

Membership from May 2022

Councillor Borda

Councillor Drummond

Councillor Ferries

Councillor Hall (Vice Chair)

Councillor Harvey (Chair)

Councillor Hood

Councillor Hulbert

Councillor Jefferys

Councillor Lay

Councillor Perry

Councillor Yarrow



Newmarket

TOWN COUNCIL

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

You are hereby summoned to attend a meeting of the

FINANCE & POLICY COMMITTEE to be held at

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

Monday 26th September at 7pm

*or following on from the Development and Planning
Committee meeting, whichever is later*

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

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

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

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

1. **Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
2. **Apologies** – To receive and accept apologies for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of previous meeting held 25th July 2022**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Submission of schedules of payments for information** - To approve cashbooks 1-4 for the previous two months
7. **Bank statements** – To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
8. **Accounts** – To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month
9. **Grants**
 - a) To review a grant
 - b) To receive a grant application
10. **Health and safety** – to receive a monthly report
11. **Correspondence**
12. Date of next meeting **Monday 21st November 2022**

Signed

Cathy Whitaker, Town Clerk

Date 20th September 2022

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 25th July 2022 at the Memorial Hall at 6.55pm**

Attendance:

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

Councillor R Hood
Councillor P Hulbert
Councillor M Jefferys
Councillor J Lay
Councillor S Perry

Also Present: C Whitaker – Town Clerk, T Symonds – Deputy Town Clerk, J Ashton – Minute Assistant and Cllrs Crissall and Winter as Members of the Public.

Minute

Cllr Hall took the Chair as Chairman of the previous Committee and invited nominations for a Chairman.

F/22/07/1

To Elect a Chairman

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

F/22/07/1.01 Resolved

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

Cllr Harvey took the Chair and invited nominations for a Vice Chairman.

F/22/07/2

To Elect a Vice Chairman

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

7/22/07/2.01 Resolved

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

F/22/07/3

Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded

The Chairman opened the meeting and read the Fire Safety Notice and confirmed that proceedings may be filmed or recorded.

F/22/07/4

Apologies for Absence

Apologies were received from Cllr Yarrow.

F/22/07/5

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.

F/22/07/6 To Confirm the Minutes of the Meeting Held on 16th May 2022 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 16th May 2022 and the following was agreed:

F/22/07/6.01 Resolved

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

There were no matters arising.

F/22/07/7 Public Open Session

No members of the public wished to speak.

F/22/07/8 Submission of Schedules of Payments for Information CB1 - CB4 2022

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

F/22/07/8.01 Recommendation

That the ratification of the schedules of payments for the period 01/05/2022 – 30/06/2022 (Cash Book 1 - 4) be received and adopted.

F/22/07/9 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee will confirm scrutiny of the bank reconciliations relating to the end of 30/06/2022 (month 3) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks at the next meeting

F/22/07/10 To Receive the Income and Expenditure

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

F/22/07/11 Health and Safety

The monthly health and safety report was received and noted.

F/22/07/12 UK Prosperity Fund

A report on a response to the survey was considered and the following was agreed:

F/22/07/12.01 Recommendation

That the response to the UK Prosperity Fund Survey be approved.

F/22/07/13 Flagship

An update on the levels of social housing in Newmarket was still awaited and this item was referred to the next full Town Council meeting.

F/22/07/14 Signatories

Town Clerk advised that new signatories were required and the following was agreed:

F/22/07/14.01 Recommendation

That Vice Chairmen be added to the mandate as signatories.

F/22/07/14.02 Recommendation

That signatories inform Town Clerk/Deputy Town Clerk of unavailability for each week.

F/22/07/15 Correspondence

None noted.

F/22/07/16 Date of Next Meeting

Monday 19th September 2022 at the Memorial Hall.

Meeting closed at 7:13pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/07/1.01 Resolved</u>	That Cllr Harvey be elected as the Chairman of the F&P Committee for the municipal year 2022/2023.
<u>F/22/07/1.01 Resolved</u>	That Cllr Hall be elected as the Vice Chairman of the F&P Committee for the municipal year 2022/2023.
<u>F/22/07/8.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/05/2022 – 30/06/2022 (Cash Book 1 - 4) be received and adopted.
<u>F/22/07/12.01 Recommendation</u>	That the response to the UK Prosperity Fund Survey be approved.
<u>F/22/07/14.01 Recommendation</u>	That Vice Chairmen be added to the mandate as signatories.
<u>F/22/07/14.02 Recommendation</u>	That signatories inform Town Clerk/Deputy Town Clerk of unavailability for each week.

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Date: 01/09/2022

Newmarket Town Council Current Year 2022/2023

Page: 1

Time: 17:36

Cashbook 1

User: CEW

Current Account

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		900,759.94					900,759.94	
bacs	Banked: 04/07/2022	78.00						
	Sales Recpts Page 2352	78.00	78.00		101			Sales Recpts Page 2352
bacs	Banked: 04/07/2022	350.00						
	Sales Recpts Page 2353	350.00	350.00		101			Sales Recpts Page 2353
bacs	Banked: 04/07/2022	1,760.00						
	Sales Recpts Page 2356	1,760.00	1,760.00		101			Sales Recpts Page 2356
bacs	Banked: 06/07/2022	215.86						
bacs	Sum Up	215.86	221.40		101			Sales Recpts Page 2355
					4093	101	-5.54	Sum up payment for booking
bacs	Banked: 06/07/2022	0.98						
bacs	Sum Up	0.98			1005	101	1.00	test post
					4093	101	-0.02	test post
000142	Banked: 06/07/2022	120.00						
000142	S Cook	120.00		20.00	565		100.00	hdep.17/7/22.S Cook
bacs	Banked: 06/07/2022	80.00						
	Sales Recpts Page 2357	80.00	80.00		101			Sales Recpts Page 2357
bacs	Banked: 06/07/2022	18,742.12						
bacs	HMRC	18,742.12			105		18,742.12	VAT refund Q1
bacs	Banked: 08/07/2022	9,220.00						
bacs	Lottery Community Fund	9,220.00			1005	306	9,220.00	grant for play equip
000143	Banked: 11/07/2022	139.20						
000143	Faarah Beauty Salon	139.20		23.20	565		116.00	hdep.FaarahBeauty.10/7/22
bacs	Banked: 11/07/2022	2,250.00						
bacs	West Suffolk Council	2,250.00			1181	301	2,250.00	FreeSchoolMeal/summerEntGrant
bacs	Banked: 11/07/2022	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	hdep.Bluest Blue
bacs	Banked: 13/07/2022	1,320.00						
	Sales Recpts Page 2359	1,320.00	1,320.00		101			Sales Recpts Page 2359
bacs	Banked: 14/07/2022	3,300.00						
	Sales Recpts Page 2358	3,300.00	3,300.00		101			Sales Recpts Page 2358
bacs	Banked: 14/07/2022	120.00						
bacs	Natural Bor	120.00		20.00	1172	303	100.00	SBOX.fdvendord.Natural Bor
bacs	Banked: 19/07/2022	120.00						
bacs	Hedges, V	120.00		20.00	1172	303	100.00	SBOX fdvendord.Hedges.
bacs	Banked: 19/07/2022	105.00						
	Sales Recpts Page 2363	105.00	105.00		101			Sales Recpts Page 2363

