financial Regulations had been reviewed and adopted in November 2021.

Standing Orders – the membership of the Human Resources Committee had been updated and the following was agreed:

22/05/18.01 Resolved

That the revised Standing Orders be received and adopted regarding the Human Resources membership being in line with political proportionality.

22/05/19 Subscriptions to Other Bodies

The subscriptions to other bodies were noted.

22/05/20 To Confirm Town Councillor Representatives on Other Bodies and Arrangements for Reporting Back

The Representatives on Other Bodies for 2022/23 were considered and the following was agreed:

Cllr Hall joined the meeting

22/05/20.01 Resolved

That Representatives on Other Bodies for 2022/23 be confirmed as follows

Discover Newmarket – Cllr Ferries

Forest Heath Parish Alliance – Deputy Mayor and Chairman of the F&P Committee

Forest Heath Parish Alliance – Sunnica Group – Cllr Hall

Love Newmarket BID – Cllr Ferries (to be confirmed)

MARPA – Cllrs Hall and Hulbert

Newmarket Community Network – Mayor and Deputy Mayor

Newmarket Rail Group – Cllr Hulbert

Newmarket Vision Steering Group - Mayor

PCSO & Suffolk Police & Crime Commissioner – Cllr Borda

Suffolk Association of Local Councils (SALC) – Deputy Mayor

Twinning Association – Lexington Link – Cllr O'Neill (to be confirmed)

Twinning Association – Maison Laffitte – Cllr O'Neill (to be confirmed)

West Suffolk Council Parish Town Forum – Cllr Hall

22/05/21 To Review Arrangements with other Local Authorities

The arrangements with other Local Authorities were noted. The West Suffolk SLA for grounds maintenance and cemetery management was confirmed. Town Clerk reported that she and Councillor Winter has monthly operational meetings and quarterly meetings for the Outside Services/Cemetery SLA contract review. This is the last year of the current SLA and the services to be tendered for need to be considered for 2023/24.

22/05/22 To Review the Asset Register

The Asset Register was presented and noted.

- 22/05/23 To Confirm Arrangements for Insurance Cover in Respect of all Insurable Risks**
The Zurich Insurance Policy was noted.
- 22/05/24 To Approve the Trial Dates and Times of Ordinary Councils Meetings for 2022/2023**
The trial dates and times of the ordinary Council meetings for 2022/2023 were noted and will be reviewed in December 2022.
- 22/05/25 To Review Council's Expenditure Incurred under the General Power of Competence**
The expenditure incurred under the General Power of Competence during 2021/2022 was noted. The General Power of Competence was still valid and would continue until May 2023.
- 22/05/26 LGA Code of Conduct**
The new LGA Code of Conduct was considered and the following was agreed:
- 22/05/26.01 Resolved**
That the LGA Code of Conduct 2020 be adopted.
- 22/05/27 Palace Street Coach House**
The report from the Working Group was discussed and the following was agreed:
- 22/05/27.01 Resolved**
That in principle, NTC considers the Coach House as a site for the Town Museum.
- 22/05/28 PCSO Monthly Report**
The PCSO monthly report was received and noted.
- 22/05/29 High Street Regeneration**
This item was not discussed due to councillor absence.
- 22/05/30 Consultation**
The East Cambs Local Plan Single Issue Review was considered and the following was agreed:
- 22/05/30.01 Resolved**
That a response to the East Cambs Local Plan Single Issue Review is not required.
- 22/05/31 Correspondence**
Sunnica - an update on the Landscape Review and associated costs were noted.
- The Mayor asked members to stand and a round of applause was given in support of the Queen in her Platinum Jubilee year and for her duty to the Nation.
- 22/05/32 Date of the next Meeting**
Monday 27th June 2022 in the Memorial Hall.
- 22/05/33 Exclusion of the Press & Public**
With the vote being unanimous, it was:

22/05/33.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

The press and public left the meeting

Cllrs Drummond and Hood declared a non-pecuniary interest in the following item.

22/05/34 *Palace Street Coach House*****

A report from the Working Group for leasing the Coach House for a site for a Town Museum was considered and the following was agreed:

*****22/05/34.01 Resolved*****

That the Town Clerk sets up a working group to look at the financial implications in detail for leasing the Coach House and arranges a report to council and a response to WSC.

Meeting closed at 7:45pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>21/05/2.01 Resolved</u>	Cllr Winter was duly elected to serve as Town Mayor for Newmarket for 2022/23 and it was confirmed that the declaration of acceptance of office of the Town Mayor was signed.
<u>21/05/3.01 Resolved</u>	Cllr Jefferys was duly elected to serve as Deputy Town Mayor for Newmarket for 2022/23 and it was confirmed that the declaration of acceptance of office of the Deputy Town Mayor was signed.
<u>21/05/11.01 Resolved (CL/21/05/8.01 Recommendation)</u>	That a Citroen e-Berlingo XL electric van be leased from CVC Finance.
<u>21/05/11.02 Resolved (CL/21/05/8.02 Recommendation)</u>	That a charging point be installed at the Pavilion.
<u>21/05/11.03 Resolved (CL/21/05/9.01 Recommendation)</u>	That NTC supports the July 2022 twinning event by organising a welcome reception at the Severals Pavilion including refreshments
<u>21/05/11.04 Resolved (CL/21/05/9.02 Recommendation)</u>	That NTC makes a donation of £2,000 to support the visit.
<u>21/05/11.05 Resolved (CL/21/05/10.01 Recommendation)</u>	That the existing unchanged hire charges and Terms of Conditions be approved and adopted for 2022/2023.
<u>21/05/11.06 Resolved (CL/21/05/12.01</u>	That the request to put on another student concert in the

<u>Recommendation)</u>	Memorial Gardens on Saturday 9th July be approved.
***21/05/11.07 Resolved *** <u>(CL/21/05/16.01 Recommendation)</u>	That security personnel be employed for late bookings and that the additional security costs be included in the price of the hire charge.
***21/05/11.08 Resolved *** <u>(CL/21/05/16.02 Recommendation)</u>	That the Town Clerk be given delegated powers to find a suitable solution for building security at the Memorial Hall.
21/05/12.01 Resolved <u>(F/21/05/6.01 Recommendation)</u>	That the ratification of the schedules of payments for the period 01/04/2022 – 30/04/2022 (Cash Book 1 - 4) be received and adopted.
21/05/12.02 Resolved <u>(F/21/05/10.01 Recommendation)</u>	That subject to further amendments being made, the NTC Protection of Children and Vulnerable Adults Policy be received and approved.
21/05/12.03 Resolved <u>(CL/21/05/12.01 Recommendation)</u>	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.
21/05/12.03 Resolved <u>(CL/21/05/12.02 Recommendation)</u>	That the quote from Groundwork East be accepted and for them to work with Climate Change Working Group and to report back to Full Town Council with recommendations.
22/05/13.01 Resolved <u>(N/22/05/7.01 Recommendation)</u>	That a meeting be arranged with Allied Mechanical for Cllrs Drummond and O'Neill to arrange to discuss the PROW for the Laureate School Road/Willie Snaith Road footpath and a creation agreement to enable reinstatement.
22/05/13.02 Resolved <u>(N/22/05/7.04 Recommendation)</u>	That the following online responses be submitted by NTC to WSC: Q1. NTC thinks that it is inappropriate to build houses on a site that can be better used for sport facilities. Q2. NTC is unsure if all opportunities for PROW, footpath & cycle network for the site have been explored; particularly to and from the area of the George Lambton playing field site. Q3. NTC would re-state that it prefers that this site should be a community sports facility in totality, as referenced in the Town Council's submission comments to the Local Plan Consultation in 2017 and the Newmarket Neighbourhood Plan (para 7.2) NTC believes that opportunities of meeting the housing needs on other available sites have not been explored (Pinewood Stud (JCE) and Hatchfield Farm and other sites in Newmarket). NTC believes that there should be further opportunities for sourcing funding to develop all or any of the site for sports and recreation use. Q4. NTC re-states that the whole site should be used for sporting and leisure facilities and believes that there has been inadequate consultation with Newmarket sports

	clubs regarding their actual needs and the current lack of facilities. Q5. NTC does not feel that there has been any consultation regarding a) the proposed housing on this site, as opposed to b) the need for Newmarket to have sporting facilities on this site. This will not achieve the objectives of the brief because the design almost eliminates sports facilities from the St Felix site.
<u>22/05/13.03 Resolved (N/22/05/8.01 Recommendation)</u>	That the following response be submitted: NTC approves and endorses the Jockey Club Estate plans as set out in the consultation ‘Let’s Play Our Part’ as: - 1. A cinema at the Subscription Rooms 2. A new park for Newmarket 3. A potential residential development 4. An all-weather training and race facility 5. Expansion of training facilities
<u>***22/05/13.04 Resolved***</u> <u>(N/22/05/11.01 Recommendation)</u>	That the following response be submitted to WSC, this committee having been given delegated authority to resolve the response by full council on 23/4/2022: • Contest to the site location of Newmarket market: summary options appraisal matrix • ‘Capacity for future growth’ – the difference between the High Street and Market Square is skewed as the High Street has lay-bys on both sides (and was on both sides in previous years). • ‘Safety’ – the High Street is actually a better location in terms of impact for the town generally; therefore, the adverse safety issues should be properly addressed, thereby negating the difference in score which would make the two venue scores comparable. If infrastructure is necessary to make it safe, a costing should be provided to enable consideration of funding. TROs are already in place for the High Street location in the bays and there is current electricity supply. Is there a necessity for barriers to be erected along the entire length of the High Street bays when there are only a few bays occupied? • The review needs to factor in that moving to the High Street would enable additional income from parking on the Market Square, which could offset the running costs; but in any case, these could be reduced by a more permanent and robust infrastructure in the High Street location. • ‘Football’ – this should carry the highest weighting in the scoring system. Markets need football to flourish. • The WSC appraisal document requires a proper business plan to support its findings. • General Comment and suggestions

	• Location is not the main issue for Newmarket market • Other more significant factors are reduced footfall, which is fundamental to the success of the market, and diminishing number of traders • Footfall reductions in Newmarket town centre has been affected by the loss of M&S and other shops which have closed • Can some of the empty shops be utilised for ‘pop-up’ indoor market as an alternative? • Newmarket requires more facilities as a draw for increased footfall: e.g., a cinema • Free parking on market days from 8am to 2pm would encourage visitors • The market needs to be enhanced to attract more traders to enable its growth • The market needs to be a fully visible presence to succeed and prosper • The location review needs to include ways to improve the above factors where possible so that the market is viable and attractive for existing and new traders • The High Street is the preferred location of Newmarket Town Council • Funding opportunities should be explored to improve infrastructure in the High Street e.g., Living with Covid funding.
22/05/13.05 Resolved <i>(N/22/05/11.02 Recommendation)</i>	That a face-face meeting be requested with WSC to further discuss the market.
22/05/13.06 Resolved <i>(N/22/05/12.01 Recommendation)</i>	That a Working Group be set up comprising of the Town Clerk, Cllrs Jefferys, Winter, O’Neill, Hall and Drummond to conduct further research and to arrange a meeting with WSC to discuss the leasing of the Coach House.
<u>21/05/17.01 Resolved</u>	That the delegation arrangements to staff be received and adopted.
<u>21/05/18.01 Resolved</u>	That the revised Standing Orders be received and adopted regarding the Human Resources membership being in line with political proportionality.
<u>21/05/20.01 Resolved</u>	That Representatives on Other Bodies for 2022/23 be confirmed as follows Discover Newmarket – Cllr Ferries Forest Heath Parish Alliance – Deputy Mayor and Chairman of the F&P Committee Forest Heath Parish Alliance – Sunnica Group – Cllr Hall Love Newmarket BID – Cllr Ferries (to be confirmed) MARPA – Cllrs Hall and Hulbert Newmarket Community Network – Mayor and Deputy Mayor Newmarket Rail Group – Cllr Hulbert Newmarket Vision Steering Group - Mayor

	PCSO & Suffolk Police & Crime Commissioner – Cllr Borda Suffolk Association of Local Councils (SALC) – Deputy Mayor Twinning Association – Lexington Link – Cllr O’Neill (to be confirmed) Twinning Association – Maison Laffitte – Cllr O’Neill (to be confirmed) West Suffolk Council Parish Town Forum – Cllr Hall
<u>21/05/26.01 Resolved</u>	That the LGA Code of Conduct 2020 be adopted.
<u>21/05/27.01 Resolved</u>	That in principle, NTC considers the Coach House as a site for the Town Museum.
<u>21/05/30.01 Resolved</u>	That a response to the East Cambs Local Plan Single Issue Review is not required.
<u>***21/05/34.01 Resolved***</u>	That the Town Clerk sets up a working group to look at the financial implications in detail for leasing the Coach House and arranges a report to council and a response to WSC.

