

Membership from May 2022

Councillor Borda
Councillor Drummond
Councillor Ferries
Councillor Hall (Vice)
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 23rd January at 7pm
*or following on from the Development and Planning
Committee meeting, whichever is later*

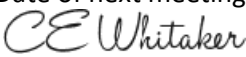
The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

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 21st November 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 months 8 and 9
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 (month 9)
9. **Grants** – To receive small grants applications for consideration:
 - a) **Newstalk**
 - b) **Newmarket Community Arts**
10. **Policies** – to review
 - a) Standing Orders
 - b) Financial Regulations
 - c) Financial Risk Scheme
 - d) Scheme of Delegation to Officers
11. **Committee Terms of Reference** – to review (to follow)
12. **Health, Safety and Facilities** – to receive a monthly report
13. **Correspondence**
14. Date of next meeting **Monday 20th March 2023**

Signed  Cathy Whitaker, Town Clerk

Date 17th January 2023



Newmarket

TOWN COUNCIL

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

Attendance:

Councillor J Harvey (Chairman)
Councillor J Borda
Councillor A Drummond
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor S Perry
Councillor K Yarrow

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

Minute

- F/22/11/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded**
The Chairman opened the meeting and advised that the Fire Safety Notice was not required and confirmed that proceedings may be filmed or recorded.
- F/22/11/2 Apologies for Absence**
Apologies were received from Cllr Ferries and Lay. Cllr Hall was absent.
- F/22/11/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Members Dispensation**
None noted. There were no requests for dispensations.
- F/22/11/4 To Confirm the Minutes of the Meeting Held on 26th September 2022 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 26th September 2022 and the following was agreed:

F/22/11/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 26th September 2022 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/22/11/5 Public Open Session**
No members of the public were present.
- F/22/11/6 Submission of Schedules of Payments for Information CB1 - CB4 2022**
Members reviewed CB1 - CB4 for September and October 2022 and the following was agreed:

F/22/11/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/09/2022 – 31/10/2022 (Cash Book 1 - 4) be received and adopted.

F/22/11/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 30/09/2022 and 31/10/2022 (months 6 and 7) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/22/11/8 To Receive the Income and Expenditure

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

F/22/11/9 Grants

A grant application from 6th Newmarket Brownies was considered and the following was agreed:

F/22/11/9.01 Recommendation

That a grant request from 6th Newmarket Brownies for £250 be approved.

An update on the Youth Worker for the Teen Chill Programme from Abbeycroft Leisure was noted. NTC had previously awarded a grant to support the project the following was agreed:

F/22/11/9.02 Recommendation

That the request from Abbeycroft Leisure for NTC to assist with the recruitment of a Youth Worker to cover the Teen Chill Projects at Newmarket and Brandon be approved; this by way of the NTC website.

F/22/11/10 Budget 2023/2024

The draft F&P budget for the municipal year 2023/2024 was considered and the following was agreed:

F/22/11/10.01 Recommendation

That the draft F&P budget for the municipal year 2023/2024 be received and approved.

F/22/11/11 Committee Schedule

The new schedule of Committee meetings was reviewed and the following was agreed:

F/22/11/11.01 Recommendation

That the successful trial be continued and become the established schedule going forward. That the revised schedule for Committee meetings from December 2022 to 2nd May 2023 be approved. That the Committee titles revert to those prior to the trial. That the Committee meeting schedule from 9th May 2023 be approved at the Annual Meeting of the Council in

May 2023.

F/22/11/12 LGA Code of Conduct

Guidance regarding the changes to declarations of interest at meetings was noted and the Town Clerk was requested to send the information to all Councillors.

F/22/11/13 Policies

Civility and Respect Pledge (NALC, SLCC and SALC) – a proposal to sign up to the pledge and to introduce a **Dignity at Work Policy** was considered and the following was agreed:

F/22/11/13.01 Recommendation

That NTC signs up to the Civility and Respect Pledge (NALC, SLCC and SALC). That the Town Clerk attends relevant training sessions on Civility and Respect. That NTC support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions where appropriate. That the Dignity at Work Policy be received and approved. That the Bullying & Harassment Statement be added to the NTC website.

Grants & Funding Policy – an amended Grants Funding Policy was considered and the following was agreed:

F/22/11/13.02 Recommendation

That the revised Grants & Funding Policy be received and adopted.

Defibrillators - A previous resolution for defibrillator information and locations be added to the NTC website was reconsidered and the following was agreed:

F/22/11/13.03 Recommendation

That NTC does not add information and locations of defibrillators to the NTC website due to NTC not owning them; a database would be difficult to keep up to date and accurate and the public are given the location of registered defibrillators when contacting the emergency services.

F/22/11/14 Health and Safety

The monthly health and safety report was presented and noted

F/22/11/15 Interim Audit

The Interim internal audit report from Heelis & lodge Local Council Services was received and noted.

Thanks were given to the Town Clerk and staff for the assistance given during the audit and for the quality of the documentation.

F/22/11/16 Correspondence

None noted.

F/22/11/17 Date of Next MeetingMonday 23rd January 2023 at the Memorial Hall.