Continued on Page 2

Receipts for Month 4			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 20/07/2022	624.00						
	Sales Recpts Page 2362	624.00	624.00		101			Sales Recpts Page 2362
000144	Banked: 21/07/2022	100.00						
	Sales Recpts Page 2360	100.00	100.00		101			Sales Recpts Page 2360
bacs	Banked: 25/07/2022	222.00						
bacs	S Duffy	222.00		37.00	565		185.00	hdep wake. Duffy. 5/8/22
000145	Banked: 25/07/2022	50.00						
000145	P Cobb	50.00			1172	303	50.00	PCobb.donation.withdrawnTeam
bacs	Banked: 26/07/2022	84.00						
	Sales Recpts Page 2365	84.00	84.00		101			Sales Recpts Page 2365
bacs	Banked: 26/07/2022	336.60						
	Sales Recpts Page 2366	336.60	336.60		101			Sales Recpts Page 2366
bacs	Banked: 26/07/2022	60.00						
bacs	Suffolk Soap Co Ltd	60.00		10.00	1172	303	50.00	SBox vendor fee/Suffolk SoapCo
bacs	Banked: 27/07/2022	300.00						
bacs	Triple Threat/MathiasMedeiros	300.00		50.00	565		250.00	hdep.TripleThreat.
bacs	Banked: 28/07/2022	462.00						
	Sales Recpts Page 2361	462.00	462.00		101			Sales Recpts Page 2361
Total Receipts for Month		40,303.76	8,821.00	204.20			31,278.56	
Cashbook Totals		941,063.70	8,821.00	204.20			932,038.50	

Payments for Month 4					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/07/2022	Staff Salary Account	topup	20,000.00			204		20,000.00	Salary account topup
04/07/2022	S.Jeziorski	DEPREFUND	100.00		16.67	565		83.33	hdep.canx.Jeziorski 4/8/22
06/07/2022	Unity Schools Partnership	MH22/181	2,000.00			4181	307	2,000.00	Support of LexLink 2022
06/07/2022	GeoXphere Ltd	42UC023-00	840.00	840.00		501			Parish Online subscription
06/07/2022	Abbey Security Services Ltd	37072/3716	816.00	816.00		501			SECURITY GARDEN/TOILET
06/07/2022	Cooleraid Ltd	1606557	52.80	52.80		501			SANITISING
06/07/2022	Complete Business Solutions Gr	SINV032209	47.67	47.67		501			COLOURED PAPER
06/07/2022	Phillip Green	03072022	115.00	115.00		501			CLOCKTOWER WINDING JUNE
06/07/2022	Crash Cleaner Ltd	032/3/4/5	520.50	520.50		501			BUS STOP CLEANING
06/07/2022	Newmarket Plant Hire Ltd	612338	90.48	90.48		501			HERAS FENCE DEL/HIRE
06/07/2022	Caskade Music	02062201	100.00	100.00		501			MUSIC FOR TEA DANCE
06/07/2022	Ken Booth & Co Ltd	395391	9.00	9.00		501			DISPENSER KEYS
06/07/2022	Kallkwik	90498	26.04	26.04		501			DEBUGGING WEBSITE
06/07/2022	AmeyCespa (East) Limited	101197911/	492.00	492.00		501			EVENT BIN SERVICE CREDIT
08/07/2022	Total Gas and Power Ltd	3005957526	738.46	738.46		501			ELECTRICITY MH
08/07/2022	Petty Cash	PETTYCASH	90.25		14.63	4020	102	2.50	PCash/staff refr.
						4181	307	48.12	PCash/LexLink welcome packs
						4062	101	25.00	PCash/Mayor Chain case repair
08/07/2022	PCash cashbook adj	ADJ	-90.25		-14.63	4020	102	-2.50	PCash cashbook adj
						4181	307	-48.12	PCash cashbook adj
						4062	101	-25.00	PCash cashbook adj
11/07/2022	Petty Cash	300808	90.25			210		90.25	PCash M4 (a) reimbursement
12/07/2022	N-CIS	9666/3928	517.12	517.12		501			IT SERVICES
14/07/2022	Eastern Tree & Garden Speciali	3584	350.00	350.00		501			Ivy removal
14/07/2022	Latta Hire Limited	165474	1,356.00	1,356.00		501			TOILET HIRE JUBILEE
14/07/2022	Anglian Water Business Nationa	229789301/	160.81	160.81		501			WATER PAVILION
14/07/2022	Wayne Goodman Entertainments	MH22/176	225.00	225.00		501			MAGIC SHOW
14/07/2022	Jockey Club Estates	0010984	2,790.00	2,790.00		501			GARDENING SERVICES JUNE
14/07/2022	Regency Cakes	OC00688	197.76	197.76		501			TWINNING CATERING
14/07/2022	Bury Flyer Ltd	2779	240.00	240.00		501			JULY ADVERTISING
14/07/2022	Custom Stamps Online	020647	78.06	78.06		501			ACCOUNTING STAMP
14/07/2022	Collaboration 23 Construction	725	729.00	729.00		501			WALL PREP, FLINT GRADING
14/07/2022	Dorans Plumbing	2449	57.00	57.00		501			PUBLIC TOILET FLUSH
14/07/2022	PRO-SCAPE LTD	22850	192.00	192.00		501			FLOWERBED AT CLOCK TOWER
14/07/2022	Bridget Pooley	NTC0022022	150.00	150.00		501			YOGA CLASSES
14/07/2022	West Suffolk Council	1204739	9,884.65	9,884.65		501			CEMETERY SERVICES
14/07/2022	House of Flags	SI22600643	548.90	548.90		501			NTC FLAG
14/07/2022	R J Lift Services Ltd	214304/08	1,125.60	1,125.60		501			LIFTS LOLER INSPECTIONS
14/07/2022	Simon Johnson Catering Ltd	0025	105.00	105.00		501			MEETING CATERING
21/07/2022	Iceni Services	UK5208A	300.00	300.00		501			WEED REMOVAL
21/07/2022	David Hyam	14/7	250.00	250.00		501			MUSIC AT TWINNING