Blank

Councillor Yarrow's Ward Report

Selling of social housing in the Freshfields ward.

Please see link below for further information.

<https://www.onthemarket.com/details/11936733/>



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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 6th June 2022 at 6.15pm

Attendance:

Councillor M Jefferys (Chairman)
Councillor J Berry
Councillor J Clover
Councillor A Drummond
Councillor J Ferries

Councillor D Hall
Councillor J Harvey
Councillor R Hood
Councillor P Hulbert
Councillor J Lay

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, Julie Ashton – Minute Assistant, Cllr Winter as an observer and 1 Member of the Press.

Minute

Cllr Jefferys took the Chair as Vice Chairman of the previous Committee.

D/22/06/1 To Elect a Chairman

Cllr Hall nominated Cllr Jefferys. There were no other nominations and a vote was taken. The following was agreed:

Cllrs Berry and Clover joined the meeting.

D/22/06/1.01 Resolved

That Cllr Jefferys be elected as the Chairman of the D&P Committee for the municipal year 2022/2023.

D/22/06/2 To Elect a Vice Chairman

Cllr Jefferys nominated Cllr Hall. There were no other nominations and a vote was taken. The following was agreed:

D/22/06/2.01 Resolved

That Cllr Hall be elected as the Vice Chairman of the D&P Committee for the municipal year 2022/2023.

D/22/06/3 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 Notice and that the meeting may be filmed or recorded.

D/22/06/4 Apologies

None noted

D/22/06/5 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

None noted. A collective Dispensation was requested for application DC/22/0673/FUL.

D/22/06/6 To Confirm the Minutes of the Meeting Held on 16th May 2022 and any Matters

Arising

Members received the minutes of the Development & Planning Committee held on 16th May 2022 and the following was agreed:

D/22/06/6.01 Resolved

That the minutes of the Development & Planning Committee held on 16th May 2022 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/22/06/7 Public Open Session

No members of the public wished to speak.

D/22/06/8 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

The following policies applied Policy 14 – trees and Policy 30 - shopfronts

D/22/06/9 Planning Applications

Week Commencing 09/05/2022. 16/05/2022 and 23/05/2022

- D/22/06/9/1** DC/22//0762/FUL - Planning application - conversion and partial demolition to create a. ground floor retail unit; b. courtyard garden; c. eight residential units - Surrey House 41 High Street Newmarket Suffolk

D/22/06/9.01 Resolved

The Committee voiced no objections, subject to compliance with the Shopfront Policy and that the rear of the development enhances the historic view from Palace St. The Committee noted the change of use of the current offices to residential and the subsequent loss of office space in Newmarket.

Cllr Cover declared a non-pecuniary interest in the following application and did not vote.

- D/22/06/9/2** DC/22/0844/TCA - Trees in a conservation area notification - eight conifers (T1 on plan) fell Annexe Southernwood Fordham Road Newmarket Suffolk.

D/22/06/9.02 Resolved

The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer to consider placing TPOs on the trees in the area if appropriate. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

- D/22/06/9/3** DCON(D)/21/0055/Application to discharge condition 11 (Travel Pack) of DC/21/0055/VAR Proposed Building Site Cemetery Hill Newmarket Suffolk.

D/20/06/9.03 Resolved

No comments were required.

- D/22/06/9/4** DC/22/0823/HH - Householder planning application - a. single storey garage extension

b. single storey rear extension c. replacement render d. window alteration and replacement e. enlarged rear dormer f. chimney stack replacement and removal g. replacement slate roofing - Barkway House 18 Bury Road Newmarket.

D/22/06/9.04 Resolved

The Committee voiced no objections.

D/22/06/9/5 DC/22/0815/TCA - Trees in a conservation area notification - one Blue Atlas (T1 on plan) selective crown reduction by up to two metres of lateral branches and removal of damaged limb in lower crown The Gables 20 Bury Road Newmarket Suffolk.

D/22/06/9.05 Resolved

The Committee actively encourages responsible tree management and does not object to this application.

D/22/06/9/6 DC/22/0673/FUL - Planning application - Install 1200mm high railings along sides of the Memorial Gardens Memorial Hall - 144 High Street Newmarket Suffolk

D/22/06/9.06 Resolved

The Committee voiced no objections.

D/22/06/9/7 DC/22/0714/FUL - Planning application - continued use of seven letting rooms 87A High Street Newmarket Suffolk.

D/22/06/9.07 Resolved

The Committee voiced no objections, subject to clarification regarding the egress of the fire escape into the neighbouring garden and also regarding the previous rejection by Building Control when the property was first converted to seven lettings.

Cllr Drummond declared a non-pecuniary interest in the following application.

D/22/06/9/8 DC/22/0873/ADV - Application for advertisement consent - two internally illuminated digital totem signs with static BID map to replace existing signage Advertising Board - 98 High Street Newmarket Suffolk.

D/22/06/9.08 Resolved

The Committee voiced no objections.

D/22/06/10 **Amended and Deferred Planning Applications**

None noted.

D/22/06/11 **Planning Appeals**

PINS. REFERENCE: APP/F3545/W/22/3291126 APPEAL REFERENCE: AP/22/0027/STAND

D/22/06/11.01 Resolved

Newmarket Town Council wishes to modify its original comments for the planning application DC/21/2009/FUL which is now in appeal. The Planning and Development Committee wishes to strongly object to the application on the following grounds:

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- 1: The proposals are out of keeping with the surrounding buildings in a conservation area.**
- 2: The changes to the building will have adverse effect on neighbouring properties.**
- 3: The Committee supports the West Suffolk Council further objections.**

Cllr De'Ath joined the meeting as an observer.

D/22/06/12 East Cambs Planning Applications

None noted.

D/22/06/13 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 09/05/2022, 16/05/2022 & 23/05/2022

Applications	Description	Address	WS Decision	NTC Decision
DCON(A)/20/0624	Application to discharge condition 22 (Phase 2 investigation strategy) of DC/20/0624/FUL	143A All Saints Road Newmarket Suffolk	Approved	No Comments
DC/22/0656/TCA	Trees in a conservation area notification - one Robinia and one Bay laurel (on plan) fell	5 Balaton Place Snailwell Road Newmarket Suffolk	Approved	No objections
DC/22/0517/HH	Householder planning application - single storey rear extension	47 Rous Road Newmarket Suffolk	Approved	No objections
DC/22/0472/HH	Householder planning application - first floor side extension over garage	1 Mill Reef Newmarket Suffolk	Approved	No objections
DC/21/2118/FUL	Planning application - one log cabin	Lady Wolverton Pavilion Adastral Close Newmarket	Approved	No comments
DC/22/0550/HH	Householder planning application - conversion of two outbuildings to create home office, works shop, gym and stores	4 Bridge Cottages Snailwell Road Newmarket Suffolk	Approved	No objections
DCON(A)/19/2033	Application to discharge condition 3 (water drainage scheme) of DC/19/2033/FUL	Solario Yard Tattersalls The Avenue Newmarket Suffolk	Approved	No Comments
DC/21/1117/FUL	Planning application - partial change of use of first floor from offices/retail (class E) to residential (class C3) to create five flats	116-118 High Street Newmarket	Approved	No objections
DC/22/0713/TCA	Trees in a conservation area notification - one Silver Birch (T1 on plan) fell	Fairstead House School Fordham Road Newmarket Suffolk	Approved	No objections
DC/22/0402/TPO	TPO 03 (1990) one Horse Chestnut - Reduce four over extended limbs by two metres growing towards property	23 Rochfort Avenue Newmarket Suffolk	Withdrawn	
DCON(A)/21/1612	Application to discharge of condition 22 (Surface water drainage) of application DC/21/1612/FUL	Newmarket Community Hospital 56 Exning Road Newmarket Suffolk	Approved	No Comments
NMA(B)/13/0408	Non material amendment to DC/13/0408/OUT - Minor alterations to the layout of the two approved vehicle accesses (requiring the rewording of conditions 13, 21, 29 and 31). Amendment to allow electric vehicle charging details to be provided with	Hatchfield Farm Fordham Road Newmarket Suffolk C	Approved	No objections

	submission of reserved matters (requiring the rewording of condition 33)			
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D/22/06/14 Delegation Panel Decisions

None noted.

D/22/06/15 Licensing

West Suffolk Policy Briefing Paper Revised Statement of Licensing Policy: Decision to Consult – was noted and will be added to the next D&P agenda for further discussion.

D/22/06/16 Pre-Consultation

A pre-consultation by Dalcour Maclaren (for Hutchison 3G Limited) to install communications apparatus in Rowley Drive was considered and the following was agreed:

D/22/06/16.01 Resolved

The Committee objected to this application and gave delegated powers to the Town Clerk and Chairman to compose the wording for the objection regarding damage to the street scene, encroachment onto the pavement, appearance, proximity to local schools and positioning of the apparatus.

D/22/06/17 Correspondence

WS Local Plan Consultation – An additional venue has been added for the consultation in the Memorial Hall.

Email regarding A-board permissions from WSC – to be added to the next D&P agenda.

D/22/06/18 Date of Next Meeting

Monday 20th June 2022 at 6.15pm.

Meeting closed at 6:58pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/22/06/1.01 Resolved</u>	That Cllr Jefferys be elected as the Chairman of the D&P Committee for the municipal year 2022/2023.
<u>D/22/06/2.01 Resolved</u>	That Cllr Hall be elected as the Vice Chairman of the D&P Committee for the municipal year 2022/2023.
<u>D/22/06/9.01 Resolved</u>	The Committee voiced no objections, subject to compliance with the Shopfront Policy and that the rear of the development enhances the historic view from Palace St. The Committee noted the change of use of the current offices to residential and the subsequent loss of office space in Newmarket
<u>D/22/06/9.02 Resolved</u>	The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer to consider placing TPOs on the trees in the area if appropriate. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.
<u>D/22/06/9.03 Resolved</u>	No comments were required.
<u>D/22/06/9.04 Resolved</u>	The Committee voiced no objections.
<u>D/22/06/9.05 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/22/06/9.06 Resolved</u>	The Committee voiced no objections.
<u>D/22/06/9.07 Resolved</u>	The Committee voiced no objections, subject to clarification regarding the egress of the fire escape into the neighbouring garden and also regarding the previous rejection by Building Control when the property was first converted to seven lettings.
<u>D/22/06/9.08 Resolved</u>	The Committee voiced no objections.
<u>D/22/06/11.01 Resolved</u>	<u>D/22/06/11.01 Resolved</u> Newmarket Town Council wishes to modify its original comments for the planning application DC/21/2009/FUL which is now in appeal. The Planning and Development Committee wishes to strongly object to the application on the following grounds: 1: The proposals are out of keeping with the surrounding buildings in a conservation area. 2: The changes to the building will have adverse effect on neighbouring properties. 3: The Committee supports the West Suffolk Council further objections
<u>D/22/06/16.01 Resolved</u>	The Committee objected to this application and gave

	delegated powers to the Town Clerk and Chairman to compose the wording for the objection regarding damage to the street scene, encroachment onto the pavement, appearance, proximity to local schools and positioning of the apparatus.
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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 20th June 2022 at 6.15pm

Attendance:

Councillor R Hood (Chairman)
Councillor J Ferries

Councillor D Hall
Councillor P Hulbert

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant, Cllr Winter as an observer, and 1 Member of the Press.