Meeting closed at 7:35pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/22/11/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/09/2022 – 31/10/2022 (Cash Book 1 - 4) be received and adopted.
<u>F/22/11/9.01 Recommendation</u>	That a grant request from 6 th Newmarket Brownies for £250 be approved.
<u>F/22/11/9.02 Recommendation</u>	That the request from Abbeycroft Leisure for NTC to assist with the recruitment of a Youth Worker to cover the Teen Chill Projects at Newmarket and Brandon be approved; this by way of NTC website.
<u>F/22/11/10.01 Recommendation</u>	That the draft F&P budget for the municipal year 2023/2024 be received and approved.
<u>F/22/11/11.01 Recommendation</u>	That the successful trial be continued and become the established schedule going forward. That the revised schedule for Committee meetings from December 2022 to 2 nd May 2023 be approved. That the Committee titles revert to those prior to the trial. That the Committee meeting schedule from 9 th May 2023 be approved at the Annual Meeting of the Council in May 2023.
<u>F/22/11/13.01 Recommendation</u>	That NTC signs up to the Civility and Respect Pledge (NALC, SLCC and SALC). That the Town Clerk attends relevant training sessions on Civility and Respect. That NTC support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions where appropriate. That the Dignity at Work Policy be received and approved. That the Bullying & Harassment Statement be added to the NTC website.
<u>F/22/11/13.02 Recommendation</u>	That the revised Grants & Funding Policy be received and adopted.
<u>F/22/11/13.03 Recommendation</u>	That NTC does not add information and locations of defibrillators to the NTC website due to NTC not owning them; a database would be difficult to keep up to date and accurate and the public are given the location of registered defibrillators when contacting the emergency services.

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Date: 05/01/2023

Newmarket Town Council Current Year 2022/2023

Page: 1

Time: 11:39

Cashbook 1

User: CEW

Current Account

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		723,817.58					723,817.58	
bacs	Banked: 26/09/2022	-200.00						
	Sales Recpts Page 2397	-200.00	-200.00		101			Sales Recpts Page 2397
bacs	Banked: 26/09/2022	200.00						
bacs	Triple Threat Theatre	200.00		33.33	565		166.67	hdep Triple Threat bookings
sumup/bacs	Banked: 22/10/2022	201.54						
sumup/bacs	Dick Whit Referrals	201.54	200.00		101			Sales Recpts Page 2391
					1006	101	5.00	sumup pymt for booking 22/10
					4093	101	-3.46	sumup pymt for booking 22/10
adj.SLrec	Banked: 31/10/2022	-144.00						
adj.SLrec	Bluest Blue	-144.00		-24.00	565		-120.00	hdepNov22 BluestBlue adj
adjtoSLrec	Banked: 31/10/2022	-144.00						
adjtoSLrec	Bluest Blue	-144.00		-24.00	565		-120.00	hdepDec22 Adj to SL recBluestB
adj to SL	Banked: 31/10/2022	-144.00						
adj to SL	Bluest Blue	-144.00		-24.00	565		-120.00	hdepOct22 adj to SL recBluestB
adj to SL	Banked: 31/10/2022	-382.80						
adj to SL	Bluest Blue	-382.80		-63.80	565		-319.00	hdep.adj to SL rec NYE2022Blue
adjtoSLrec	Banked: 31/10/2022	-139.20						
adjtoSLrec	Bluest Blue	-139.20		-23.20	565		-116.00	hdepadj to SL rec.NY Day2023
adjtoSLrec	Banked: 31/10/2022	-226.20						
adjtoSLrec	Bluest Blue	-226.20		-37.70	565		-188.50	hdepadj to SL rec NY Day 23
adjtoSLrec	Banked: 31/10/2022	-180.00						
adjtoSLrec	Bluest Blue	-180.00		-30.00	565		-150.00	hdep.adj to SLrec.2/1/23
bacs	Banked: 31/10/2022	144.00						
	Sales Recpts Page 2398	144.00	144.00		101			Sales Recpts Page 2398
bacs	Banked: 31/10/2022	144.00						
	Sales Recpts Page 2399	144.00	144.00		101			Sales Recpts Page 2399
bacs	Banked: 31/10/2022	144.00						
	Sales Recpts Page 2400	144.00	144.00		101			Sales Recpts Page 2400
bacs	Banked: 31/10/2022	382.80						
	Sales Recpts Page 2401	382.80	382.80		101			Sales Recpts Page 2401
bacs	Banked: 31/10/2022	139.20						
	Sales Recpts Page 2402	139.20	139.20		101			Sales Recpts Page 2402
bacs	Banked: 31/10/2022	226.20						
	Sales Recpts Page 2403	226.20	226.20		101			Sales Recpts Page 2403
bacs	Banked: 31/10/2022	180.00						
	Sales Recpts Page 2404	180.00	180.00		101			Sales Recpts Page 2404