Payments for Month 4					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21/07/2022	Anglian Water Business Nationa	290307401/	57.68	57.68		501			WATER CEMETERY
21/07/2022	Harris Steel Services Ltd	3533	4,670.37	4,670.37		501			INSTALLATION OF RAILINGS
21/07/2022	Glasdon UK Ltd	MI30001181	799.81	799.81		501			REPLACEMENT BENCH & PLAQUE
21/07/2022	Saxon Fire Ltd	41286	412.92	412.92		501			EXTINGUISHER SERVICING MH
21/07/2022	N-CIS	9685	958.79	958.79		501			SUPPLY AND SET UP LAPTOP
21/07/2022	Complete Business Solutions Gr	03271079	86.40	86.40		501			STATIONERY
21/07/2022	Ellis Whittam Ltd	035837	468.00	468.00		501			HR CONSULTANCY
21/07/2022	Portable Space Ltd	244042	6,342.00	6,342.00		501			SUPPLY & INSTALL STORAGE UNIT
21/07/2022	Level Up Print Ltd	542	444.00	444.00		501			SOAPBOX BANNERS
21/07/2022	Siemens Financial Services	DD9583348	645.36		107.56	4028	101	537.80	ptr lease-2nd quarter
25/07/2022	Total Gas and Power Ltd	3005903109	22.95	22.95		501			ELECTRICITY MH
27/07/2022	Petty Cash (B)	PETTYCASH	80.06		3.58	4023	101	9.16	PCash/Diary2023
						4016	120	8.75	PCash/Ant treatment
						4020	102	2.50	PCash/Office refreshments
						4020	103	32.00	PCash/Staff eye test
						4181	307	24.07	PCash/LexLink twinning refr
27/07/2022	Petty Cash	300809	80.06			210		80.06	PCash reimbursement
27/07/2022	correction to PCash	CORRECTION	-80.06		-3.58	4023	101	-9.16	correction to PCash
						4016	120	-8.75	correction to PCash
						4020	102	-2.50	correction to PCash
						4020	103	-32.00	correction to PCash
						4181	307	-24.07	correction to PCash
27/07/2022	Total Gas and Power Ltd	3005957526	454.50	454.50		501			Electricity MH
28/07/2022	Business Watch UK Fire & Secu	4030958	138.00	138.00		501			Weekend call out to pavilion
28/07/2022	Abbey Security Services Ltd	37390	96.00	96.00		501			Weekend callout to pav
28/07/2022	Cooleraid Ltd	1609647	211.20	211.20		501			Annual rental
28/07/2022	The Pantry Fine Foods Ltd	080722	560.00	560.00		501			Afternoon Tea
28/07/2022	Quadient UK Limited	83039298	200.00	200.00		501			Franking top-up
28/07/2022	House of Flags	SI22600763	50.21	50.21		501			CHEQUERED FLAG
28/07/2022	Mrs G King	674	375.00	375.00		501			Marketing June/July
28/07/2022	MPB Electrical Contractors Ltd	0098	165.60	165.60		501			External socket
28/07/2022	Louise Eatock	004	650.00	650.00		501			Summer event organisation
28/07/2022	Primary Workshops for Schools	1009354	502.80	502.80		501			Circus skills at event
28/07/2022	Anglian Water Business Nationa	354535901/	2.24	2.24		501			water cem
28/07/2022	Suffolk Association of Local C	26288	504.00	504.00		501			Training/exam TK & DTC
28/07/2022	card/BP Hyperion	CC230401	90.01		15.00	4039	200	75.01	card/van fuel
28/07/2022	card/BP Hyperion	CC230401	-90.01		-15.00	4039	200	-75.01	canx. error entry
29/07/2022	Barclaycard Account	June pymt	681.41			208		681.41	June Statement pymt

Total Payments for Month	64,874.40	41,277.32	124.23	23,472.85
Balance Carried Fwd	876,189.30			
Cashbook Totals	941,063.70	41,277.32	124.23	899,662.15

Receipts for Month 5

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	876,189.30					876,189.30	
SUMUP Banked: 29/07/2022		103.23						
SUMUP UNKNOWN DEPOSIT SUMUP		103.23			565		103.23	UNKNOWN DEP HELD SUMUP
bacs Banked: 03/08/2022		1,000.00						
	Sales Recpts Page 2370	1,000.00	1,000.00		101			Sales Recpts Page 2370
bacs Banked: 03/08/2022		1,000.00						
bacs Machetts of Burwell		1,000.00		166.67	1172	303	833.33	SBox Sponsorship Manchetts
bacs Banked: 04/08/2022		139.20						
bacs M Eggleton		139.20		23.20	565		116.00	hdep.Eggleton. party 27/8/22
bacs Banked: 05/08/2022		54.40						
bacs MF Hearne		54.40		9.07	565		45.33	hdep.HEARNE.13/8/22
000146 Banked: 09/08/2022		200.00						
	Sales Recpts Page 2369	200.00	200.00		101			Sales Recpts Page 2369
bacs Banked: 10/08/2022		248.40						
	Sales Recpts Page 2371	248.40	248.40		101			Sales Recpts Page 2371
bacs Banked: 10/08/2022		500.00						
bacs SP Landscape&Tree Consultants		500.00		83.33	4098	303	416.67	SP / Soapbox sponsor
bacs Banked: 10/08/2022		1,100.00						
	Sales Recpts Page 2372	1,100.00	1,100.00		101			Sales Recpts Page 2372
bacs Banked: 15/08/2022		16,188.29						
bacs Zurich Insurance Plc		16,188.29			1005	202	15,613.95	InsClaimCemWallImpactDamage
					1029	202	574.34	InsClaimCemMemBenchReplace
bacs Banked: 15/08/2022		50.00						
bacs TEAM BEAN(S Sadler)		50.00			1172	303	50.00	Sbox.TeamDep.TeamBean.for ref.
bacs Banked: 15/08/2022		60.00						
bacs L Greenacre		60.00		10.00	1172	303	50.00	SBOXvendor.Candy Chaos
bacs Banked: 16/08/2022		50.00						
bacs K Harding		50.00		8.33	1172	303	41.67	SBOX vendor fee Slimming World
bacs Banked: 16/08/2022		144.00						
bacs Bluest Blue		144.00		24.00	565		120.00	hdep.Bluest Blue.bkg
bacs Banked: 17/08/2022		912.00						
	Sales Recpts Page 2373	912.00	912.00		101			Sales Recpts Page 2373
bacs Banked: 17/08/2022		324.00						
	Sales Recpts Page 2375	324.00	324.00		101			Sales Recpts Page 2375
bacs Banked: 17/08/2022		120.00						
bacs No 77.		120.00		20.00	1172	303	100.00	Soapbox fd vendor feeNo77
bacs Banked: 18/08/2022		5,796.00						

Receipts for Month 5				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 2374	5,796.00	5,796.00		101			Sales Recpts Page 2374
bacs	Banked: 19/08/2022	60.00						
bacs	ZM BAXTER	60.00		10.00	1172	303	50.00	SBox food vendor fees BAXTER
sumup	Banked: 19/08/2022	52.10						
sumup	Market Place	52.10	10.02	7.15	101			Sales Recpts Page 2376
					565		35.83	inv 6825
					4093	101	-0.90	inv 6825
correction	Banked: 22/08/2022	43.00						
correction	corr to inv no 6825	43.00		7.17	565		35.83	correction posting inv6825
correction	Banked: 22/08/2022	-43.00						
correction	correction	-43.00		-7.17	565		-35.83	correction
bacs	Banked: 24/08/2022	100.00						
bacs	ACD Projects Ltd	100.00		16.67	565		83.33	hdep.22/9/22.ACD Projects bkg
bacs	Banked: 30/08/2022	350.00						
bacs	Verrecchia Ice Creams	350.00			1172	303	350.00	SBOX donation.Verrecchia ice
bacs	Banked: 31/08/2022	50.00						
	Sales Recpts Page 2377	50.00	50.00		101			Sales Recpts Page 2377
Total Receipts for Month		28,601.62	9,640.42	378.42			18,582.78	
Cashbook Totals		904,790.92	9,640.42	378.42			894,772.08	