Minute

D/22/06/19 To Reaffirm the Election of a Chairman

Cllr Hulbert nominated Cllr Hood. There were no other nominations and a vote was taken. The following was agreed:

D/22/06/19.01 Resolved

That Cllr Hood be elected as the Chairman of the D&P Committee for the municipal year 2022/2023.

D/22/06/20 To Reaffirm the Election of a Vice Chairman

Councillor Hood nominated Cllr Ferries There were no other nominations and a vote was taken. The following was agreed:

D/22/06/20.01 Resolved

That Cllr Ferries be elected as the Vice Chairman of the D&P Committee for the municipal year 2022/2023.

D/22/06/21 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 Notice and that the meeting may be filmed or recorded.

D/22/06/22 Apologies

Apologies were received from Cllrs Berry, Clover, Drummond, Harvey, Jefferys and Lay. It was noted that all apologies should be sent to the Town Clerk.

D/22/06/23 Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

Cllr Hood declared a non-pecuniary interest in correspondence – WSC Local Plan and planning applications, DC/22/0872/FUL, DC/22/1033/TCA and DC/221032/TCA. There were no requests for dispensations.

D/22/06/24 To Confirm the Minutes of the Meeting Held on 6th June 2022 and any Matters Arising

Members received the minutes of the Development & Planning Committee held on 6th June 2022 and the following was agreed:

D/22/06/24.01 Resolved

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That the minutes of the Development & Planning Committee held on 6th June 2022 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/22/06/25 Public Open Session

No members of the public wished to speak.

D/22/06/26 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

The following policies applied: Policy 14 – trees, Policy 2 – Key Views and Policy 1 – Buildings in a Conservation Area.

D/22/06/27 Planning Applications

Week Commencing 30/05/2022 and 06/06/2022

D/22/06/27/1 DC/22/0932/HH - Householder planning application - a. two storey rear extension b. single storey rear extension - Esher Cottage 37 King Edward VII Road Newmarket Suffolk.

D/22/06/27.01 Resolved

The Committee voiced no objections.

Cllr Hood declared a non-pecuniary interest in the following application and did not vote.

D/22/06/27/2 DC/22/0872/FUL - Planning application - temporary siting of classroom block for five years - Fairstead House School Fordham Road Newmarket Suffolk.

D/22/06/27.02 Resolved

The Committee voiced no objections and supported the cladding proposal and subject to the Jockey Club's comments being taken into account.

Cllr Hood declared a non-pecuniary interest in the following application and did not vote.

D/22/06/27/3 DC/22/1033/TCA - Trees in a conservation area notification - one Lime (T1 on plan) crown lift by five metres above ground level - Scout Hq Cardigan Street Newmarket Suffolk.

D/22/06/27.03 Resolved

The Committee actively encourages responsible tree management and does not object to this application.

Cllr Hood declared a non-pecuniary interest in the following application and did not vote.

D/22/06/27/4 DC/22/1032/TCA - Trees in a conservation area notification - group of 10 Hawthorn trees (G1 on plan) – fell - Land Adjacent To The Severals Bury Road Newmarket Suffolk.

D/22/06/27.04 Resolved

The Committee actively encourages responsible tree management and does not object to this application.

D/22/06/27/5 DC/22/0945/TCA - Trees in a conservation area notification – 22 Lombardy Poplar

(T1-9, 11-15, 27-36 on plan) fell; one Plum (T10 on plan) fell; one Willow (T40 on plan) reduce crown by three metres; one Alder (T90 on plan) reduce branches clear of building by 1.5 metres; one Alder (T155 on plan) fell; one Beech (T246 on plan) reduce overhanging limbs by 50 per cent; one Beech (T248 on plan) fell; one Beech (T251 on plan) crown reduction by 30 per cent and reduce two lateral branches by 40 per cent; one Sycamore (T281 on plan) reduce extended limb over building by three metres; one Horse Chestnut (T381 on plan) fell - Tattersalls The Avenue Newmarket Suffolk.

D/22/06/27.05 Resolved

The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee requested that the application be submitted to the Tree Officer for consideration. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted.

D/22/06/28 Amended and Deferred Planning Applications

None noted.

D/22/06/29 Planning Appeals

None noted.

D/22/06/30 East Cambs Planning Applications

None noted.

D/22/06/31 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 30/05/2022 & 06/06/2022

Applications	Description	Address	WS Decision	NTC Decision
DC/19/2064/FUL	Application to discharge condition three (arboricultural method statement) of DC/19/2064/FUL	Solario Tattersalls The Avenue Newmarket Suffolk	Approved	No objections
DC/21/2377/TPO	TPO/1972/234 - Tree preservation order - one Beech (as indicated on plan, A2 on order) pole thinning of the regrowth stems by 30%	75 Weston Way Newmarket	Approved	No objections

D/22/06/32 Delegation Panel Decisions

None noted.

D/22/06/33 Licensing

5 All Saint's Road – the licence application was considered and the following was agreed:

D/22/06/33.01 Resolved

That the following comments be submitted to WSC Licencing:

- **That a licenced premises is not suitable for a residential Conservation area, opposite a Church.**
- **The Committee were sympathetic to the concerns of residents on the effect on neighbours from late night noise.**

- That the residents' views be considered.
- Concerns that the entertainment sector is being extended beyond the High Street into residential areas.

WSC Regulatory Environment – The Revised Statement of Licensing consultation (21/6/22 – 2/8/22) was noted.

D/22/06/34 Sunnica

The additional consultation details were noted and the following was agreed:

D/22/06/34.01 Recommendation

That NTC continues to support the “Say no to Sunnica” Action group.

D/22/06/35 Correspondence

A Boards - Town Clerk to seek clarification on what is required and to consult with Newmarket BID.

Cllr Hood declared a non-pecuniary interest in the following application and did not vote.

WSC Local Plan Consultation – was considered and the following was agreed:

D/22/06/35.01 Resolved

That a Working Group be set up to formulate a response to the consultation and that invitations to join the Working Group be sent to all committee Members.

D/22/06/36 Date of Next Meeting

Monday 4th July 2022 at 6.15pm at the Memorial Hall.

Meeting closed at 7:05pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/22/06/19.01 Resolved</u>	That Cllr Hood be elected as the Chairman of the D&P Committee for the municipal year 2022/2023.
<u>D/22/06/20.01 Resolved</u>	That Cllr Ferries be elected as the Chairman of the D&P Committee for the municipal year 2022/2023.
<u>D/22/05/22.01 Resolved</u>	The Committee voiced no objections.
<u>D/22/06/27.02 Resolved</u>	The Committee voiced no objections and supported the cladding proposal and subject to the Jockey Club's comments being taken into account.
<u>D/22/06/27.03 Resolved</u>	The Committee actively encourages responsible tree

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	management and does not object to this application.
<u>D/22/06/27.04 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/22/06/27.05 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee requested that the application be submitted to the Tree Officer for consideration. If the trees are to be felled, that they be felled outside of the bird nesting season and the Committee requests that suitable replacements be planted
<u>D/22/06/33.01 Resolved</u>	That the following comments be submitted to WSC Licencing: • That a licenced premises is not suitable for a residential Conservation area, opposite a Church. • The Committee were sympathetic to the concerns of residents on the effect on neighbours from late night noise. • That the residents' views be considered. • Concerns that the entertainment sector is being extended beyond the High Street into residential areas.
<u>D/22/06/34.01 Recommendation</u>	That NTC continues to support the "Say not to Sunnica" Action group.
<u>D/22/06/35.01 Resolved</u>	That a Working Group be set up to formulate a response to the consultation and that invitations to join the Working Group to be sent to Members.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Community Services Committee **Held on Tuesday 6th June 2022 at 7:00 pm**

Attendance:

Councillor P Winter (Chairman)
 Councillor J Borda
 Councillor J De'Ath
 Councillor A Drummond
 Councillor J Ferries

Councillor D Hall
 Councillor J Harvey
 Councillor R Hood
 Councillor P Hulbert
 Councillor M Jefferys
 Councillor K Yarrow

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

Minute

The Chairman opened the meeting and sadly announced the death of Chris Barker, a former Town Councillor, and advised that she would be representing NTC at the funeral.

The Chairman gave thanks to all NTC staff for their help over the Jubilee weekend; especially for the amount of work put in by the Events Manager. Thanks were also given to Nick Patton for the loan of the beacon, Rob Achner and the team from The Jockey Club Estates for installation and lighting of the beacon, Love Newmarket, NHRM, Press and to all who contributed to this successful weekend.

C/22/06/1

To Elect a Chairman

Cllr Jefferys nominated Cllr Winter. There were no other nominations and a vote was taken. The following was agreed:

C/22/06/1.01 Resolved

That Cllr Winter be elected as the Chairman of the Community Services Committee for the municipal year 2022/2023.

C/22/06/2

To Elect a Vice Chairman

Cllr Drummond nominated Cllr Ferries. There were no other nominations and a vote was taken. The following was agreed:

C/22/06/2.01 Resolved

That Cllr Ferries be elected as the Vice Chairman of the Community Services Committee for the municipal year 2022/2023.

C/22/06/3

Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The fire safety notice was not required.

C/22/06/4

Apologies for Absence

Apologies were received from Cllr Lay.

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- C/22/06/5** **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.
- C/22/06/6** **To Receive and Confirm for Accuracy the Minutes of the Community and Leisure Services Committee Meeting Held on Monday 3rd May 2022 and Any Matters Arising**
Members received the minutes of the Community and Leisure Services Committee meeting held on 3rd May 2022 and the following was agreed:
- C/22/06/6.01 Resolved**
That the minutes of the Community and Leisure Services Committee meeting held on 3rd May 2022 be adopted and signed as a true record by the Chairman of the Community Services Committee.
- There were no matters arising.
- C/22/06/7** **Public Open Session**
No members of the public wished to speak.
- C/22/06/8** **To Receive the Accounts**
The accounts for May 2022 were received and noted.
- C/22/06/9** **Clock Tower**
A report was presented on the proposed refurbishment. An Asbestos Survey has been completed and a full electric survey of the Clock Tower will be carried out. Whitworth will manage the tendering process and the results will be brought to Council for a final decision, including proposed funding details.
- C/22/06/10** **Cemetery**
A report on the safety of the buildings at the Cemetery was considered and quotes would be sought for the necessary remedial work on the Chapel.
- C/22/06/11** **Roadworks**
A verbal update was given on the issues on the A142 and although the work on the bridge had been completed, the road still needs a deep clean and remaining debris removal. There is a damaged sign needing replacement. The following was agreed:
- C/22/06/11.01 Recommendation**
That a Working Party be set up comprising of Cllrs Ferries, Drummond and Hulbert with a remit of looking to resolve the remaining issues on the A142 and to report back to the D&P Committee.
- C/22/06/12** **Correspondence**
None noted.
- C/22/06/13** **Date of Next Meeting**

Book number 2 2022 -2023

Monday 1st August 2022 at 7:00pm at the Memorial Hall.

Meeting closed at 7:11pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>C/22/06/1.01 Recommendation</u>	That Cllr Winter be elected as the Chairman of the Community Services Committee for the municipal year 2022/2023.
<u>C/22/06/2.01 Recommendation</u>	That Cllr Ferries be elected as the Vice Chairman of the Community Services Committee for the municipal year 2022/2023.
<u>C/22/06/11.01 Recommendation</u>	That a Working Party be set up comprising of Cllrs Ferries, Drummond and Hulbert with a remit of looking to resolve the remaining issues on the A142 and to report back to the D&P Committee.

Book number 3 2022 -2023

Minutes of Community & Leisure Services Committee held on Monday 6th June2022



Report to	Full Town Council
Subject	End of Year Internal Audit Report
Purpose	Information
Classification	Unrestricted
Meeting date	27th June 2022
Item number	
Written By	Cathy Whitaker CLERK

Summary: This report regarding the Annual End of Year Internal Audit:-

1. Presents the End of Year Internal Auditors Report for 2021/22 by Heelis and Lodge
2. Presents the AGAR (Annual Governance and Accountability Return) Annual Internal Audit Report 2021/22
3. Gives a response to recommendations/comments from the Internal Audit Report

	Response to End of Year Internal Audit Recommendation
	<i>"To ensure the review and adoption of the Risk Management Schedule takes place within the year of audit."</i>
	The agenda item for review was on the March Finance & Policy agenda. This was deferred to a Working Group and brought back for adoption at the April FTC meeting. Going forward, consideration will be given to the procedures to ensure that this item is considered earlier in the financial year.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee **Held on Monday 20th June 2022 at 7:10pm**

Attendance:

Councillor K Yarrow (Chairman)

Councillor D Hall

Councillor R Hood

Councillor P Hulbert

Councillor P Winter

Also present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk and J Ashton – Minute Assistant.