Continued on Page 2

Receipts for Month 8			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
correction	Banked: 31/10/2022	-144.00						
	Sales Recpts Page 2408	-144.00	-144.00		101			Sales Recpts Page 2408
correc	Banked: 31/10/2022	144.00						
correc	Bluest Blue	144.00		24.00	565		120.00	hdep for Dec bkg bluest Blue
bacs	Banked: 03/11/2022	90.00						
bacs	CS Sadler	90.00		15.00	565		75.00	hdep.2 bkgs 8/11 & 15/11 YOGA
bacs	Banked: 04/11/2022	364.80						
	Sales Recpts Page 2394	364.80	364.80		101			Sales Recpts Page 2394
bacs	Banked: 08/11/2022	432.00						
	Sales Recpts Page 2393	432.00	432.00		101			Sales Recpts Page 2393
bacs	Banked: 08/11/2022	2,000.00						
	Sales Recpts Page 2395	2,000.00	2,000.00		101			Sales Recpts Page 2395
bacs	Banked: 08/11/2022	216.96						
	Sales Recpts Page 2396	216.96	216.96		101			Sales Recpts Page 2396
bacs	Banked: 08/11/2022	500.00						
bacs	Companion Care Services	500.00			565		500.00	unknowndeposit hold.Companion
bacs	Banked: 10/11/2022	222.00						
	Sales Recpts Page 2392	222.00	222.00		101			Sales Recpts Page 2392
bacs	Banked: 10/11/2022	1,800.00						
bacs	West Suffolk Council	1,800.00			1181	302	1,800.00	Xmas FSM Grant/event 17/12/21
bacs	Banked: 10/11/2022	81.00						
bacs	Nmkt&Dist Swimming club	81.00		13.50	565		67.50	hdep bkg 11/11/22 Swim Club
bacs	Banked: 15/11/2022	120.00						
bacs	CS Sadler	120.00		20.00	565		100.00	hdep. yoga bookings.Nov
bacs	Banked: 16/11/2022	5,779.80						
bacs	National Stud Ltd	5,499.00		916.50	1172	303	4,582.50	705 bales SBox 2022
bacs	National Stud Ltd	280.80		46.80	1172	303	234.00	36 SBox bales
bacs	Banked: 17/11/2022	220.00						
bacs	James Southey	220.00		36.67	565		183.33	hdep.bkg 19/11/22. J Southey
000155	Banked: 22/11/2022	81.00						
	Sales Recpts Page 2405	81.00	81.00		101			Sales Recpts Page 2405
bacs	Banked: 22/11/2022	4,400.00						
bacs	Zurich Insurance	4,400.00			1005	202	4,400.00	claim for damaged wall (2)
bacs	Banked: 24/11/2022	69.60						
	Sales Recpts Page 2406	69.60	69.60		101			Sales Recpts Page 2406
bacs	Banked: 25/11/2022	376.00						

Receipts for Month 8				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Scrapco	376.00		62.67	1005	200	313.33	van scrap value
000156	Banked: 28/11/2022	67.00						
000156	Tea Dance Income	67.00		11.17	1043	301	55.83	Tea Dance inc. 25/11/22
bacs	Banked: 29/11/2022	3,738.24						
bacs	SEC Newgate Ltd	3,738.24		623.04	565		3,115.20	SNTS-hearing bkg.6-9Dec
Total Receipts for Month		20,759.94	4,602.56	1,575.98			14,581.40	
Cashbook Totals		744,577.52	4,602.56	1,575.98			738,398.98	

Payments for Month 8					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/11/2022	Total Gas and Power Ltd	3006009248	133.25	133.25		501			ELECTRICITY PAVILION
03/11/2022	Total Gas and Power Ltd	3006009237	27.01	27.01		501			ELECTRICITY CEMETERY
03/11/2022	Total Gas and Power Ltd	3006050620	78.03	78.03		501			ELECTRICITY TOILETS
04/11/2022	Newmarket Plant Hire Ltd	621597/98/	292.50	292.50		501			AUGER HIRE
04/11/2022	Anglian Water Business Nationa	354535901/	41.51	41.51		501			WATER CEM
04/11/2022	Complete Business Solutions Gr	03416067	51.28	51.28		501			COLOURED AGENDA PAPER
04/11/2022	Mead Contruccion (Cambridge) L	53004	3,336.00	3,336.00		501			PATH REPAIRS ST MARY
04/11/2022	Allied Mechanical Services Ltd	10432/58	727.50	727.50		501			CALLOUT MH HEATING
04/11/2022	CRC Pest Control	5149	600.00	600.00		501			PEST CONTROL QUARTERLY
04/11/2022	Abbey Security Services Ltd	37818/48	648.00	648.00		501			SECURITY SERVICES OCT
04/11/2022	MPB Electrical Contractors Ltd	0117	102.00	102.00		501			REPAIRS TO SWITCH MH
04/11/2022	Elveden Farms Ltd	259	4,318.50	4,318.50		501			INSTANT HEDGE FOR CEM
04/11/2022	Lubbe & Sons (Bulbs) Ltd	2220453	11,988.00	11,988.00		501			BULBS AND MECH PLANTING
08/11/2022	BUK Solutions Ltd	11942	786.00	786.00		501			CONFERENCE EQUIP RENT
08/11/2022	Libra Security Ltd	1288	41.76	41.76		501			ALARM BOX KEYS
08/11/2022	Crash Cleaner Ltd	49/50	350.00	350.00		501			TOILET CLEANING WKENDS
08/11/2022	Collaboration 23 Construction	754/755	6,972.00	6,972.00		501			CRASH REPAIRS TO CEM WALL
08/11/2022	Phillip Green	41122	115.00	115.00		501			CLOCK TOWER SEPT
08/11/2022	Jockey Club Estates	INJCE00115	1,077.00	1,077.00		501			SEVERALS SLA
08/11/2022	West Suffolk Council	1209967	250.00	250.00		501			PARKING PERMIT ADMIN
08/11/2022	Complete Business Solutions Gr	03429450	93.72	93.72		501			A4 WHITE RECYCLED
08/11/2022	Newmarket GMS Ltd	87825	599.00	599.00		501			LAWN MOWER
11/11/2022	N-CIS	9987/4144	513.23	513.23		501			IT SUPPORT
17/11/2022	Newmarket Plant Hire Ltd	622611/12	60.75	60.75		501			HERAS PANEL HIRE
17/11/2022	Ken Booth & Co Ltd	404673/901	431.24	431.24		501			JANITORIAL SUPPLIES
17/11/2022	Collaboration 23 Construction	758	1,015.80	1,015.80		501			CEM WORK AND TREE FIXING
17/11/2022	BS Initiative Ltd	7751	600.00	600.00		501			REINSTATEMENT COST ASSESSMENT
17/11/2022	Bury Flyer Ltd	2962/2963	499.20	499.20		501			REMEMBRANCE PRINTING
17/11/2022	Heelis and Lodge	HL9287	350.00	350.00		501			INTERIM AUDIT
17/11/2022	Anglian Water Business Nationa	354447001/	2,036.62	2,036.62		501			WATER MHALL
17/11/2022	Aurora Managed Services Ltd	IN400930	20.24	20.24		501			EXCESS COLOUR PRINTING
20/11/2022	Staff Salary Account	topup	25,000.00			204		25,000.00	salariea acc. topup
21/11/2022	RBL Poppy Appeal donation	EJB 10	178.00			4079	101	178.00	RBL Poppy Appeal donation
24/11/2022	Newmarket Town Band	015/2022	250.00	250.00		501			REMEMBRANCE EVENT
24/11/2022	SLCC Enterprises Ltd	BK208396-1	36.00	36.00		501			TRAINING TCLERK FEB
24/11/2022	ShineTime Cleaning Services	4835	528.00	528.00		501			BILL TUTTE SURFACE CLEANING
24/11/2022	Cozens (UK) Ltd	6969	4,320.00	4,320.00		501			CHRISTMAS LIGHTS 2022
24/11/2022	Zurich Municipal	519582814	518.56	518.56		501			INSPECTION CONTRACT
24/11/2022	NBB Recycled Furniture	3559120	1,140.00	1,140.00		501			2 PICNIC TABLES
24/11/2022	Total Gas and Power Ltd	3005957526	578.87	578.87		501			ELECTRICITY MHALL