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/08/2022	Libra Security Ltd	1224	4,120.80	4,120.80		501			CCTV systems 50% deposit
09/08/2022	Total Gas and Power Ltd	3006009237	99.81	99.81		501			Electricity cem
10/08/2022	Crash Cleaner Ltd	36-42	1,049.00	1,049.00		501			TOILET CLEANING JUNE
10/08/2022	Michaela Heffer	28AUG	440.00	440.00		501			STILTWALKERS
10/08/2022	Star Radio	5089	1,074.00	1,074.00		501			RADIO ADS
10/08/2022	Anglian Water Business Nationa	354447001/	3,175.59	3,175.59		501			WATER CHARGES
10/08/2022	Collaboration 23 Construction	728	2,519.40	2,519.40		501			BRICKWORK AND CEM
10/08/2022	Airway Air Conditioning	011881	147.60	147.60		501			ANNUAL MAINTENANCE IT ROOM
10/08/2022	Bridget Pooley	NTC0032022	150.00	150.00		501			YOGA SESSIONS
10/08/2022	Dorans Plumbing	2466	117.00	117.00		501			MH TOILET FLUSH REPAIR
10/08/2022	Ken Booth & Co Ltd	397869	297.14	297.14		501			JANITORIAL SUPPLIES
10/08/2022	Niche Event Hire	5355	1,699.20	1,699.20		501			BARRIER FENCING HIRE
10/08/2022	Phillip Green	5/8/22	115.00	115.00		501			CLOCKTOWER JULY
10/08/2022	Jockey Club Estates	0011043	1,800.00	1,800.00		501			WATERING ETC JULY
10/08/2022	Cooleraid Ltd	1611782	93.00	93.00		501			WATER FOR COOLERS
10/08/2022	CRC Pest Control	4957	600.00	600.00		501			QUARTERLY PEST CONTROL
10/08/2022	Abbey Security Services Ltd	37355	798.00	798.00		501			SECURITY SERVICES JULY
10/08/2022	Newmarket Plant Hire Ltd	614603	118.80	118.80		501			HERAS PANEL HIRE
10/08/2022	Buildmark Construction	BM4663	3,540.00	3,540.00		501			CONSTRUCTION OF JUMPS
12/08/2022	N-CIS	9748/3984	517.55	517.55		501			IT SUPPORT
15/08/2022	Staff Salary Account	topup	50,000.00			204		50,000.00	salary a/c topup
18/08/2022	Norfolk Sound Systems	0060	240.00	240.00		501			DEPOSIT FOR STAGE
18/08/2022	Kalkwik	90705	216.00	216.00		501			WEBSITE HOSTING
18/08/2022	Quadiant Finance UK Ltd	2022041873	101.34	101.34		501			MAINTENANCE FRANKING MACHINE
18/08/2022	M3 Media	11136	720.00	720.00		501			SOAPBOX FILMING
18/08/2022	Dorans Plumbing	2478	136.40	136.40		501			REPLACE VALVE
18/08/2022	Suffolk Gate Automation	4535	549.60	549.60		501			REPLACE POST AND READER
18/08/2022	JezO's Events Ltd	3164	450.00	450.00		501			MAGIC SHOWS
18/08/2022	Imperium Engineering Ltd	4850	1,500.00	1,500.00		501			JUMP SAFETY TESTING
18/08/2022	The Larks	164	25.00	25.00		501			EVENT PERFORMANCE
18/08/2022	Adams & Eden Restoration	10082022	1,530.00	1,530.00		501			REPLACE FIRE DOORS MAIN HALL
18/08/2022	House of Flags	si22600779	2,506.80	2,506.80		501			2 GAZEBOS
18/08/2022	Aurora Managed Services Ltd	c-106305	0.06	0.06		501			office printing costs
24/08/2022	Total Gas and Power Ltd	3006009237	45.63	45.63		501			ELECTRICITY CEM
24/08/2022	Total Gas and Power Ltd	3005957526	271.11	271.11		501			Electricity/Memorial Hall
25/08/2022	Libra Security Ltd	1236	1,588.80	1,588.80		501			BALANCE FOR CCTV INSTALL
25/08/2022	Chris Free	1052	25.00	25.00		501			EVENT PERFORMANCE
25/08/2022	Formations Dance Company	3367	50.00	50.00		501			EVENT PERFORMANCE
25/08/2022	Griff Jameson	NCL002	50.00	50.00		501			EVENT PERFORMANCE
25/08/2022	Penguinos	238222	600.00	600.00		501			PACKED LUNCHES
25/08/2022	Total Gas and Power Ltd	3006009248	306.14	306.14		501			ELECTRICITY PAVILION
25/08/2022	Total Gas and Power Ltd	3006050620	96.99	96.99		501			ELECTRICITY PUBLIC WC

Payments for Month 5				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/08/2022	Barclaycard Account	JulyStmnt	699.23			208		699.23	July Statement payment
30/08/2022	Petty Cash	PCash M5	92.59			210		92.59	PettyCash reimb M5
Total Payments for Month			84,272.58	33,480.76	0.00			50,791.82	
Balance Carried Fwd			820,518.34						
Cashbook Totals			904,790.92	33,480.76	0.00			871,310.16	

Date: 01/09/2022

Newmarket Town Council Current Year 2022/2023

Page: 1

Time: 17:37

Cashbook 2

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Petty Cash

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	150.00					150.00	
	Banked: 11/07/2022	90.25						
300808	Current Account	90.25			201		90.25	PCash M4 (a) reimbursement
	Banked: 27/07/2022	80.06						
300809	Current Account	80.06			201		80.06	PCash reimbursement
Total Receipts for Month		170.31	0.00	0.00			170.31	
Cashbook Totals		<u>320.31</u>	<u>0.00</u>	<u>0.00</u>			<u>320.31</u>	

Continued on Page 2

Payments for Month 4					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/07/2022	Petty Cash M4(A)	PETTYCASH	90.25		14.63	4020	102	2.50	PCash/office refr.
						4181	307	48.12	PCash/LexLink welcome packs
						4062	101	25.00	PCash/MayorChain case repairs
27/07/2022	Petty Cash M4 (B)	PETTYCASH	80.06		3.58	4023	101	9.16	PCASH/2023diary
						4016	120	8.75	PCASH/ant treatment
						4020	102	2.50	PCASH/office refreshment
						4020	103	32.00	PCash/staff eye test
						4181	307	24.07	PCASH/lexlink twinning recep
Total Payments for Month			170.31	0.00	18.21			152.10	
Balance Carried Fwd			150.00						
Cashbook Totals			320.31	0.00	18.21			302.10	