Minute

H/22/06/1 To Elect a Chairman

Cllr Winter nominated Cllr Yarrow. There were no other nominations and a vote was taken. The following was agreed:

H/22/06/1.01 Resolved

That Cllr Yarrow be elected as the Chairman of the HR Committee for the municipal year 2022/2023.

H/22/06/2 To Elect a Vice Chairman

Cllr Yarrow nominated Cllr Harvey. There were no other nominations and a vote was taken. The following was agreed:

D/22/06/2.01 Resolved

That Cllr Harvey be elected as the Vice Chairman of the HR Committee for the municipal year 2022/2023.

H/22/06/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The notice was not required.

H/22/06/4 Apologies for Absence

Apologies were received from Cllrs Drummond, Harvey, Jefferys and Lay. It was noted that all apologies should be sent to the Town Clerk.

H/22/06/5 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 Member's Dispensation

None noted. There were no requests for dispensations.

H/22/06/6 To Receive and Confirm for Accuracy the Minutes of the Human Resources Meeting Held on Monday 9th May 2022 and Any Matters Arising

Members received the minutes of the Human Resources Committee Meeting held on Monday 9th May 2022 and the following was agreed:

H/22/06/6.01 Resolved

That the minutes of the Human Resources Committee meeting held on Monday 9th May 2022 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting.

There were no matters arising.

H/22/06/7 Public Open Session

No members of the public were present.

H/22/06/8 To Receive the Accounts

The accounts for May 2022 were noted.

H/22/06/9 Date of Next Meeting

Monday 17th October 2022.

H/22/06/10 Exclusion of the Press & Public

With the vote being unanimous, it was:

H/22/06/10.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

H/22/06/11 *Staff Update*****

Town Clerk gave an update on current staffing and reported that the Admin Assistant had successfully completed 3 months' probation. The following was agreed:

*****H22/06/11.01 Recommendation*****

That a permanent position be offered to the Admin Assistant following 3 months of successful probation.

A training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) was considered and the following was agreed:

*****H/22/06/11.02 Recommendation*****

That the training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) for a cost of £120 be approved.

It was reported that the Assistant Town Keeper had resigned and that the previous grievance had been withdrawn. There were now two vacancies to be filled and the following was agreed:

*****H/22/06/11.03 Recommendation*****

That the costs relating to the recruitment of an Assistant Town Keeper and Events Assistant be approved.

Meeting closed at 7:23pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>H/22/06/1.01 Resolved</u>	That Cllr Yarrow be elected as the Chairman of the HR Committee for the municipal year 2022/2023.
<u>H/22/06/2.01 Resolved</u>	That Cllr Harvey be elected as the Vice Chairman of the HR Committee for the municipal year 2022/2023.
<u>***H/22/06/11.01 Recommendation***</u>	That a permanent position be offered to the Admin Assistant following 3 months of successful probation.
<u>***H/22/06/11.02 Recommendation***</u>	That the training request for the Admin Assistant to complete an online ILCA course (Introduction to Local Council Administration) for a cost of £120 be approved.
<u>***H/22/06/11.03 Recommendation***</u>	That the costs relating to the recruitment of an Assistant Town Keeper and Events Assistant be approved.

HEELIS&LODGE

Local Council Services • Internal Audit

Year End Internal Audit Report for Newmarket Town Council – 2021/2022

The following Internal Audit was carried out on the adequacy of systems of control and should be read in conjunction with the Interim Internal Audit Report dated 17/1/2022. The following recommendations/comments have been made:

Income: £863,004 Expenditure: £867,768 Reserves: £465,431

AGAR Completion:

Section One: [Yes - unsigned](#)

Section Two: [Yes - unsigned](#)

Annual Internal Audit Report 2020/2021: [Yes](#)

Certificate of Exemption: [No](#)

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: [Yes](#)

Insurance was in place for the year of audit. The Risk Management Schedule, including Internal Controls was received and adopted at the full Council meeting held on 25/4/2022 (Ref: 22/04/10.04), received and adopted at the Finance & Policy meeting held on 19/4/2022 (Ref: F/22/04/12) and the decision to review minuted at the Finance & Policy meeting held on 21/3/2022 (Ref: F/03/15.01).

The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Recommendation: *To ensure the review and adoption of the Risk Management Schedule takes place within the year of audit.*

Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £665,114 (2021-2022) Date: 21/12/2020 (Ref: 20/12/12.01)
Precept received: £655,380 due to a grant from the District Council (AGAR)

Precept: £715,210 (2022-2023) Date: 31/1/2022 (Ref: 22/01/20.01)

Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £4,534,440. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31 March were confirmed as:

Unity Trust Current #1	xxxx4770	£410,056.41
Petty Cash		£150.00
Barclaycard		(£1,181.81)
Unity Trust Current #2	xxxx9458	£22,503.92

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves and have identified earmarked reserves in their year end accounts.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts. The Trial Balance agrees.

Internal Audit Procedures

The 2022 Interim Internal Audit report was considered by the Council at a meeting held on 31/1/2022 (Ref: 22/01/18).

Additional Comments/Recommendations

- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work



Heather Heelis
Heelis & Lodge
8 June 2022

Annual Internal Audit Report 2021/22

Newmarket Town Council

www.newmarket.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/06/2022 17/01/2022

Name of person who carried out the internal audit

H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit

[Signature]

Date

08/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Newmarket Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

27/06/2022

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2021/22 for

Newmarket Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	316,888	470,195	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	665,114	655,380	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	101,658	207,624	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	151,954	178,537	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	89,864	89,864	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	371,647	599,367	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	470,195	465,431	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	453,709	432,704	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,504,449	4,534,440	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	836,134	780,949	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date

17/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

27/06/2022

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Blank



Newmarket Town Council

Financial Statements

For the year ending 31st March 2022



**Newmarket Town Council
Council Information
As at 31st March 2022**

Town Mayor

Cllr Michael Jefferys

Councillors

Cllr Michael Anderson

Cllr John Berry

Cllr John Borda

Cllr Jackie Clover

Cllr Lisa Crissall

Cllr Julie De-Ath

Cllr Andy Drummond

Cllr Julian Ferries

Cllr Douglas Hall

Cllr John Harvey

Cllr Rachel Hood

Cllr Peter Hulbert

Cllr James Lay

Cllr Chris O'Neill

Cllr Sue Perry

Cllr Philippa Winter

Cllr Kevin Yarrow

Town Clerk

Cathy Whitaker

Responsible Financial Officer

Cathy Whitaker

Auditors

PKF Littlejohn

**Newmarket Town Council
Statement of Accounting Policies
31st March 2022**

Auditors

The name of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

These accounts have been prepared in accordance with the Governance and Accountability for Smaller Authorities in England (Updated March 2021) as issued by the Joint Panel on Accountability and Governance.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to accounts provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than 1 year. Assets are valued on the basis recommended by Governance and Accountability for Smaller Authorities.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council is not required by the Guide to incorporate external borrowings in its Balance Sheet. Details are shown at note 7.

Leases

The council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 12.

Interest Income

All interest receipts are credited initially to general funds.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The last actuarial valuation took place at 31st March 2019 and any change in contribution rates as a result of that valuation took effect from 1st April 2019.

The council has auto enrolled eligible staff to join a Workplace Pension Scheme operated on behalf of the council by Peoples Pension.

Newmarket Town Council
Fixed Assets For The Year Ended 31st March 2022

At 31 March the following assets were held:

	2022 Value £	2021 Value £	Change
Freehold Land and Buildings			
K E VII Memorial Hall	£ 2,609,263	£ 2,609,263	£ -
Chapel Workshops	£ 170,352	£ 170,352	£ -
Sports Pavilion - The Severals	£ 554,455	£ 554,455	£ -
Field Terrace Allotments	£ 1	£ 1	£ -
New Cheveley Road Allotments	£ 1	£ 1	£ -
The Severals Allotments	£ 1	£ 1	£ -
All Saints Churchyard	£ 1	£ 1	£ -
St Mary's Churchyard	£ 1	£ 1	£ -
Land at 45 Field Terrace Road	£ 1	£ 1	£ -
Public Toilets	£ 1	£ 1	£ -
	£ 3,334,077	£ 3,334,077	£ -
Vehicles and Equipment			
Office & Memorial Hall Furniture & Equipment	£ 151,396	£ 149,210	£ 2,186
Memorial Hall Stage Lighting etc	£ 36,142	£ 36,142	£ -
Grounds Maintenance Tools & Equipment	£ 7,298	£ 5,052	£ 2,246
Signage	£ 6,392	£ 6,392	£ -
Display Cases	£ 2,952	£ 2,514	£ 438
Play Equipment	£ 167,190	£ 166,083	£ 1,107
Computer Hardware - fixed and portable	£ 6,514	£ 6,514	£ -
P A System	£ 2,857	£ 1,313	£ 1,544
Speed Device	£ 5,748	£ 5,748	£ -
Telephone Hardware	£ 1,327	£ 1,327	£ -
Severals Pavilion Furniture and Equipment	£ 18,524	£ 6,487	£ 12,037
Artificial Cricket Wicket	£ 5,610	£ 5,610	£ -
Cricket Roller	£ 7,500	£ 7,500	£ -
Scaffold Tower	£ -	£ 1,170	-£ 1,170
Rotavator	£ 499	£ 499	£ -
Fiat Doblo Cargo Van CV61 PTX	£ 8,032	£ 8,032	£ -
CCTV equipment	£ 7,625	£ 7,625	£ -
Flagpole	£ 950	£ 950	£ -
Clock Tower Lighting System	£ 18,750	£ 13,300	£ 5,450
Cemetery Automated Gate Equipment	£ 5,753	£ 2,014	£ 3,739
Navaho Information Screen	£ 1,707	£ 1,707	£ -
	£ 462,766	£ 435,189	£ 27,577
Infrastructure Assets			
Planters	£ 23,073	£ 23,073	£ -
Benches	£ 34,924	£ 34,474	£ 450
Bus Shelters (11)	£ 61,305	£ 61,305	£ -
Street Lights (184)	£ 92,000	£ 92,000	£ -
Bins	£ 3,894	£ 3,894	£ -
Shed	£ 662	£ 662	£ -
Water Feature	£ 80,682	£ 80,682	£ -
Cycle Racks	£ 8,942	£ 8,942	£ -
Cemetery Shed	£ 4,026	£ 4,026	£ -
Christmas Lights Infrastructure	£ 16,985	£ 16,985	£ -
Grit Bins	£ 180	£ 180	£ -
Ice Cream Shed	£ 2,125	£ 2,125	£ -
	£ 328,798	£ 328,348	£ 450

Newmarket Town Council
Fixed Assets For The Year Ended 31st March 2022

Community Assets

Civic Regalia	£	3,677	£	3,677	£	-
Cooper Memorial	£	96,061	£	96,061	£	-
Clock Tower	£	266,971	£	266,971	£	-
War Memorial	£	42,087	£	40,123	£	1,964
Bill Tutte	£	1	£	1	£	-
Queens Statue	£	1	£	1	£	-
Cemetery	£	1	£	1	£	-
	£	408,799	£	406,835	£	1,964
	£	4,534,440	£	4,504,449	£	29,991

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

In certain instances current insurance values have been used as approximate current replacement cost.