Payments for Month 8					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/11/2022	Total Gas and Power Ltd	3006050620	49.04	49.04		501			ELECTRICITY TOILETS
24/11/2022	Total Gas and Power Ltd	3006009248	242.72	242.72		501			ELECTRICITY PAVILION
29/11/2022	Barclaycard Account	DD	1,125.04			208		1,125.04	Oct statement payment
29/11/2022	Barclaycard Account	bacs	100.00			208		100.00	addition to transfer
30/11/2022	NFU Mutual	1152438752	55.01	55.01		501			HIRE VAN ADDITION
30/11/2022	Caskade Music	25112201	100.00	100.00		501			TEA DANCE PERFORMANCE
30/11/2022	Complete Business Solutions Gr	03450398	112.67	112.67		501			OFFICE STATIONERY
30/11/2022	Libra Security Ltd	5056/64/65	1,314.00	1,314.00		501			UPGRADE PAVCCTV CAMERAS
30/11/2022	PPL PRS LTD	2252576	1,771.27	1,771.27		501			ANNUAL MUSIC LICENCE
30/11/2022	Massey & Harris (Engineering)	104278	172.80	172.80		501			BUMP STOP SPARE
30/11/2022	Collaboration 23 Construction	763	9,000.00	9,000.00		501			BELL TOWER FINAL PAYMENT
30/11/2022	Level Up Print Ltd	657	330.00	330.00		501			REMEMBRANCE BANNERS
30/11/2022	Robins and Day West London	1727501	1,725.73	1,725.73		501			INITIAL VAN LEASE (3 MONTHS)
30/11/2022	Petty Cash	300814	23.69			210		23.69	Petty Cash reimb. M8
Total Payments for Month			86,826.54	60,399.81	0.00			26,426.73	
Balance Carried Fwd			657,750.98						
Cashbook Totals			744,577.52	60,399.81	0.00			684,177.71	

Receipts for Month 8				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: 30/11/2022	23.69						
300814	Current Account	23.69			201		23.69	Petty Cash reimb. M8
Total Receipts for Month		23.69	0.00	0.00			23.69	
Cashbook Totals		<u>173.69</u>	<u>0.00</u>	<u>0.00</u>			<u>173.69</u>	

Payments for Month 8					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>
0/11/2022	Petty Cash M8	PETTYCASH	23.69			4009	101	16.20	PCASH/staff travel
						4020	102	7.49	PCASH/staff refr
Total Payments for Month			23.69	0.00	0.00			23.69	
Balance Carried Fwd			150.00						
Cashbook Totals			173.69	0.00	0.00			173.69	

Receipts for Month 8				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 :	20,267.55					20,267.55
	Banked: 20/11/2022	25,000.00					
topup	Current Account	25,000.00			201		25,000.00 salariea acc. topup
Total Receipts for Month		25,000.00	0.00	0.00			25,000.00
Cashbook Totals		<u>45,267.55</u>	<u>0.00</u>	<u>0.00</u>			<u>45,267.55</u>

Payments for Month 8				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>
24/11/2022	Net Salaries (M8)	BACS	16,557.02			516		16,557.02	Net Salaries (M8)
24/11/2022	HMRC	1108662308	7,481.06			515		7,481.06	HMRC M8 payments
25/11/2022	People's Pension M8	DD	1,157.82			514		1,157.82	People's Pension M8
Total Payments for Month			25,195.90	0.00	0.00			25,195.90	
Balance Carried Fwd			20,071.65						
Cashbook Totals			45,267.55	0.00	0.00			45,267.55	