Receipts for Month 5				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		150.00					150.00	
Banked: 30/08/2022		92.59						
PCash M5	Current Account	92.59			201		92.59	PettyCash reimb M5
Total Receipts for Month		92.59	0.00	0.00			92.59	
Cashbook Totals		<u>242.59</u>	<u>0.00</u>	<u>0.00</u>			<u>242.59</u>	

Payments for Month 5					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1/08/2022	Petty Cash M5	PETTYCASH	92.59		1.50	4023	101	7.49	PCash/printing paper
						4020	102	3.60	PCash/Staff refreshements
						4020	103	80.00	PCash/Staff lenses
Total Payments for Month			92.59	0.00	1.50			91.09	
Balance Carried Fwd			150.00						
Cashbook Totals			242.59	0.00	1.50			241.09	

Receipts for Month 4				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Balance Brought Fwd :	12,091.54					12,091.54
	Banked: 04/07/2022	20,000.00					
topup	Current Account	20,000.00			201		20,000.00 Salary account topup
Total Receipts for Month		20,000.00	0.00	0.00			20,000.00
Cashbook Totals		<u>32,091.54</u>	<u>0.00</u>	<u>0.00</u>			<u>32,091.54</u>

Payments for Month 4				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/07/2022	People's Pension	DD WPP04	829.04			514		829.04	People's Pension M4
25/07/2022	HMRC	1108662304	4,253.25			515		4,253.25	HMRC M4
25/07/2022	Net Salaries M4	BACS M4	10,608.35			516		10,608.35	Net Salaries M4
Total Payments for Month			15,690.64	0.00	0.00			15,690.64	
Balance Carried Fwd			16,400.90						
Cashbook Totals			32,091.54	0.00	0.00			32,091.54	

Receipts for Month 5					Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	16,400.90					16,400.90	
	Banked: 15/08/2022	50,000.00						
topup	Current Account	50,000.00			201		50,000.00	salary a/c topup
Total Receipts for Month		50,000.00	0.00	0.00			50,000.00	
Cashbook Totals		<u>66,400.90</u>	<u>0.00</u>	<u>0.00</u>			<u>66,400.90</u>	

Payments for Month 5				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/08/2022	People's Pension	DD	883.00			514		883.00	People's Pension M5 WPP
24/08/2022	Net Salaries M5	BACS	11,285.48			516		11,285.48	Net Salaries M5
24/08/2022	HMRC	1108662305	4,332.12			515		4,332.12	PAYE/NICs M5
Total Payments for Month			16,500.60	0.00	0.00			16,500.60	
Balance Carried Fwd			49,900.30						
Cashbook Totals			66,400.90	0.00	0.00			66,400.90	

Receipts for Month 4				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 29/07/2022	681.41						
June pymt	Current Account	681.41			201		681.41	June Statement pymt
Total Receipts for Month		681.41	0.00	0.00			681.41	
Balance Carried Fwd		583.77						
Cashbook Totals		<u>1,265.18</u>	<u>0.00</u>	<u>0.00</u>			<u>1,265.18</u>	

Payments for Month 4				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			666.24					666.24	
01/07/2022	card/Adobe	CC230412	15.17			4025	101	15.17	card/Adobe lic monthly
04/07/2022	CARD/Homebase	CC230392	63.95		10.66	4029	200	53.29	CARD/Axe
05/07/2022	CARD/BP	CC230393	80.00		13.33	4039	200	66.67	CARD/Diesel for van
07/07/2022	CARD/DVLA	CC230394	25.00			4039	200	25.00	CARD/REPLACEMENT LOG BOOK
07/07/2022	CARD/SHOE DOCTOR	CC230395	20.00		3.33	4036	310	16.67	CARD/SPARE KEYS
09/07/2022	card/FaceBook	CC230411	43.95			4077	101	43.95	card/publicity.summer/Jub
11/07/2022	CARD/BEST ONE SHOP	CC230396	4.48			4078	120	4.48	CARD/MEETING REFRESHMENTS
15/07/2022	CARD/AMAZON	CC230397	88.00		14.66	4038	120	73.34	CARD/DISPLAY BOARDS
20/07/2022	CARD/HOMEBASE	CC230398	6.00		1.00	4037	211	5.00	CARD/POSTFIX FOR PLAQUES
20/07/2022	CARD/SHOE DOCTOR	CC230399	12.00		2.00	4037	306	10.00	CARD/SPARE KEYS FOR VENDOR
20/07/2022	CARD/AMAZON	CC230400	9.77		1.64	4036	120	8.13	CARD/SIGNS FOR GATES
28/07/2022	card/BP Hyperion	CC230401	90.01		15.00	4039	200	75.01	card/van fuel
28/07/2022	card/Direct Source	CC230402	60.94		10.16	4098	303	50.78	card/sbox trophies
28/07/2022	card/Amazon	CC230403	41.78		6.96	4019	101	34.82	card/keyboard&mouse
28/07/2022	card/Eastcroft Roses	CC230404	23.50		3.92	4037	306	19.58	card/rose for flowerbed
29/07/2022	card/Zoom	CC230410	14.39		2.40	4115	101	11.99	card/monthly lic Zoom
Total Payments for Month			598.94	0.00	85.06			513.88	
Cashbook Totals			1,265.18	0.00	85.06			1,180.12	

Receipts for Month 5			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 30/08/2022	699.23						
JulyStmnt	Current Account	699.23			201		699.23	July Statement payment
Total Receipts for Month		699.23	0.00	0.00			699.23	
Balance Carried Fwd		1,019.36						
Cashbook Totals		<u>1,718.59</u>	<u>0.00</u>	<u>0.00</u>			<u>1,718.59</u>	