Fixed Assets - Additions and Disposals for the year ended 31st March 2022

	Additions		Removals		Change	
	£	31,161	-£	1,170	£	29,991
Commercial Dishwasher	£	1,809			£	1,809
Projector equipment	£	377			£	377
Water Bowser - electrically powered	£	1,499			£	1,499
Tongue Rivitor	£	40			£	40
Portable PA System	£	1,544			£	1,544
Leaf Blower backpack	£	430			£	430
Bird/bug housing/Swift boxes	£	277			£	277
Scaffold Tower	£	-	-£	1,170	-£	1,170
Pavilion Shutters	£	12,037			£	12,037
Cemetery Automated Gate installation	£	3,739			£	3,739
Computer Hardware (Clock Tower Lighting System)	£	5,450			£	5,450
Display boards for bus shelters	£	438			£	438
Bench (Severals)	£	450			£	450
Ariel Runway Metal Launchpad	£	1,107			£	1,107
Bombing Plaque at Memorial Hall	£	1,964			£	1,964

Newmarket Town Council
Income and Expenditure Account for the Year Ended 31st March 2022

31st March 21		31st March 22
665,114	Income Summary	655,380
<u>665,114</u>	Precept Received	<u>655,380</u>
	Sub Total	
	Operating Income	
3,446	Administration	67,629
24,609	Memorial Hall	31,863
2,625	Outside Services	150
4,056	General Town Planting	10,298
58,354	Cemetery	65,418
2,514	Memorials	431
3,300	Public Conveniences	6,244
900	Allotments	900
0	Arts	2,396
0	Winter Event	1,670
0	Entertainments	11,075
0	Carnival	120
676	Memorial Gardens	-
0	Twinning	2,705
1,178	The Severals Sports Facilities	6,365
0	Miscellaneous income	360
<u>101,658</u>	Total Income	<u>207,624</u>
	Running Costs	
146,333	Administration	174,398
153,732	Staff Costs	181,330
2,500	Health & Safety	2,732
0	Capital	0
120,773	Memorial Hall	129,143
58,164	Outside Services	75,417
3,033	General Town Planting	30,610
53,938	Cemetery	71,337
0	Disused Churchyards	615
2475	Memorials	4251
2,019	Clocks	8,760
0	Bus Shelters	1,900
5,307	General Town Maintenance	47,079
2,253	Public Conveniences	3,761
160	Neighbourhood Plan	4,000
-	The Severals	-
62	The Queens Statue	0
106	Allotments	2000
17,165	Studlands	15,094
0	Arts	4,903
0	Winter Event	5,578
320	Entertainments	20,843
140	Tourism	1,338
CONT.		CONT.

Newmarket Town Council
Income and Expenditure Account for the Year Ended 31st March 2022

0	Carnival	1,410
24,830	Memorial Gardens	27,235
163	Twinning	521
15,546	Christmas	18,509
4,447	The Severals Sports Facilities	35,006
613,466	Total Expenditure	867,770
31st March 21	General Fund Analysis	31st March 22
134,192	Opening Balance	287,666
<u>766,772</u>	Plus : Income for Year	<u>863,004</u>
900,965		1,150,670
<u>613,466</u>	Less : Expenditure for Year	<u>867,768</u>
287,499		282,902
<u>167</u>	Transfers TO / FROM Reserves	<u>151,582</u>
287,666	Closing Balance	131,321

Newmarket Town Council
Balance Sheet For The Year Ended 31st March 2022

31st March 2021	Long Term Assets	31st March 2022
	0 NIL	0
<u>0</u>		<u>0</u>
	Current Assets	
8,783	Debtors	1,614
8,508	Vat Due	33,754
225	Prepayments	225
443,737	Current Account	410,050
9,822	Staff Salary Bank Account	22,504
150	Petty Cash	150
	Creditors	30
<u>471,225</u>	Total Assets	<u>468,327</u>
	Current Liabilities	
120	Creditors	0
385	Accruals	0
115	Barclaycard Year End	1,182
409	Bookings Deposits	250
-	Year End BACS payment	1,464
<u>1,029</u>		<u>2,896</u>
<u>470,196</u>	Total Assets Less Current Liabilities	<u>465,431</u>
	Represented By	
287,666	General Fund	131,321
0	EMR Play Equipment	35,449
0	EMR WSC Covid town Recovery	1,788
43,557	EMR Town Regeneration	41,680
7,205	EMR Clocks/Memorials	7,205
19,632	EMR Buildings-M Hall Fund	19,632
25,000	EMR Buildings - Pavilion Fund	9,563
2,836	EMR Disused Churchyard	2,836
2,008	EMR Cooper Memorial	2,008
0	EMR Grants	4,801
3,500	EMR Street Lighting	3,500
4,839	EMR Allotments	2,839
0	EMR Public Realm	12,000
0	EMR Elections	16,428
2,844	EMR Legends of the Turf	2,844
0	EMR Vehicle Replacement	3,260
31,296	EMR Cemetery	31,859
0	EMR Town Improvement	28,840
13,646	EMR Human Resources	33,889

Newmarket Town Council
Balance Sheet For The Year Ended 31st March 2022

5,267	EMR Carnival	15,267
2,275	EMR Christmas Lights	2,679
0	EMR Winter Event	6,000
0	EMR Events-General	6,000
0	EMR Twinning	6,043
0	EMR Soapbox Derby	10,000
0	EMR Water Feataure	4,971
8,857	EMR Memorial Gardens	18,857
818	EMR Workwear	472
8,950	EMR Asset Sales	3,401
<u>470,196</u>		<u>465,432</u>

The above statement represents fairly the financial position of the authority as at 31st March 20 and reflects its Income and Expenditure during the year.

Signed :

Chairman _____ Date : ____ 27/6/2022

Signed

Responsible Financial Officer CE Whitaker Date : ____ 27/6/2022

Newmarket Town Council
Notes To the Accounts For The Year Ended 31st March 2022

1 Agency Work

During the year, the council undertook no agency work on behalf of other authorities.

During the year, the council undertook a Service Level Agreement with West Suffolk Council

2 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories.

	2021		2022	
Recruitment Advertising	£	-	£	6,307
Council Website	£	3,199	£	887
Marketing	£	199	£	249
	£	3,398	£	9,465

4 Tenancies

During the year the following tenancies were held

Council as Landlord	Income
Land at Field Terrace Way	£ 75
Council as Tenant	
None	

5 Pensions

For the year of the accounts the councils' contributions equal 10% of employees pensionable pay.

6 Aged Debtors

The age of the trade debtors can be summarised as follows:

Balance	Mar-22	Feb-22	Jan-22	Prior Months	On Account Payments
1,614.00	1,964.00	0.00	0.00	0.00	-350.00

7 Loans

As at the close of business on 31st March 2022 the following loans to the council were outstanding

Lender	Loan Period	Amount	PWLB Loan no.
Public Works Loans Board	25 Years from 21st June 2010	£340,450	497649
Public Works Loans Board	25 Years from 21st December 2009	£248,454	496617
Public Works Loans Board	25 Years from 21st December 2009	£78,392	496304
Public Works Loans Board	9 Years from 21 December 2018	£113,653	508087

8 Capital Commitments

The Council has no capital commitments as at 31st March 2022 not otherwise provided for in these accounts.

9 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

10 Post Balance Sheet Events

There are no significant post balance sheet events since the preparation of these accounts, up to the date of their final adoption at the Town Council Meeting on 27th June 2022 which would have a material impact on the amounts and results reported herein.

11 S106

There was no S106 funding received by Newmarket Town Council from West Suffolk Council in the financial year to 31st March 2022.

12 Reserves

In accordance with the Governance and Accountability for Smaller Authorities in England (Updated March 2020) as issued by the Joint Panel on Accountability and Governance, the council holds reserve funds, as detailed on the Balance Sheet of these accounts. Newmarket Town Council aims to maintain its General Reserve at one quarter of the annual precept income, less amounts included in the precept for loan repayments, capitol projects and transfers to ear-marked reserves. The Ear-Marked Reserves of the council are held for genuine and intended purposes and the levels are reviewed and justified annually.



Report to	Full Town Council
Subject	CCTV systems
Purpose	Decision
Classification	Unrestricted
Meeting date	27th June 2022
Item number	12
Written By	Tracey Symonds Deputy Town Clerk

Summary: This report outlines the proposals to replace the CCTV systems monitoring the inside of the Memorial Hall, and the side doors externally, the cemetery buildings, and the pavilion

1.	Introduction
a.	The CCTV system in the Memorial Hall does not provide sufficient monitoring. The quality is poor and some of the cameras are no longer operational. Mountings are loose and external cameras have internal wiring. The playback feature is cumbersome. Further systems at the pavilion and the cemetery are also in need of replacement.
2.	Context
a.	A new user-friendly system is required and remote access would enable investigation of out of hours alarms or other reports
3.	Proposal/Options
a.	Purchase new systems from one supplier, plus maintenance
b.	Libra Security is familiar with the council and buildings, having worked with us previously, and has provided a comprehensive quote. This is a local firm, who have also quoted to take over the fire and intruder alarms and monitoring, and has quoted for a security system for the front door
4.	Financial/Resource Implications
a.	£6868 to upgrade the 3 systems. (Hall £4220 Cemetery £2050 Pavilion £598)
b.	Annual maintenance £423
5.	Next Steps/Recommendations
a.	Approve Libra Security to do the required upgrades and maintenance of all systems

Memorial Hall - CCTV System

Replacement of the existing system, including the cabling. (Including removal and replacement trunking within the main hall, with fire resistant clips)
Provide a new recorder with 8TB of hard disk space to allow 21 days of retained footage. This unit can be connected to the internet for remote viewing on mobile phones & tablets. (a specification sheet attached)
Provide a 28" 4K monitoring within the office area to display large, colour, clear images.
Provide 12no. replacement internal/external cameras with 24/7 colour images – See here for a brief demonstration of the camera technology (a specification sheet of the internal dome style camera and external bullet style camera is attached)
The maintenance of this system is conducted annually, includes cleaning cameras, test the hard disk drive, playback, remote access.

Installation	£4220+VAT
Annual Maintenance	£155+VAT

Severals Pavilion - CCTV System

We intend replacement of the existing digital video recorder with 2TB of hard disk space to allow 21 days of retained footage. This unit will be connected to the internet for remote viewing on mobile phones & tablets. Cabling for network connection to be provided to allow this connection.
The maintenance of this system is conducted annually, includes cleaning cameras, test the hard disk drive, playback, remote access.

One-off inspection and upgrade	£ 598 + VAT
Annual maintenance	£ 98 + VAT

Cemetery – Chapel Building

We intend replacement of the existing system with a two-camera system. Cameras to be fitted to overlook the two entry doors to the two different rooms of the building.
A recorder will be fitted with a 1TB drive to provided 21days retention of footage. A 22" wall mounted monitor and lockable steel enclosure for the digital video recorder will be provided.
The maintenance of this system is conducted annually, includes cleaning cameras, test the hard disk drive, playback, remote access.

Installation	£ 1025 + VAT
Annual maintenance	£ 85

Cemetery – Storage Building

We intend replacement of the existing system with a two-camera system. Cameras to be fitted to overlook the two entry doors.
A recorder will be fitted with a 1TB drive to provided 21days retention of footage. A 22" wall mounted monitor and lockable steel enclosure for the digital video recorder will be provided.
The maintenance of this system is conducted annually, includes cleaning cameras, test the hard disk drive, playback, remote access.

Installation	£ 1025 + VAT
Annual maintenance	£ 85

With all our systems we will provide any guidance for the use/administration as you require. A 50% deposit is required for any orders over £1000+VAT. No parts are included within the maintenance cost, all parts charged additionally including batteries.

If you require any further information or have any questions, please let me know.

If you would like to continue with any of the above, please let me know and I will prepare full specifications and agreements.

Hope to hear from you soon.

Kind regards

Simon Lawrence CTSP
Director
simon@librasecurity.co.uk



Libra Security Limited
Intruder alarms | CCTV | Access control | Intercom
01223 751960
www.librasecurity.co.uk

1. Memorial Hall

This is an existing system comprising of 16 older cameras of which 6 were currently out at the time of my visit. There are various options to address this including upgrade, repair or replace various components.

- a) To spend ½ a day or so checking the whole system and replacing any further power supplies, connectors etc would be around the £270 + VAT mark. Any replacement 2mp AHD cameras would be £120 + VAT each including fitting. I did notice that the external cameras were fitted very poorly especially the BNC and power connectors which are exposed to the elements. These would need to be contained in new waterproof boxes along the way.
- b) To upgrade the whole system including new 5 megapixel cameras, 22" widescreen monitor, 16 way DVR recorder, boxes etc would be around the £2200 + VAT mark. This also includes a year's service cover and 3 year warranty on all new equipment.