Receipts for Month 8

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: 29/11/2022	1,125.04						
DD	Current Account	1,125.04			201		1,125.04	Oct statement payment
	Banked: 29/11/2022	100.00						
bacs	Current Account	100.00			201		100.00	addition to transfer
Total Receipts for Month		1,225.04	0.00	0.00			1,225.04	
Balance Carried Fwd		1,522.85						
Cashbook Totals		<u>2,747.89</u>	<u>0.00</u>	<u>0.00</u>			<u>2,747.89</u>	

Payments for Month 8				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			892.91					892.91	
01/11/2022	CARD/BEDFORDLODGE	CC230478	90.00			4064	101	90.00	CARD/STAFF CHRSTMS LUNCH DEPOS
01/11/2022	CARD/TINDALLS	CC230479	13.98		2.33	4023	101	11.65	CARD/A4 PAPER
01/11/2022	CARD/POSTOFFICELTD	CC230480	9.05			4022	101	9.05	CARD/POSTAGE FOR AGENDA PACKS
01/11/2022	CARD/ADOBE	CC230506	15.17		2.53	4025	101	12.64	CARD/ACROBAT PRO LICENCE
02/11/2022	CARD/HOMEBASE	CC230481	5.95		0.99	4035	202	4.96	CARD/TROWEL
02/11/2022	CARD/AMAZON	CC230482	20.48		3.42	4018	101	17.06	CARD/USB DRIVES
03/11/2022	CARD/HOMEBASE	CC230483	27.50		4.58	4036	120	22.92	CARD/DRAUGHTPROOFING
03/11/2022	CARD/SUFFOLKCC	CC230485	150.00			4310	308	150.00	CARD/STREET FURNITURE LICENCE
07/11/2022	CARD/HOMEBASE	CC230486	47.80		7.97	4036	120	39.83	CARD/PAINT & FILLER
07/11/2022	CARD/SAFELOCKS	CC230487	30.36		5.06	4036	205	25.30	CARD/DUPLICATE KEYS
08/11/2022	CARD/WHSMITH	CC230488	33.99			4079	101	33.99	CARD/GIFT CARDS
08/11/2022	CARD/AMAZON	CC230489	47.36		7.89	4038	120	39.47	CARD/CHAMBER CLOCK
08/11/2022	CARD/AMAZON	CC230490	15.98		2.66	4023	101	13.32	CARD/RETRACTABLE LANYARDS
09/11/2022	CARD/RIDGEONS	CC230491	96.78		16.13	4029	200	80.65	CARD/CHAIN /CUTTER (XMAS TREE)
11/11/2022	CARD/TESCO	CC230492	31.50			4079	101	31.50	CARD/JUICE FOR EVENT
14/11/2022	CARD/MAJESTIC	CC230493	60.00		10.00	4079	101	50.00	CARD/GLASS HIRE
14/11/2022	CARD/MAJESTIC	CC230493R	-60.00		-10.00	4079	101	-50.00	CARD/GLASS HIRE REFUND
15/11/2022	CARD/BP	CC230494	90.01		15.00	4039	200	75.01	CARD/DIESEL FOR VAN
17/11/2022	CARD/QD	CC230495	5.99		1.00	4310	308	4.99	CARD/BATTERIES
17/11/2022	CARD/ST JOHNS AMBULANCE	CC230496	178.50		29.75	4008	101	148.75	CARD/FIRST AID COURSE TK
18/11/2022	CARD/AMAZON	CC230497	6.78		1.14	4023	101	5.64	CARD/NOTICE BOARD MAGNETS
18/11/2022	ACARD/AMAZON	CC230498	16.99		2.83	4029	200	14.16	CARD/BATTERIES/CHRISTM LIGHTS
21/11/2022	CARD/ARGOS	CC230499	167.95		27.99	4038	120	139.96	CARD/CHRISTMAS TREES
23/11/2022	CARD/ICELAND	CC230500	10.65		1.78	4078	120	8.87	CARD/MEETING REFRESHMENTS
24/11/2022	CARD/THURLOW NUNN	CC230501	43.99		7.33	4037	306	36.66	CARD/FUEL FOR LEAF BLOWER
24/11/2022	CARD/AMAZON	CC230502	57.75		9.62	4038	120	48.13	CARD/DECORATIONS
24/11/2022	CARD/QD	CC230503	47.52		7.92	4443	301	39.60	CARD/REFRESHMENTS TEA DANCE
24/11/2022	CARD/B&M	CC230504	20.72		3.45	4443	301	17.27	CARD/TEA DANCE REFRESHMENTS
24/11/2022	CARD/THE RAMP PEOPLE	CC230505	132.00		22.00	4029	200	110.00	CARD/WHEELCHAIR RAMP
25/11/2022	Newmarket Elec Wholesale	CC230507	24.00		4.00	4029	200	20.00	CARD/LIGHTBULBS
28/11/2022	CARD/SAFELINCS	CC230508	100.38		16.73	4017	120	83.65	CARD/AUTO RELEASE DORGARD
28/11/2022	CARD/HOMEBASE	CC230509	6.75		1.13	4036	120	5.62	CARD/PAINT TESTERS
28/11/2022	CARD/B&M	CC230510	35.00		5.83	4038	120	29.17	CARD/CHRISTMAS DECORATIONS
28/11/2022	CARD/AMAZON	CC230512	-13.27			4038	120	-13.27	CHRISTMAS DECORATIONS REFUND
28/11/2022	CARD/SCOTSDALES	CC230513	74.99		12.50	4036	120	62.49	CARD/RECEPTION