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			583.77					583.77	
01/08/2022	CARD/HOMEBASE	CC230405	90.00		15.00	4037	202	75.00	CARD/PAINTING SUPPS CEM GATES
01/08/2022	CARD/B&M	CC230406	8.00		1.33	4036	120	6.67	CARD/LIGHT BULBS
01/08/2022	CARD/ADOBE	CC230413	15.17		2.53	4025	101	12.64	CARD/MONTHY LICENCE
02/08/2022	CARD/B&M	CC230407	2.29		0.38	4036	120	1.91	CARD/ANT POWDER
04/08/2022	CARD/AMAZON	CC230408	39.44			4037	306	39.44	CARD/BIRD SEED
08/08/2022	CARD/SAFETYSIGNS4LESS	CC230414	37.62		6.27	4037	306	31.35	CARD/SIGNAGE
15/08/2022	CARD/HOMEBASE	CC230415	8.95		1.49	4029	200	7.46	CARD/BROOM
15/08/2022	CARD/WICKES	CC230416	18.00		3.00	4036	120	15.00	CARD/SAFETY TAPE
15/08/2022	CARD/AMAZON	CC230417	12.40			4037	306	12.40	CARD/WASP TRAPS
16/08/2022	CARD/AMAZON	CC230418	11.04		1.84	4016	310	9.20	CARD/TOILET BRUSHES
16/08/2022	CARD/AMAZON	CC230419	13.99		2.33	4029	200	11.66	CARD/CABLE TIES
16/08/2022	CARD/AMAZON	CC230420	7.99		1.33	4029	200	6.66	CARD/XL CABLE TIES
16/08/2022	CARD/AMAZON	CC230421	11.99		2.00	4016	310	9.99	CARD/SPIDER REPELLENT
16/08/2022	CARD/ECL PLASTICS	CC230422	40.20		6.70	4098	303	33.50	CARD/BRANDING PLATES
16/08/2022	CARD/AMAZON	CC230423	4.99		0.83	4036	120	4.16	CARD/DOOR STOPPERS
17/08/2022	CARD/PAYA GROUP	CC230424	603.00		50.50	4098	303	552.50	CARD/DONATION MACHINES DEP&HIR
18/08/2022	CARD/AMAZON	CC230425	39.95		6.66	4098	303	33.29	CARD/XL CABLE TIES
19/08/2022	CARD/BP HYPERION	CC230426	90.00		15.00	4039	200	75.00	CARD/DIESEL FOR VAN
22/08/2022	CARD/THURLOWNUNN	CC230427	22.00		3.67	4037	306	18.33	CARD/2-STROKE FUEL FOR BLOWER
22/08/2022	CARD/AMAZON	CC230428	22.51		3.78	4098	303	18.73	CARD/BARRIER TAPE
25/08/2022	card/Banana Print	CC230431	20.90			4023	101	20.90	WSC business cards
29/08/2022	card/Zoom	CC230432	14.39		2.40	4115	101	11.99	card/monthly zoom licence
30/08/2022	card/Banana Print	CC230431	-20.90			4023	101	-20.90	correction to VAT
30/08/2022	card/Banana Print	CC230431	20.90		3.49	4023	101	17.41	card/WSC business cards print
Total Payments for Month			1,134.82	0.00	130.53			1,004.29	
Cashbook Totals			1,718.59	0.00	130.53			1,588.06	

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01/09/2022

Newmarket Town Council Current Year 2022/2023

Page 1

17:33

Detailed Income & Expenditure by Budget Heading as at 31/8/2022

Month No: 5

Committee Report Finance & Policy M5

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & Policy</u>								
<u>100 Precept</u>								
1176 Precept Received	0	715,210	715,210	0			100.0%	
Precept :- Income	0	715,210	715,210	0			100.0%	0
Net Income	0	715,210	715,210	0				
<u>101 Administration</u>								
1003 Banner Income	0	1,000	1,000	0			100.0%	
1005 Misc Income	(6)	161	0	(161)			0.0%	
1006 Sumup Commission offset	11	11	0	(11)			0.0%	
1103 Rent Receivable	0	0	100	100			0.0%	
Administration :- Income	5	1,172	1,100	(72)			106.5%	0
4008 Staff Training	0	450	3,000	2,550	2,550	15.0%		
4009 Staff Travel	0	58	250	192	192	23.1%		
4018 Software/Computer Consumables	0	292	2,500	2,208	2,208	11.7%		
4019 New IT System/Hardware	0	910	5,000	4,090	4,090	18.2%		
4021 Telephone and Fax	93	504	2,000	1,496	1,496	25.2%		
4022 Postage	0	200	2,100	1,900	1,900	9.5%		
4023 Stationery	25	591	2,000	1,409	1,409	29.5%		
4025 Subscriptions&Licences	13	3,232	5,700	2,468	2,468	56.7%		
4026 Insurance	0	0	10,000	10,000	10,000	0.0%		
4028 Office Maintenance	438	4,308	11,500	7,192	7,192	37.5%		
4030 Recruitment Advertising	0	0	500	500	500	0.0%		
4051 Bank Charges/Interest	0	72	200	128	128	36.0%		
4056 Legal Expenses	0	2,547	10,000	7,453	7,453	25.5%		
4057 Audit & Accountancy Fees	0	908	3,850	2,942	2,942	23.6%		
4058 Professional Fees	0	5,398	5,398	0	0	100.0%		
4059 web site	180	309	1,000	691	691	30.9%		
4060 Councillors Training	0	0	550	550	550	0.0%		
4061 Councillors Expenses	0	0	275	275	275	0.0%		
4062 Civic Regalia	0	172	325	153	153	52.9%		
4064 Town Mayor's Allowance	0	60	1,000	940	940	6.0%		
4075 Grant to CAB	0	3,000	3,000	0	0	100.0%		
4076 Grants	0	1,250	5,000	3,750	3,750	25.0%		
4077 Marketing	0	2,300	3,000	700	700	76.7%		
4079 Remembrance Event Expenses	0	0	1,000	1,000	1,000	0.0%		
4083 PCSO	0	18,000	36,000	18,000	18,000	50.0%		
4090 Biodegradable Dog Poo Bags	0	300	1,000	700	700	30.0%		

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4093 Sumup Commission	1	6	0	(6)		(6)	0.0%	
4097 Election Costs	0	3,388	5,000	1,612		1,612	67.8%	
4113 Rolling Capitol Reserve	0	0	13,800	13,800		13,800	0.0%	
4114 Other Projects / Reserves	0	0	14,601	14,601		14,601	0.0%	
4115 Coronavirus Response Costs	74	410	5,000	4,590		4,590	8.2%	
4180 Civic Functions	0	2,233	2,000	(233)		(233)	111.6%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 CCTV WSC SLA Monitoring	0	485	2,000	1,515		1,515	24.2%	
Administration :- Indirect Expenditure	824	56,382	163,549	107,167	0	107,167	34.5%	0
Net Income over Expenditure	(819)	(55,210)	(162,449)	(107,239)				
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	80	112	250	138		138	44.8%	
4028 Office Maintenance	0	0	250	250		250	0.0%	
4058 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
Health & Safety :- Indirect Expenditure	80	112	3,000	2,888	0	2,888	3.7%	0
Net Expenditure	(80)	(112)	(3,000)	(2,888)				
Finance & Policy :- Income	5	716,382	716,310	(72)			100.0%	
Expenditure	904	56,494	166,549	110,055	0	110,055	33.9%	
Movement to/(from) Gen Reserve	(899)	659,888						
Grand Totals:- Income	5	716,382	716,310	(72)			100.0%	
Expenditure	904	56,494	166,549	110,055	0	110,055	33.9%	
Net Income over Expenditure	(899)	659,888	549,761	(110,127)				
Movement to/(from) Gen Reserve	(899)	659,888						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	4,441	
105	Vat Due	9,043	
201	Current Account	820,518	
204	Staff Salary Bank Account	49,900	
208	Barclaycard Account	(1,019)	
210	Petty Cash	150	
	Total Current Assets		883,034
	<u>Current Liabilities</u>		
565	Bookings Deposit	366	
	Total Current Liabilities		366
	Net Current Assets		882,668
	Total Assets less Current Liabilities		882,668
	<u>Represented by :-</u>		
301	Current Year Fund	417,237	
310	General Fund	169,654	
311	EMR Play Equipment	35,449	
312	EMR - WSC Covid Town	1,788	
313	EMR Town Regeneration	41,680	
316	EMR Clocks/Memorials	7,205	
317	EMR Buildings-M Hall Fund	7,867	
318	EMR Buildings - Pavilion Fund	9,563	
319	EMR Disused Churchyard	2,836	
320	EMR Cooper Memorial	2,008	
321	EMR Grants	4,801	
322	EMR Street Lighting	3,500	
323	EMR Allotments	2,839	
325	EMR Public Realm	12,000	
326	EMR Elections	16,428	
327	EMR Legends of the Turf	2,844	
328	EMR Vehicle Replacement	3,260	
330	EMR Cemetery	24,453	
331	EMR Town Improvement	28,840	
332	EMR Human Resources	33,889	
333	EMR Carnival	8,428	
334	EMR Christmas Lights	2,679	
335	EMR Winter Event	6,000	
336	EMR Events-General	6,000	
337	EMR Twinning	4,543	
338	EMR Soapbox Derby	10,000	
341	EMR Water Feature	4,971	
342	EMR Memorial Gardens	8,034	
343	EMR Workwear	472	
344	EMR Asset Sales	3,401	
	Total Equity		882,668