2. Cemetery

Here we have an older analogue system that is in need of upgrading and re-modelling. As I understand it there have been various acts of vandalism and unsocial behaviour so a new high quality overt system will help to prevent and manage these events.

Ideally I would suggest fitting a new 8 channel DVR recorder and monitor in the existing toilet block store room then connecting 3 new HD cameras to it. Over at the chapel you require 1 internal and 3 external cameras which we would link back to the toilet block via a video wi-fi bridge meaning that all recording takes place at one location. If you have a router installed we can also configure things so you can view and control the cameras on your PC, phone etc.

Suggested Equipment

7 x Hikvision 76HOT 5 megapixel vandal resistant eyeball cameras with built in 90 degree lens, 30 metre infra-red lights, microphone and 3 year warranty.
1 x Hikvision ids-7208 8 input DVR recorder with an additional 8 IP camera inputs making a total of 16. Audio recording, mouse control, 3Tb hard drive, motion detection recording, smart (fast) playback feature, 3 year warranty. This is a highly featured recorder and ideally suited to this site.
2 x TP Link 5Ghz video bridge transmitters with 3 year warranty.
2 x TP Link 4 way Poe switches with 3 year warranty.
1 x Set of cables, power supplies, connectors, boxes etc.

Full training in the systems use and operation with relevant documentation.

Warning Signs – free of charge

TERMS

To supply and install the foregoing equipment with one year full maintenance would cost:-

PURCHASE.....£2250 + VAT
(excluding maintenance after 12 months)

Pavilion

Here we have an existing 8 camera analogue system with 5 external and 3 internal cameras. All cameras were working at the time of my visit, however due to poor image quality especially on playback I understand that you wish to upgrade the system to HD. Note also that if you have a router installed you would also be able to view and playback images remotely.

Suggested Equipment

7 x Hikvision 76HOT 5 megapixel vandal resistant eyeball cameras with built in 90 degree lens, 30 metre infra-red lights, microphone and 3 year warranty.
1 x Hikvision 22" widescreen CCTV monitor and stand, 2 year warranty.
1 x Hikvision ids-7208 8 input DVR recorder with an additional 8 IP camera inputs making a total of 16. Audio recording, mouse control, 3Tb hard drive, motion detection recording, smart (fast) playback feature, 3 year warranty. This is a highly featured recorder and ideally suited to this site.
1 x Set of cables, power supplies, connectors, boxes etc.

Full training in the systems use and operation with relevant documentation.

Warning Signs – Free of charge

TERMS

To supply and install the foregoing equipment with one year full maintenance would cost:-

PURCHASE.....£1250 + VAT
(excluding maintenance after 12 months)

Note that additional cable and cameras added to the new system would be approx. £270 + VAT each depending on location.

Kind regards,

Mark Palmer
Managing Director
Oaks CCTV Ltd
Tel: 01953 601775
Mob: 07860 750166
www.oakscctv.co.uk

OAKS C.C.T.V. LIMITED
Quality • Service • Reliability



A2M Tec Ltd

Unit 3B

Waldringfield Road

Brightwell Ipswich

Suffolk IP10 0BJ



To install CCTV surveillance system at King Edward VII Memorial Hall.

- Install 10no camera bases.
- Install 10no Hikvision turret network cameras in existing places at the hall.
- New cat5e cables to existing camera places.
- Install Hikvision NVR recorder unit.
- LCD screen for video record viewing.
- NVR recording capacity for 3 weeks.
- Setup camera system.

Total for above £3719 plus vat.

To install CCTV surveillance system at chapel and maintenance shed.

- Install 12no camera bases.
- Install 6no Hikvision turret network cameras at the chapel (2no internal, 4no external).
- Install POE switch at the chapel to power the cameras.
- Install and setup Wi-Fi bridge between two buildings.
- Install 6no Hikvision turret network cameras in maintenance shed (1no internal, 5no external).
- Install Hikvision NVR recorder unit with a screen.
- Setup local area network.
- Setup camera system.

Total for above £4314 plus vat.

(Operative unable to visit the pavilion to quote at the time)



Report to	Full Town Council
Subject	Tree work
Purpose	Information/decision
Classification	Unrestricted
Meeting date	27th June 2022
Item number	13
Written By	Tracey Symonds Deputy Town Clerk

Summary: This report outlines the work needed on trees as identified by the Health and Safety Tree Inspection carried out by Hayden's Arboricultural Consultants across all Newmarket Town Council sites

1.	Introduction
a.	Hayden's completed a safety survey of trees at the Cemetery, Queen's Statue area, Memorial Gardens, All Saint's Churchyard, St Mary's Churchyard, the War Memorial, and the Severals
2.	Context
a.	The Council is under obligation to regularly inspect trees for safety reasons.
b.	Work deemed necessary is categorised as priority 1 - urgent, priority 2 - within 6 months, priority 3 – recommended.
3.	Proposal/Options
a.	3 companies were given the report summary and visited the sites to quote
4.	Financial/Resource Implications
a.	SP Landscapes £4995 TM Tree Solutions £3690 TH Tree Surgery £6950
5.	Next Steps/Recommendations
a.	Commission TM Tree Solutions to undertake this work at the appropriate time/s
b.	Permission for work on trees in a conservation area has already been applied for

TH Tree Surgery Limited

48 High Street

Soham

Ely

CB7 5HE

thtreesurgery@gmail.com

www.thtreesurgery.co.uk

01638724000

VAT: 257159091

Newmarket Town Council

estimate 1514

23 May 2022

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
Service	Carry out tree work required within 6 months as per Hayden's report	2,700.00	20%	2,700.00
Service	Traffic management for work to be carried out along Bury and Fordham Road	1,650.00	20%	1,650.00
Net Total				4,350.00
VAT				870.00
Total				£5,220.00

Other Information

Company Registration Number:

09024849

TH Tree Surgery Limited

48 High Street

Soham

Ely

CB7 5HE

thtreesurgery@gmail.com

www.thtreesurgery.co.uk

01638724000

VAT: 257159091

Newmarket Town Council

estimate 1513

23 May 2022

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
Service	Carry out work as per Hayden's report to all 10 trees requiring work immediately	2,600.00	20%	2,600.00
Net Total				2,600.00
VAT				520.00
Total				£3,120.00

Other Information

Company Registration Number:

09024849



QUOTATION

ARBORACRE, ELMS ROAD
RED LODGE, BURY ST EDMUNDS
SUFFOLK IP28 8TD
Tel: (01638) 750186
www.splandscapes.co.uk
info@splandscapes.co.uk

Tracey Symonds
Newmarket Town Council

Our Ref: MQ14732

15th June 2022

Dear Tracey,

Further to our recent inspection of the works you require to be carried out we are pleased to quote as follows:

- Undertake works as specified in Haydons report as provided by Newmarket Town Council.
- All arisings to be removed leaving a clean and tidy site.

£4,995.00 + VAT @ 20%

Our quote remains valid for 90 days from the above date.

S P Landscapes & Tree Contractors Ltd is an ISO 9001: 2015 UKAS registered company. We are Arboricultural Association Approved Contractors and as such is fully insured to the sum of £10 million. We employ a team of staff fully qualified to NPTC standards that are suitably experienced to carry out the required tasks. A copy of our ISO certificate, Arboricultural Association approval certificate and insurance is enclosed with this quotation. All staff certificates of competence are available on request.

All tree works are carried out to current arboricultural standards, in accordance with BS3998:2010 Recommendations for Tree Work, where appropriate. Dimensions specified are approximate and, wherever possible, will be to the nearest appropriate pruning point.

S P Landscapes & Tree Contractors Ltd will carry out a check to clarify if trees within this quotation are subject to any tree preservation orders or council conservation areas. If any trees are subject to these constraint's we are happy to apply to the relevant authority at your request. This will be free of charge, subject to acceptance of our quote. If the works are subsequently cancelled, or do not go ahead, then there will be a £50 + VAT charge applied to cover the cost of the application. If you apply for works to be carried out on a protected tree yourself, we will need to see a copy of the permission before any works on site commence.

ARBORICULTURE – LANDSCAPING – GROUNDS MAINTENANCE – VEGETATION MANAGEMENT



We always try to provide our clients with our most competitive quotation however, should you receive a cheaper price for comparable works we would consider matching the price. Please note that our works are completed to the highest standards at all times and we are unable to price match companies working to a lesser standard.

To help keep our records updated and to avoid any follow up calls or emails, we would be grateful if you could advise us if you wish to accept or decline this quotation.

Should you choose to accept this quotation our standard payment terms are 30 days from date of invoice. Invoices are payable by bank transfer or cheque, details of which will be on the invoice. 'Notice of Right to Cancel' - the client has 14 days to cancel the contract from acceptance date.

Please note, should any materials be required for the works, these would be ordered after 14 days of acceptance and normally when the works are booked in. The only exception would be if the works were planned within 14 days of acceptance or materials were needed to be ordered within 14 days of acceptance to ensure delivery for the planned start date. If the quote is subsequently cancelled you would be charged for any materials ordered plus an admin fee of 10%. These materials would become your property and could be collected from our depot. Alternatively, we could deliver the materials to your property at a further charge.

S P Landscapes take your privacy seriously and will only use your personal information to administer the services you have requested from us. You may have your data erased from our systems when we have no legal reason for retaining it.

We look forward to hearing from you.

Yours sincerely

Ian Clarke
Arboricultural Manager

ARBORICULTURE – LANDSCAPING – GROUNDS MAINTENANCE – VEGETATION MANAGEMENT



Registered in England No. 3671713 - V.A.T No. 974 9909 47



**13 Oakey Ley
Bradfield St George
Bury St Edmunds
Suffolk
IP30 0AU**

**Tel No: 07961067798
info@tmtreesolutions.co.uk
Date: 10/02/2022**

Newmarket Town Council Tree Report

Thank you for asking tmtreesolutions to provide a quote for the tree survey for Newmarket town council.

Work required is,

Quote for tree risk assessment at sites; Queen's statue, Newmarket Cemetery, All Saints Churchyard, War Memorial and Severals playing field, St Mary's Churchyard, and the Memorial Gardens

We will carry out a basic active assessment of trees at these sites using the VALID tolerability of risk framework (please see attached PDF). We will provide a schedule of trees and recommendation of any works alongside a report which will highlight anything that might require a detailed assessment or monitoring.

The cost to undertake this work will be £3,200. The price includes the following stated above.

I hope this is of interest and should you have any questions please do not hesitate to contact me.

Kind Regards

Tom Downer





Councillors committee choices 2022/2023

** Chair

* Vice Chair

Committee	Cllr	TOTAL	Print
Development and Planning (Planning & Transport)	Cllr Berry Cllr Clover Cllr Drummond Cllr Ferries Cllr Hall Cllr Harvey Cllr Hood Cllr Hulbert Cllr Jefferys Cllr Lay	10	Cathy Tracey Chairman Hood Lay Winter
Community Services (Assets & Services)	Cllr Borda Cllr De'Ath Cllr Drummond Cllr Ferries Cllr Hall Cllr Harvey Cllr Hood Cllr Hulbert Cllr Jefferys Cllr Lay Cllr Winter Cllr Yarrow	12	Cathy Tracey Chairman Hood Lay Winter
Leisure Services (Civic, Community & Environment)	Cllr Anderson Cllr Borda Cllr Crissall Cllr De'Ath Cllr Drummond Cllr Ferries Cllr Hall Cllr Harvey Cllr Hood Cllr Hulbert Cllr Jefferys Cllr Lay Cllr Perry Cllr Winter Cllr Yarrow	15	Cathy Tracey Chairman Hood Lay Winter
Finance and Policy	Cllr Borda Cllr Drummond Cllr Ferries Cllr Hall Cllr Harvey Cllr Hood Cllr Hulbert Cllr Jefferys Cllr Lay Cllr Yarrow	10	Cathy Tracey Chairman Hood Lay Winter
Human Resources	Cllr Drummond Cllr Hall Cllr Harvey Cllr Hood Cllr Hulbert Cllr Jefferys Cllr Lay Cllr Winter Cllr Yarrow	9	Cathy Tracey Chairman Hood Lay Winter
Performance & Audit	Cllr Drummond Cllr Hall Cllr Harvey Cllr Hood Cllr Hulbert Cllr Jefferys Cllr Lay Cllr Perry Cllr Winter Cllr Yarrow	10	Cathy Tracey Chairman Hood Lay Winter
FULL TOWN COUNCIL	ALL COUNCILLORS	18	Cathy Tracey Anderson Hood Lay Winter

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Report to	Full Town Council
Subject	Newmarket Market
Purpose	Information
Classification	Unrestricted
Meeting date	27th June 2022
Item number	15
Written By	Cathy Whitaker CLERK

Summary: This report outlines details of the face-to-face meeting between West Suffolk Council and Newmarket Town Council regarding Newmarket Market on 7th June 2022.