Payments for Month 8				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>
									CHRISTMAS TREE
29/11/2022	CARD/AUTOZONE	CC230514	5.99		1.00	4029	200	4.99	CARD/LUBRICANT
30/11/2022	CARD/SUFFOLK CC	CC230511	150.00			4310	308	150.00	CARD/TREE LICENCE
30/11/2022	CARD/ZOOM	CC230515	14.39		2.40	4115	101	11.99	CARD/ZOOM
									SUBSCRIPTION
30/11/2022	CARD/HOMEBASE	CC230517	42.00		7.00	4036	120	35.00	CARD/EMULSION FOR MH
Total Payments for Month			1,854.98	0.00	233.96			1,621.02	
Cashbook Totals			2,747.89	0.00	233.96			2,513.93	

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	657,750.98					657,750.98	
sumup.corr	Banked: 29/07/2022	-103.23						
sumup.corr	UNKNOWN DEPOSIT SUMUP	-103.23			565		-103.23	correction to sumup trans
sumup	Banked: 29/07/2022	103.23						
sumup	Dick White REferrals	103.23		16.67	565		83.33	hdep Dick White Ref.22/10/22
					1006	101	5.00	sumup pymt for bkg 22/10
					4093	101	-1.77	sumup pymt for bkg 22/10
correction	Banked: 27/09/2022	-364.80						
correction	Ceroc correction	-364.80		-60.80	565		-304.00	deposit correction
bacs	Banked: 27/09/2022	364.80						
	Sales Recpts Page 2413	364.80	364.80		101			Sales Recpts Page 2413
bacs	Banked: 01/12/2022	278.40						
	Sales Recpts Page 2410	278.40	278.40		101			Sales Recpts Page 2410
bacs	Banked: 02/12/2022	2,100.00						
	Sales Recpts Page 2411	2,100.00	2,100.00		101			Sales Recpts Page 2411
bacs	Banked: 05/12/2022	108.00						
	Sales Recpts Page 2412	108.00	108.00		101			Sales Recpts Page 2412
bacs	Banked: 05/12/2022	780.00						
bacs	Dylan Cunha Racing Ltd	780.00		130.00	1172	303	650.00	Soapbox bales x 100
bacs	Banked: 06/12/2022	90.00						
bacs	CS Sadler	90.00		15.00	565		75.00	hdepSADLER yoga bkg-Pav
000157	Banked: 09/12/2022	39.00						
000157	Cash-Photocopying	39.00			1005	101	39.00	for Sunnica plus misc
bacs	Banked: 10/12/2022	1,296.00						
	Sales Recpts Page 2414	1,296.00	1,296.00		101			Sales Recpts Page 2414
bacs	Banked: 13/12/2022	100.00						
	Sales Recpts Page 2417	100.00	100.00		101			Sales Recpts Page 2417
correction	Banked: 13/12/2022	-100.00						
	Sales Recpts Page 2419	-100.00	-100.00		101			Sales Recpts Page 2419
bacs	Banked: 13/12/2022	100.00						
bacs	Mathias Medeiros	100.00		16.67	565		83.33	hdep.22/12/22/TT
000158	Banked: 14/12/2022	64.80						
	Sales Recpts Page 2415	64.80	64.80		101			Sales Recpts Page 2415
bacs	Banked: 19/12/2022	46,938.00						
bacs	West Suffolk Council	46,938.00			1181	306	46,938.00	S106 grant for play areaRefurb
bacs	Banked: 20/12/2022	122.35						
bacs	NFU Mutual Insurance	122.35			1005	200	122.35	rebate for Van insurance

Receipts for Month 9

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>
bacs	Banked: 22/12/2022	70.00						
bacs	ZM Baxter	70.00			1059	302	70.00	Xmas Event fd stall commission
bacs	Banked: 22/12/2022	50.00						
bacs	LM Plumber	50.00			565		50.00	hdep.15/7/23.NmktSchOfDance
	Banked: 23/12/2022	1,700.00						
	Sales Recpts Page 2416	1,700.00	1,700.00		101			Sales Recpts Page 2416
sumup	Banked: 29/12/2022	187.19						
sumup	Click Travel	187.19	191.99		101			Sales Recpts Page 2420
					4093	101	-4.80	Sumup pymt for 13/12/22
bacs	Banked: 30/12/2022	5,000.00						
bacs	Suffolk County Council	5,000.00			1174	101	5,000.00	Grant for Covid Garden
correction	Banked: 30/12/2022	-5,000.00						
correction	Correction to SCC Grant	-5,000.00			1174	101	-5,000.00	Correction to SCC Grant
bacs	Banked: 30/12/2022	5,000.00						
	Sales Recpts Page 2418	5,000.00	5,000.00		101			Sales Recpts Page 2418
Total Receipts for Month		58,923.74	11,103.99	117.54			47,702.21	
Cashbook Totals		716,674.72	11,103.99	117.54			705,453.19	