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	5	716,382	716,310	(72)			100.0%
Expenditure	904	56,494	166,549	110,055	0	110,055	33.9%
Net Income over Expenditure	<u>(899)</u>	<u>659,888</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(899)</u>	<u>659,888</u>					

Community Services

Income	16,188	41,791	65,100	23,309			64.2%
Expenditure	5,873	93,722	225,984	132,262	0	132,262	41.5%
Net Income over Expenditure	<u>10,316</u>	<u>(51,931)</u>					
plus Transfer from EMR	0	23,880					
less Transfer to EMR	15,614	15,614					
Movement to/(from) Gen Reserve	<u>(5,298)</u>	<u>(43,665)</u>					

Leisure Services

Income	6,530	37,051	41,700	4,649			88.9%
Expenditure	19,794	145,144	230,377	85,233	0	85,233	63.0%
Net Income over Expenditure	<u>(13,264)</u>	<u>(108,094)</u>					
plus Transfer from EMR	16,656	30,067					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>3,392</u>	<u>(78,027)</u>					

Human Resources

Income	0	142	0	(142)			0.0%
Expenditure	16,504	82,767	189,700	106,933	0	106,933	43.6%
Net Income over Expenditure	<u>(16,504)</u>	<u>(82,626)</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(16,504)</u>	<u>(82,626)</u>					

Neighbourhood Plan

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Income	0	0	0	0			0.0%
Expenditure	0	0	10,500	10,500	0	10,500	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
Grand Totals:- Income	22,724	795,365	823,110	27,745			96.6%
Expenditure	43,075	378,128	823,110	444,982	0	444,982	45.9%
Net Income over Expenditure	<u>(20,351)</u>	<u>417,237</u>	<u>0</u>	<u>(417,237)</u>			
plus Transfer from EMR	16,656	53,947					
less Transfer to EMR	15,614	15,614					
Movement to/(from) Gen Reserve	<u>(19,309)</u>	<u>455,570</u>					

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Report to	Finance & Policy Committee
Subject	Review a grant to Citizens Advice Bureau West Suffolk
Purpose	Decision
Classification	Unrestricted
Meeting date	26th September 2022
Item number	9a
Written By	Cathy Whitaker CLERK

Summary: This report gives information regarding Council's decision earlier in the municipal year to review its grant made to CAB West Suffolk.

1.	Introduction
a.	In May 2022 Council resolved to make the usual annual grant of £3,000 to CAB West Suffolk.
b.	Also, it was decided to review this amount over the next months in light of the cost-of-living crisis.
2.	Context
a.	CAB West Suffolk has provided an update report (see attached) with regard to the impact that the crisis is having on its services and the increased levels of support that are now required.
3.	Proposal/Options
a.	Make a further grant for the current year 2022/2023.
b.	Reassess at budget setting to decide grant level for 2023/2024.
4.	Financial/Resource Implications
a.	The Grants account (4076/101) currently sits at £3,750 with a further Grants EMR account at £4,801.
5.	Next Steps/Recommendations
a.	Consider a second grant of £2,000 for CAB West Suffolk for 2022/2023.
b.	Vire that amount from account 4076/101 to account 4075/101.

Cathy Whitaker

Subject: FW: Newmarket Town Council: FAO Carol Eagles.

From: Eagles, Carol <>
Sent: 09 September 2022 09:56
To: Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk>
Cc
Subject: Re: Newmarket Town Council: FAO Carol Eagles.

Dear Cathy,

Thank you for your email and asking the Council's Finance Committee to consider our funding at their September meeting.

The cost-of-living crisis is having an impact on the demand for our services with a 19% increase in clients and a 76% increase in activities when you compare August 2021 with August 2022.

This financial year to date compared with the same period last year we have helped with:

- 125% more Utilities issues
- 65% more Debt issues
- 37% more Benefit issues
- 14% more Housing issues

People are concerned about how they are managing their money now and are scared about Winter. We are facilitating multiple requests for food vouchers/parcels a day. We are also providing fuel vouchers for pre-payment meters and paying for 500 litres of oil through the SCC Household Fund. We are providing income maximisation, budgeting and debt advice alongside the charitable support.

As a result of our income maximisation work and people's need to increase their income, we have more people wanting our help with applying for disability benefits such as Attendance Allowance and Personal Independence Payments. With the increase in applications, we have seen a rise in the number of clients needing help with reconsiderations and appeals as the DWP return to their stricter pre-covid conditions.

In order to be able to help more people we need more volunteers and then paid staff to train and supervise them.

Any support Newmarket Town Council can offer us to find volunteers or additional funding would be gratefully received.

Best regards

Carol Eagles
CEO
Citizens Advice West Suffolk

.....

From: Cathy Whitaker <Cathy.whitaker@newmarket.gov.uk>
Sent: 05 September 2022 15:23

To: Finance <finance@swcab.org.uk>

Subject: Newmarket Town Council: FAO Carol Eagles.

Good afternoon Carol,

Earlier in the year council decided to continue with the £3,000 grant to CAB, whilst also realise that need is greater in these difficult times.

I am bringing back to council to consider if there may be further funding this year on this basis – to the Finance Committee on 19/9/2022.

Are you able to supply me with some figures and information regarding the increased need for funding please – by 12/9/22 if possible?

Regards,

Cathy Whitaker

Clerk to Newmarket Town Council



King Edward VII Memorial Hall
High Street
Newmarket
Suffolk CB8 8JP
Tel: 01638 661777
www.newmarket.gov.uk

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Report to	Finance & Policy Committee
Subject	Grant for Newmarket BID for the Christmas Light Switch-On
Purpose	Decision
Classification	Unrestricted
Meeting date	26th September 2022
Item number	9b
Written By	Cathy Whitaker CLERK

Summary: This report outlines an application by Newmarket BID for financial assistance regarding the hosting of the Christmas Lights Switch-On event on 18th November 2022.