1. Provides WSC documentation regarding the Markets Review Working Group; as presented to WSC Overview and Scrutiny Committee on 16th June 2022
2. Provides details of the discussion between WSC representatives and NTC

1.	Introduction
a.	Following the NTC response to the WSC Market Location Appraisal report, a face-to-face meeting was requested by NTC to further discuss the market.
b.	This meeting took place on 7/6/22.
2.	Context
a.	The preferred option for all parties for the location of the market is the High Street. It is felt that the residents of Newmarket would expect the Town Council to push hard for this option.
b.	However, there are significant safety issues which would prevent this in the current format.
3.	Proposal/Options
a.	Plan A Long-term: To return the market to the High Street in a way which would address the safety issues. This would likely involve the installation of a permanent structure along one side of the High Street.
b.	Plan B Interim: To improve the market in situation on Market Square with an enhancement programme to the current standard market stalls; the provision of a 'rolling theme' programme (Farmers, Craft, Eco, Cultural) of additional market stalls, added entertainment in August to improve atmosphere, improvement of signage from car parks, additional publicity and promotion, etc.
4.	Financial/Resource Implications
a.	Plan A will be costly and could be prohibitive. Funding options will need to be explored.
5.	Next Steps/Recommendations
a.	WSC to source all costings for investigation into funding sources for Plan A.
b.	NTC to support the enhancement of the market in its current location in whatever way it is able to and in liaison with WSC.

Markets Review Working Group – Recommendations Report

Report number:	OAS/WS/22/008	
Report to and date(s):	Overview and Scrutiny Committee	16 June 2022
	Cabinet	19 July 2022
Chair of the Markets Review Working Group	Councillor John Burns Email: john.burns@westsuffolk.gov.uk	
Cabinet members:	Councillor Susan Glossop Cabinet Member for Growth Tel: 01284 728377 Email: susan.glossop@westsuffolk.gov.uk Councillor Peter Stevens Cabinet Member for Operations Tel: 01787 280284 Email: peter.stevens@westsuffolk.gov.uk	
Lead officers:	Julie Baird Director (Planning and Growth) Tel: 01284 757613 Email: julie.baird@westsuffolk.gov.uk Mark Walsh (Operations) Tel: 01284 757300 Email: mark.walsh@westsuffolk.gov.uk	

Decisions Plan:	This item is included in the Decisions Plan.
Wards impacted:	All
Recommendation:	It is recommended that the Overview and Scrutiny Committee endorse the proposed recommendations attached as Appendix A to this report so that they may be reported to Cabinet.

1. Context to this report

- 1.1 In November 2020, the Overview and Scrutiny Committee reviewed a work programme suggestion form, presented by Councillor Ian Shipp, encouraging a review of West Suffolk Council markets.
- 1.2 The purpose behind this review was to look at the strategic role of West Suffolk Council, aligning the operation of the markets to the council's strategic vision and supporting their development to meet the corporate priorities.
- 1.3 This report sets out the final recommendations that result from the Markets Review Working Party for discussion prior to presenting to Cabinet.

2. Background

- 2.1 The Markets Review Working Group (MRWG) has met six times. At its first meeting the Chair and Vice Chair positions were confirmed along with the terms of reference. Members of the working party received baseline information about the markets in each of the towns; had a discussion about the visions for the markets; and confirmed the expectations of the review.
- 2.2 The baseline information presented to the group was very comprehensive and covered the following information: details about each market including when, where, what size, charges; other markets, events and initiatives; how we promote the markets; how we attract new traders; market trends and external influences; Operations responsibilities including the services provided to each market, the role of the Market Supervisor, staffing levels etc; operational issues with the markets; what we did to make the markets COVID-19 safe; parking and traffic management; power supply; competition for space; and detailed information about the market finances including a breakdown of income from each market.
- 2.3 At the second meeting of the MRWG in September 2021 the group received information in response to their questions from the previous meeting; had a presentation on case studies of best practice markets elsewhere; and then agreed the proposals for the engagement plan.
- 2.4 In November 2021 the third meeting of the MWRG was held. The group received a presentation giving information regarding the market survey (see next section below); the proposals for bringing information to the group from expert witnesses; the timetable; and a presentation from Cllr James Lay regarding other markets he had researched and his main findings.

- 2.5 In February 2022 the following expert witnesses were in attendance to answer the questions set by the review group:
- 2.6 Paul Brown, Town Manager for Love Newmarket and Newmarket BID; Julie Clark, former Haverhill Town Centre Manager; Mark Cordell, CEO for Our Bury St Edmunds; Brendan Dyson, Member Support and Business Development Manager, (National Market Traders Federation); Paul Firman, Market Trader and Haverhill Town Councillor; Tania Murphy, Field Support Officer, (National Market Traders Federation); and Roz Scott, Freelance Market Co-ordinator.
- 2.7 The expert witnesses provided detailed feedback to the review group that ranged from local intelligence and feedback up to best practice from elsewhere.
- 2.8 In March 2022 the review group received a presentation on the Markets Review evidence that had been gathered throughout the process. The presentation covered the following areas:
- Benchmarking
 - Notable small markets
 - Notable large markets
 - Common themes of market transformation
 - Overview of the survey
 - o Responses to survey
 - o Key findings from those who do not shop on West Suffolk markets
 - o General findings across all towns from quantitative questions
 - o Quantitative results for each market or market day
 - o Overview of qualitative results
 - o General findings from qualitative questions
 - Views from expert witnesses
 - Conclusion
- 2.9 Also, at this meeting Members gave feedback from their visit to Saffron Walden market; highlighting specific matters that were relevant to the consideration of this group. Finally, this meeting discussed the draft recommendations that were emerging.
- 2.10 The final meeting of the review group was held on 18 May 2022. The review group received a presentation by officers which recapped on the background to the markets review; the number of meetings held, findings from the review and proposed recommendations. All members in attendance confirmed they were happy to endorse the proposed recommendations for presentation back to the Overview and Scrutiny Committee today.

3. Findings

- 3.1 Based on their evidence-gathering, benchmarking and engagement work, the Review Group did not reach any conclusions that would suggest a fundamental change in the way the markets in West Suffolk were configured or operated. Rather, they identified approaches and enhancements that could build on the existing work in order to support the markets to grow and improve in the future.
- 3.2 From the beginning of the review, it was clear from the initial evidence base that a review of the Market Licence Regulations (MLR) would be needed to make sure that these were equitable and up to date. This matter was re-enforced by the survey responses – in particular responses from the traders.
- 3.3 It is important to note that each of the five markets in our towns are different however there are factors, such as footfall, that are shared by each location. The ability of market stalls to survive, thrive and increase in number comes down to their trading (and profit) levels. It is considered that more people (footfall) bring the opportunity of more spend. Therefore, the promotion of markets and the continuation of special market events are seen as key elements that help to generate footfall.
- 3.4 Members of the public, through the survey responses, told us that the markets were particularly helpful during lockdown. Many people felt safer shopping from the market stalls in the open air. Further the opportunity of markets to support people's wellbeing came through from the surveys.
- 3.5 The visit undertaken by Members of the review group to the Saffron Walden market and its organisers supported the view of good promotion, encouraging footfall and using the markets as support for people and their wellbeing. In addition, it was clear to Members that it was possible for Saffron Walden market to operate at a profit. Whilst every market and indeed every town is different it was useful to understand how we may work towards financial self-sufficiency.
- 3.6 The survey responses were varied. Different key issues were considered to be important in different towns and indeed on different days. There were some requests, for example more seating or bicycle hoops, in towns where these elements have already been provided. In general, though, many of the survey respondents were clear that the markets could do more to promote more sustainable shopping habits. Again, it was noted that there are many stalls that have already changed their practices to ensure they are more sustainable. In addition, it was understood that we are holding entire market events dedicated to sustainability.

- 3.7 Finally, the expert witnesses interviews, which included representatives from the National Market Traders Federation, validated the work the Council was currently doing for our markets including the special initiatives such as the Makers Markets and our initiatives to support start-ups and business growth, as they saw this as generally good practice.

4. Recommendations

- 4.1 Following the assimilation of all of the information received by the review group and taking into account the feedback given at the last meeting, a series of recommendations have been drafted. These recommendations are set out in **Appendix A** attached to this report.
- 4.2 The proposed recommendations sit under the overarching banner: - "Creating Successful Markets - maximising the potential of markets and special events on the markets to support the vitality and viability of town centres."

The recommendations fall broadly into five themes:

1. Grow the customer base for markets by raising awareness and attracting new customers to West Suffolk markets.
2. Provide opportunities for shoppers and members of the public to engage in community and wellbeing activities through markets.
3. Increase footfall in town centres more widely by improving their vitality through markets and events.
4. Support effective running, growth and ongoing financial viability of West Suffolk markets.
5. Reduce the environmental impact of West Suffolk markets and promote more sustainable shopping habits.

- 4.3 **Appendix A** sets out the ways in which these themes will be addressed and provides the opportunity for progress on these recommendations to be monitored.

5. Next steps

- 5.1 If members of the Overview and Scrutiny are happy with the proposed recommendations, they will be presented to Cabinet on 19 July 2022.

6. Background documents associated with this report

- 6.1 Report number [OAS/WS/20/017](#) (Work Programme Update) and [Appendix 2](#) (Work Programme Suggestion Form).

Markets Review - Action Plan

CREATING SUCCESSFUL MARKETS

Maximising the potential of markets and special events on the markets to support the vitality and viability of town centres.

Themes	Actions	Associated activities	Progress (for future reporting)
Grow the customer base for markets by raising awareness and attracting new customers and traders to West Suffolk markets	1. Officers to create a communications plan identifying what, when and who.	a) Work with Councillors and partners to continue to communicate information about West Suffolk markets. b) Ensure a wide range of social media platforms and communications tools are included.	
	2. Officers to deliver a development plan for each of West Suffolk's markets which should be kept under review and monitored regularly. This will include measures to	a) Benchmarking and researching best practice	

Themes	Actions	Associated activities	Progress (for future reporting)
	support new traders to start up as well as existing traders to grow.		
Provide opportunities for shoppers and members of the public to engage in community and wellbeing activities through markets; and Increase footfall in town centres more widely by improving their vitality through markets and events	3. Officers to have discussions with town and parish councils and other organisations to explore putting on more special markets across the year and across the market towns (subject to demand and funding).	a) Setting up a monitoring and reviewing process to assess the success of event markets.	
Support effective running, growth and ongoing financial viability of West Suffolk markets	4. Carry out an officer-led review of the market licence regulations (MLR), with input from traders, to increase clarity, ensure consistency and improve	a) Review the "permanent" and "casual" traders classification. b) Consideration should be given to different trading patterns whilst seeking to	

Themes	Actions	Associated activities	Progress (for future reporting)
	the offer across all West Suffolk markets.	maintain the fullest possible market to promote footfall for the collective benefit of all traders. c) Consider creating a plain English guide to the MLR. d) Apply a consistent approach to parking arrangements across markets.	
	5. Market traders should be invited to regular meetings with the council's markets team to address issues of mutual interest and concern. These meetings could be held virtually if this suited the traders.	Liaise with market traders to understand how this could best work for them.	
	6. Carry out an officer-led review of the charging structure for markets, including the potential use of incentives and a review of the costs of supplies.		
Support effective running, growth and ongoing financial viability of West Suffolk markets			

Themes	Actions	Associated activities	Progress (for future reporting)
Support effective running, growth and ongoing financial viability of West Suffolk markets	7. Officers to investigate the opportunity for each market to aim to become financially self-sufficient within three years.	a) Understand current costs and allocation b) Consider alternative funding opportunities to support each market	
	8. Officers to review the provision of waste and cleansing services at each of our markets.	a) Understand which traders generate the most waste	

Themes	Actions	Associated activities	Progress (for future reporting)
	9. Explore options for alternative management and operation of the markets such as the town councils		
Reduce the environmental impact of West Suffolk markets and promote more sustainable shopping habits	10. Carry out an Officer assessment of reducing the environmental impact of the markets.	a) Understand the impact on the Council's operational resources of supporting changes to ensure they are sustainable and include options for how changes may be funded.	
	11. Co-ordinate a campaign to encourage traders and shoppers on all markets to reduce the use of single-use or non-sustainable packaging and receptacles, as well as promote increased recycling rates.		