Payments for Month 9					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/12/2022	P Winter	BACS	129.00		21.50	4180	101	107.50	London Bridge flowers MHall.
05/12/2022	6th Newmarket Brownies	BACS	250.00			4076	101	250.00	Small Grant award
05/12/2022	MPB Electrical Contractors Ltd	0124	894.00	894.00		501			fixed wiring inspections/repairs
05/12/2022	Crash Cleaner Ltd	51-52	201.25	201.25		501			public conv. security
05/12/2022	Phillip Green	41222	115.00	115.00		501			Nov winding/maint
05/12/2022	Collaboration 23 Construction	765	2,328.00	2,328.00		501			Roof works (MH) & lead
05/12/2022	Newmarket Plant Hire Ltd	623631-32	89.70	89.70		501			herras fence cem chapel works
05/12/2022	Woolpit Nurseries Ltd	10387	2,028.72	2,028.72		501			winter planting - plants
05/12/2022	West Suffolk Council	1210333	1,189.56	1,189.56		501			tree works at cemetery
05/12/2022	Abbey Security Services Ltd	38033	210.00	210.00		501			security of Gardens & Toilets
05/12/2022	Star Radio	6346	270.00	270.00		501			WinterEventAirtime
05/12/2022	Quadian Finance UK Ltd	2022057918	101.34	101.34		501			quarterly franking maint cont
05/12/2022	Cooleraid Ltd	1630820	52.80	52.80		501			watercooler sanitization x 4
05/12/2022	Ustigate	7162	1,158.00	1,158.00		501			Winterization splashpad
07/12/2022	Information Commissioner	ZA090217	35.00	35.00		501			ICO Reg. fee (data reg)
11/12/2022	British Telecommunications Plc	Q0522B	47.58	47.58		501			RED CARE LINE
12/12/2022	N-CIS	10068	530.23	530.23		501			monthly telecom services
12/12/2022	British Red Cross	SBGRNTREDX	2,338.34			4076	101	2,338.34	SBox donation BRC Ukraine App
12/12/2022	Newmarket Day Centre	SBGRNT.NDC	2,338.34			4076	101	2,338.34	SBox Donation. NDC
14/12/2022	Staff Salary Account	topup tfr	50,000.00			204		50,000.00	salaries account topup
15/12/2022	Newmarket & District Chamber o	126971	378.00	378.00		501			SUBSCRIPTION RENEWAL
15/12/2022	West Suffolk Council	1210932	1,440.00	1,440.00		501			CCTV HAMILTON ROAD
15/12/2022	The Play Inspection Company	57994	390.00	390.00		501			POST INSTALLATION INSPECTION
15/12/2022	Gala Lights Ltd	22671SW	1,440.00	1,440.00		501			BUNTING REMOVAL
15/12/2022	La Hogue Farm Foods	1330	390.00	390.00		501			CHRISTMAS TREES
15/12/2022	Tattersalls Ltd	MISC008788	500.00	500.00		501			REMEMBRANCE DAY CATERING
15/12/2022	Allied Mechanical Services Ltd	10546	216.00	216.00		501			PAV BOILER REPAIRS
15/12/2022	A&S Coachworks Ltd	88533	878.76	878.76		501			VAN HIRE
15/12/2022	Newmarket Plant Hire Ltd	624578/616	166.20	166.20		501			HERAS PANEL COLLECTION
15/12/2022	Jockey Club Estates	0011659	864.00	864.00		501			SEVERALS CUTTING SLA
15/12/2022	C.H. Munday Limited	220632	203.10	203.10		501			2xMAYOR SHIELDS
15/12/2022	AFP Construction Consultants	7755/22	144.00	144.00		501			CDM CONSULATION FEE
15/12/2022	Anglia Gifts & Promotions	5078	20.34	20.34		501			SWEATSHIRT ATK
15/12/2022	Zurich Municipal	520024676	8,576.42	8,576.42		501			INSURANCE
15/12/2022	MPB Electrical Contractors Ltd	0126	201.60	201.60		501			WATER HEATER REPLACEMENT
15/12/2022	Fenland Leisure Products Ltd	SIN049892	63,972.00	63,972.00		501			PLAY AREA INSTALL
15/12/2022	David Hyam	10/11/22	400.00	400.00		501			CHRISTMAS EVENT MUSIC
15/12/2022	1 Gray & Sons Funfairs	6	600.00	600.00		501			FAIR RIDES SUBSIDY
19/12/2022	PWLB	DDPWLBDEC	44,931.75			4080	120	44,931.75	PWLB repaymt/Dec22

Payments for Month 9					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>
20/12/2022	Total Gas and Power Ltd	3004259050	1,415.39	1,415.39		501			Gas Aug22-Nov22 M.Hall
23/12/2022	Total Gas and Power Ltd	3005957526	320.97	320.97		501			ELECTRICITY MHALL
29/12/2022	Total Gas and Power Ltd	3006079835	22.31	22.31		501			ELECTRICITY CLOCKTOWER
29/12/2022	Barclaycard Account	Nov pymt	1,632.45			208		1,632.45	Nov credit card payment
30/12/2022	Unity Trust Bank	BANKCHARG	5.20			4051	101	5.20	Bank services fees Sep-Dec22
31/12/2022	Total Gas and Power Ltd	3006241140	361.40	361.40		501			Pav gas Aug22-Nov22
31/12/2022	Unity Trust Bank	BANKCHARG	47.25			4051	101	47.25	Bank Fees Sep-Dec22
31/12/2022	Petty Cash	PCASH M9	47.41			210		47.41	Petty Cash reimb. M9
Total Payments for Month			193,871.41	92,151.67	21.50			101,698.24	
Balance Carried Fwd			522,803.31						
Cashbook Totals			716,674.72	92,151.67	21.50			624,501.55	