1.	Introduction
a.	The BID organises the Christmas Lights Switch-On Event with liaison with the Town Council regarding the lights.
b.	Gala Lights and Cozens run the logistics for the switch-on, facilitated by NTC.
2.	Context
a.	The entertainment is organised by the BID.
b.	Schedule:- Updated Running Order 5pm to 5.10pm Star Radio open event and point out first aid, lost child and toilets 5.10pm – 5.25pm Elsa introduced and sing a song/ 2 songs 5.25pm 5.45pm School Choir 5.45pm to 6pm Dance 6pm to 6.40pm Nik Lowe 6.40pm to 7.05pm Star Radio play radio songs, build up light switch on 7.05pm to 7.35pm Interrobang 7.35pm to 8pm Adult Choir
3.	Proposal/Options
a.	Application is for £1,000 in financial assistance by means of a grant.
b.	The Town Council will receive acknowledgement and publicity in all the advertising in advance and on the day.
4.	Financial/Resource Implications
a.	The Grants account and EMR are able to provide a £1,000 grant.
5.	Next Steps/Recommendations
a.	To approve a £500 grant to Newmarket BID to assist with the Christmas Lights Switch-On event; NTC to be promoted as a sponsor.



Grant Application Form

The Town Council considers grant applications from local organisations every year, each is considered on its merits and against availability of funds. Applications are invited from local organisations which directly benefit residents. For guidance, applicants are advised to read the Grants and Funding Policy document which is available on the Council's website: www.newmarket.gov.uk

1. Your Organisation

Name of Organisation	LOVE NEWMARKET
Address	SUITE 9, ROOKERY HOUSE GSC, NEWMARKET
Telephone	E-mail MANAGER@NEWMARKETBID.COM
Is this application a consortium/partnership bid?	Yes / <u>No</u>
If yes, name(s) of other organisations involved:	
Details of main contact person (name, address, phone and email)	PAUL BROWN

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

Give consideration to the following:

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

CHRISTMAS LIGHT SWITCH ON FRIDAY 18 th NOVEMBER MONEY TOWARDS COST OF EVENT, APPROX
--

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

SK ATTENDING

£ 1,000

4. **Where will this take place?** Please give us the address and postcode of the main site of your project. If your project is taking place over a wider geographic area, please tell us the main areas where the project will take place.

HIGH STREET

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

Start date	5 PM	18/11/22
End date	11.59 PM	18/11/22

6. **If you have received funding from Newmarket Town Council, in the last three years, please list below the year, purpose and amount of funding received.**

Year	Purpose	Amount
		500

7. **How would Newmarket Town Council support be acknowledged?**

MAIN SPONSOR IN ALL ADVERTISING
MATERIALS INCLUDING REINDEER
TRAIL

8. **Please confirm the following documents are available for inspection if required**

Your accounts	✓
Budget projections for the activity	✓
The constitutional document that governs your organisation	✓

9. Data protection and freedom of information

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. Details of grants made by the Town Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body, we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at <http://www.newmarket.gov.uk>

10. Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000

By signing this declaration, you are confirming that you have the authority to sign this application and that the details given are true and correct.

Your signature (digital signature acceptable)	
Name	PAUL BROWN
Date	09/09/22

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

For internal use only	
Date received	9/9/2022.
Date presented to F&P committee	26/9/2022.
Decision	
Notes	

Health, Safety and Facilities update for F&P 26/09/2022

by Deputy Town Clerk

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

Additional information about happenings since the previous report:

Memorial Hall/Garden

Scaffolding came down in time for the summer holidays. Work was delayed slightly by the extreme temperatures, and therefore took a couple of extra days before we could reopen the passageway safely.

The railings went up on top of the left-hand side wall, and also the gap from the car park belonging to the flats was fenced – there does not appear to have been any intrusion into the side area since this was done. Some further strengthening work to the wall is underway, with the repointing to be completed after the holidays.

The Tailor Trailer arrived in the gardens for the duration of the holidays and seemed very popular. It appears to be a great asset to the outdoor space, and has been a most welcome service, especially on Summer Event days. Initial reports are losses some days, outweighed somewhat by takings on event days. Provision to be reviewed if we would like them back in 2023.

Some damage was caused to the wetpour surfacing in the toddler area meaning we had to rope off the multiplay climber as the concrete was left exposed and dangerous. Fortunately, we do not have long to wait for the whole area refurbishment, which is due to begin on 7th November, barring any hitches.

There have been issues with blocked drains from the neighbouring property – believed to be originating from the flats, and causing problems for Turkoman restaurant. Unfortunately, the only way to access the drain with the blockage was over the wall beside the hall as it is in a recessed area.



Rotten fire doors have been replaced in the main hall. Replacement door furniture is needed as a latch on one side has lost its spring/return action for the push bar. It is still functional, but not ideal.

Investigations have begun into the Memorial Hall roof leak – a report and quote are expected shortly.

Alarm activations continue to be a problem both at the Hall and Pavilion. Spiders seem to be the most likely culprits.

Severals/Pavilion

The storage doors have needed another repair – these are heavy doors that have been noted to be left open/swinging, causing the door to drop and the shot-bolts to misalign. Without these operational, the storage area cannot be secured so an emergency repair was needed. The doors have also been noticed to have gouges and scrapes on the inside which were not previously present.

A fire call point in the storage area was smashed during a cricket match set up – 2 members of staff were called out at the weekend, plus the mayor, and the security company, to try to stop the alarm. An engineer attended first thing on Monday to replace the damaged one. The cricket club was invoiced for all costs involved and promptly settled.

Cemetery

Preparation is underway to begin the necessary belltower and flintwork repairs.

A further incident has occurred with a vehicle damaging a section of the wall on the Dullingham Road side.

Still awaiting details from the contractor regarding the memorials that have been strapped up.

Item 11

A group of travellers arrived in August, and parked on the grass outside for a week. As the automatic gates have been inoperational, they were able to take their horses into the cemetery to give them water and hose them down! They were also reported to be having fires. The gate company were contacted again to look at why the gates were not functioning, only to discover that the circuit board had been removed and the photocell damaged. We await replacement parts to be fitted.

Elsewhere

Tree work permissions have been granted, and the contractor is due to begin in September, once nesting season is over. He will recommend and quote for replacements for those felled.

The flowerbeds around the clocktower have been disappointing, mainly due to lack of watering. The contractors have agreed to rectify this, replace those plants lost, and water more frequently – a new powered bowser has been purchased. The remedial work began in August, and is being monitored closely.

The SID batteries are discharging too much on the current 3-week cycle, meaning they have required jump starting to be able to charge up. The supplier came to do this, but recommends we leave them out for only 2 weeks. We could do this, or alter to a 4-week cycle with a battery change half way through.