Report to	Full Town Council
Subject	Town Museum / Palace Street Coach House
Purpose	Information
Classification	Unrestricted
Meeting date	27th June 2022
Item number	16
Written By	Cathy Whitaker CLERK
Summary: This report is by the Coach House Working Group who met on 27/5/22 to discuss the feasibility of leasing the Palace Street Coach House. Attendees were Cllrs Yarrow, Hall, Harvey, Ferries / Events Manager, Town Clerk / S Easom (NLHS).	
1.	Introduction
a.	The Newmarket Neighbourhood Plan states that there is “an aspiration for a town museum” and that the Town Council should “promote the creation” of a museum.
2.	Context
a.	WSC are offering the Palace Street Coach House as a lease option; the ground floor of which could be used for museum exhibits. There is an upper floor with a large room and some smaller rooms, and further smaller rooms on the ground floor in addition to the space proposed for a museum. The property cannot be split to lease just the ground floor or part of it. The space is not 100% appropriate for what is required, particularly without disabled access to the upper floor, and there is more space than needed.
b.	There is an offer standing by NHRM to provide a small area in Palace House for a Newmarket Bombing Exhibition, which will be taken up by the NLHS.
3.	Financial/Resource Implications
a.	NTC has no Business Plan for such a venture at this time, with no budget.
b.	Taking on a lease of the Coach House at this time would be a costly commitment; the increase in precept to fund this over the next years would be a burden on residents via their council taxes, particularly in the current climate, and would also be prohibitive to the Town Council with regard to its ability to deliver further projects and manage other cost increases. There would be operational issues (eg. staffing – recruitment and costs). Income from possible event space hire is not guaranteed – our existing venues currently have spare hire capacity and the upper floor and some of the ground floor will be inaccessible to some members of the public. It is questionable as to whether the small offices would be easily lettable at this time when more people are working from home.
4.	Next Steps/Recommendations
a.	To decline to put in an offer for the lease of the Coach House, as being currently marketed, at this time.
b.	To note this report of the Coach House Working Group and that the Museum Working Group will continue to work on this project.
c.	To pursue research into alternative options for the siting of a Local History Museum in the future.
d.	To make contact with other Local History Museums (eg: Mildenhall, Bury St Edmunds, Burwell, Haverhill).
e.	To look into a Summer Season of “Pop-Up” exhibitions in vacant shops on the High Street.
f.	To investigate grant funding possibilities and to look into charitable status application in readiness for potential future opportunities.
g.	To prepare an onward business case and budget longer term for a museum facility.
h.	To work with the NLHS on other initiatives on the High Street: eg: History Trail / Local History vinyls for empty shop fronts, etc.

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SUFFOLK CONSTABULARY

Welcome to my latest partnership funded PCSO report.



Included below are just some of the activities undertaken by myself. This is in addition to actively supporting the police with taskings which relate to incidents reported in Newmarket. This would typically involve the request and or collection of CCTV. The submission of Intelligence reports (10 this month) as well as engaging with victims or witnesses of crime to offer Support, Advice, and updates.

- **Neighbourhood Priority's (Newmarket)**

Effective and Legitimate use of Stop Search Powers to be used against known dealers, runners, or users.

Proactive patrols in and around the Town based on current intelligence and knowledge of where drug dealing is taking place.

Review intelligence submissions for the area to ensure that officer knowledge is maintained around County Lines Suspects and locations in Newmarket.

During night time patrols officers are to be aware of and conduct checks on vans, especially Ford Transit's seen driving at night. Focus to be given to patrols of routes from Newmarket into Cambs in the direction of Ely

- **COMMUNITY ENGAGEMENT** This month I have actively supported Newmarket DAA Open Door, Barling's Court, The racing Centre, Pop up vaccination clinics and the NIFF.
- **BEECH HOUSE HOSPITAL SITE** On 11/05/2022 I ARRANGED A MEETING WITH THE Cambian group to discuss the new Children's home at the above site. The site is currently being renovated prior to its planned opening in October this year.
- **ANNUAL TOWN MEETING** Despite a low attendance I was still able to have some very positive engagement with members of public in attendance.

- **CRIME STATISTICS** A recent report places Newmarket at 12th out of 14 districts in Western area for recorded crimes in the month of March with Ipswich recording the highest number 1,551 and Halesworth the lowest at 90. Newmarket recorded 130 this compared to 159 for the same period in 2021 181 in 2020 and 185 in 2019
- **SURGERIES** Are continuing weekly and are proving to be very successful. On 17/05 I was delighted to meet the ex-deputy chief Constable of Manchester who retired to the Newmarket area recently
- **ASB VALLEY WAY** Following concerns from residents I attended with our ASB officer to conduct surveys in the affected areas.
- **SOAP BOX DERBY** The work is now almost complete on our Soap Box Cart for this year's event, and I can now release the first picture of

THE BIG RED KEY

POLICE ADVICE AND GUIDANCE

I am Happy to give advice and guidance where I can. If it is something that I cannot give an immediate answer too, then I am ideally placed to seek advice from other professionals. Member of the public wanting advice on police-related matters can be signposted to the Suffolk Constabulary.

<https://www.suffolk.police.uk/contact-us>

Bill Butcher PCSO 3036 WILLIAM BUTCHER NTC

Forest Heath Safer Neighbourhood Team

Newmarket Police Station

101 (non-emergency)/ 999 (Emergency only).

Suffolk Police has recently launched "1st Principle".

The first phase of a new library of crime prevention, security and personal safety advice.



www.suffolk.police.uk/1stprinciple

[CRIME PREVENTION ADVICE](#)

[REPORT CRIME ONLINE](#)



Frankel



SOAP BOX CART



NEW WEEKLY SURGERIES HOSTED BY PCSO BILL BUTCHER

Bill Butcher

Now we are finally able to hold face to face public meetings again it is the perfect time to begin holding my new weekly surgeries in Newmarket.

WHEN-Tuesdays 10:30-12:30 Weeks One and Three at The Stable Café Weeks Two and Four at the Guineas Shopping Centre

Please come along for any crime reduction advice you may require or to discuss any issues you may have in and around Newmarket. I will also have a selection of free items such as Cat Bells, Property Marking Pens and Lanyards as well as Stickers and Colouring Sheets for the Children.

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CITIZENS ADVICE WEST SUFFOLK NEWSLETTER

**citizens
advice**

**West
Suffolk**

Issue 1 | June 2022

NEW TRUSTEES

Three new trustees have started working with Citizens Advice West Suffolk.

Joining the board are Annabel Mayer, from Ashtons Legal, Tony Howard, who was previously employed by Citizens Advice West Suffolk, and Barry Peters, editor of the Bury Free Press for the past 22 years.

Mary Porch, chair of CAWS, said: "Having the right mix of trustees is important for any charity and I'm delighted to welcome our three new recruits. They bring with them an excellent range of skills and contacts to complement those already available through our existing board members."

Citizens Advice West Suffolk covers Bury St Edmunds, Haverhill, Newmarket, Mildenhall and Brandon.

In 2021, the service received 23,149 queries and helped 5,860 clients.

Contact CAWS for help via suffolkwestcab.org.uk/advice/



Community

TELL US YOUR NEWS: Email: community@suffolkwestcab.org.uk Twitter: @CitAdviceSW Facebook: [suffolkwestcab](https://www.facebook.com/suffolkwestcab)

COMMUNITY

TON HILLS

James and Jane, who have been married for 40 years, have recently moved to Ton Hills. They are both retired and have been living in the area for several years. They are both very active in the community and have been involved in many local projects.

DEBURN

The Deburn community has been very active in the past few years. They have been involved in many local projects and have been successful in raising funds for various charities. They are all very proud of their community and the work they have done.

PRECKENHAM

Preckenhall is a small village in the heart of the Suffolk countryside. It has a long history and has been a part of the community for many years. The village is known for its beautiful scenery and its friendly residents.

RAY OF THE WEEK

Ray of the Week is a weekly feature in the newsletter. It is a chance to highlight a local resident who has done something good for the community. The winner is chosen by the community and will receive a certificate and a small prize.

STONHAM ASPAL

Stonham Aspal is a small village in the heart of the Suffolk countryside. It has a long history and has been a part of the community for many years. The village is known for its beautiful scenery and its friendly residents.

SUFFOLK

Suffolk is a beautiful county with a rich history and a wide range of scenery. It is a great place to live and visit. The county is home to many famous landmarks and has a lot to offer its residents and visitors.

STANTON

Stanton is a small village in the heart of the Suffolk countryside. It has a long history and has been a part of the community for many years. The village is known for its beautiful scenery and its friendly residents.

STONMARKET

Stonham Aspal is a small village in the heart of the Suffolk countryside. It has a long history and has been a part of the community for many years. The village is known for its beautiful scenery and its friendly residents.

SUFFOLK

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REBATE GRANT

There's a new grant available from the government to help with the rising cost of living - and you don't have to pay it back.

Some residents who are liable for Council Tax but who do not pay by direct debit, may not be aware of how they can claim the Government's Council Tax Rebate Grant.

The Rebate Grant of £150 is for band A-D households to help towards the increase in energy costs and the rising cost of living. The money doesn't have to be paid back.

It includes those whose council tax bill is £0 owing to an existing award of Council Tax support, as well as certain exempt dwellings.

West Suffolk Council is already in the process of administering over £6.3million of the Rebate Grant to more than 42,000 households whose residents pay their Council Tax by direct debit. Where the direct debit payee information is different to the name(s) we hold on council files for that address, payments may take slightly longer to check and process. Those who signed up to direct debit and have had their first successful Council Tax payment by direct debit before the end of April 2022 will have received their grant by the end of April. New direct debit payers still awaiting their first successful direct debit payment will be able to check our webpage <https://www.westsuffolk.gov.uk/counciltax/council-tax-rebate-grant.cfm> to see when they will receive the grant. That still leaves over 16,000 households who don't pay by DD.

Anglia Revenues Partnership will be writing to these residents encouraging them to complete a simple online form so the rebate grant can be paid to them as swiftly as possible. But there is no need for residents to wait for their letter. Instead, they can complete the form online at www.angliarevenues.gov.uk/WSrebate

Eligible residents in West Suffolk and East Cambs have until 31 May to complete the online form. After this date, any eligible households will have the rebate grant applied to their Council Tax bill to reduce their payments for the rest of the year.



KEY DATES

FRIDAY, JULY 8
Jazz at the Guildhall,
Bury St Edmunds.
7-10.30pm. Chris Ingham
Trio with Joanna Eden as
vocalist.
Tickets at £49 include
reception drink, canapes
and two-course supper.
Book via www.eventbrite.co.uk



FRIDAY, SEPTEMBER 30
Race Night in
Haverhill.

OCTOBER the
Mildenhall event, quiz and supper.

EMAIL US YOUR EVENTS
Tell the whole CAWS community about what event you have coming up by adding it to this newsletter. Email us via jo.chatt@swcab.org.uk

Follow us on Twitter via **@CitAdviceSW**
Check out our website via **suffolkwestcab.org.uk/contact-us/**