Receipts for Month 9				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	150.00					150.00	
	Banked: 31/12/2022	47.41						
PCASH M9 Current Account		47.41			201		47.41	Petty Cash reimb. M9
Total Receipts for Month		47.41	0.00	0.00			47.41	
Cashbook Totals		<u>197.41</u>	<u>0.00</u>	<u>0.00</u>			<u>197.41</u>	

Payments for Month 9					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>
1/12/2022	Petty Cash M9	PETTYCASH	47.41			4009	101	34.56	PCash/Staff Mileage
						4020	102	7.90	PCash/Staff refr.
						4443	301	4.95	PCash/Xmas teadance fd
Total Payments for Month			47.41	0.00	0.00			47.41	
Balance Carried Fwd			150.00						
Cashbook Totals			197.41	0.00	0.00			197.41	

Receipts for Month 9				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 :	20,071.65					20,071.65
	Banked: 14/12/2022	50,000.00					
topup tfr	Current Account	50,000.00			201		50,000.00 salaries account topup
Total Receipts for Month		50,000.00	0.00	0.00			50,000.00
Cashbook Totals		<u>70,071.65</u>	<u>0.00</u>	<u>0.00</u>			<u>70,071.65</u>

Payments for Month 9				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>
20/12/2022	Net Salaries M9	BACS	12,875.29			516		12,875.29	Net Salaries M9
20/12/2022	HMRC	1108662309	4,700.50			515		4,700.50	HMRC M9 PAYE/NICS
20/12/2022	Peoples Pension M9	DD	791.89			514		791.89	Peoples Pension M9
31/12/2022	Unity Trust Bank	BANKCHARG	18.00			4051	101	18.00	bank fees for Sep-Dec22
Total Payments for Month			18,385.68	0.00	0.00			18,385.68	
Balance Carried Fwd			51,685.97						
Cashbook Totals			70,071.65	0.00	0.00			70,071.65	

Receipts for Month 9				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: 29/12/2022	1,632.45						
Nov pymt	Current Account	1,632.45			201		1,632.45	Nov credit card payment
Total Receipts for Month		1,632.45	0.00	0.00			1,632.45	
Balance Carried Fwd		888.56						
Cashbook Totals		<u>2,521.01</u>	<u>0.00</u>	<u>0.00</u>			<u>2,521.01</u>	

Payments for Month 9				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			1,522.85					1,522.85	
01/12/2022	card/Safety Signs 4 Less	CC230518	48.45		8.07	4037	306	40.38	card/signage for Gardens
01/12/2022	card/Amazon	CC230519	45.98			4037	306	45.98	card/Bird Seed
01/12/2022	card/Adobe	CC230520	15.17		2.53	4025	101	12.64	card/Acropro monthly licence
06/12/2022	card/Thurlow Nunn Standon Ltd	CC230521	60.43		10.07	4037	306	41.66	card/fuel for machinery
						4029	200	8.70	fuel and safety gloves
06/12/2022	card/First Aid 4 Less	CC230522	131.54		21.92	4028	103	109.62	card/First Aid supplies
08/12/2022	card/BP Hyperion	CC230523	90.01		15.00	4039	200	75.01	card/fuel for van
08/12/2022	card/B&M	CC230524	8.00		1.33	4038	120	6.67	card/Xmas decs
08/12/2022	card/HmmBurger	CC230525	42.60			4453	302	42.60	card/refreshments for Santa
09/12/2022	card/Homebase	CC230526	22.00		3.67	4037	306	18.33	card/Chicken Wire/Gardens
12/12/2022	card/Amazon	CC230527	31.96			4037	201	31.96	card/No Parking signage
13/12/2022	card/HSQE	CC230528	18.00		3.00	4008	101	15.00	card/Ladder Training onlineATK
14/12/2022	card/Bedford Lodge Hotel	CC230529	242.95		40.49	4064	101	202.46	card/Staff Xmas Lunch
14/12/2022	card/Horse Requisites	CC230530	28.32		4.72	4036	208	23.60	card/Salt grit
16/12/2022	card/Moons Toy Superstore	CC230531	62.94		10.49	4453	302	52.45	card/Santa's Workshop prizes
18/12/2022	card/Amazon Prime	MISC	8.99			4025	101	8.99	card/subs-to be refunded
19/12/2022	card/Amazon	CC230532	37.98		6.33	4038	120	31.65	card.Doormats for MHall
21/12/2022	card/Tesco Filling Station	CC230533	88.45		14.74	4039	200	73.71	card/fuel for van
29/12/2022	card/Zoom	CC230536	14.39		2.40	4115	101	11.99	card/zoom monthly licence fee
Total Payments for Month			998.16	0.00	144.76			853.40	
Cashbook Totals			2,521.01	0.00	144.76			2,376.25	

05/01/2023

Newmarket Town Council Current Year 2022/2023

Page 1

11:36

Detailed Income & Expenditure by Budget Heading AS AT 31/12/2022

Month No: 9

Committee Report FINANCE & POLICY M9

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy								
100 Precept								
1176 Precept Received	0	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				
101 Administration								
1003 Banner Income	0	1,000	1,000	0			100.0%	
1005 Misc Income	39	650	0	(650)			0.0%	
1006 Sumup Commission offset	5	21	0	(21)			0.0%	
1103 Rent Receivable	0	0	100	100			0.0%	
1174 Grants Received SCC	5,000	5,000	0	(5,000)			0.0%	
Administration :- Income	5,044	6,671	1,100	(5,571)			606.4%	0
4008 Staff Training	15	1,139	3,000	1,861	1,861	38.0%		
4009 Staff Travel	35	156	250	94	94	62.2%		
4018 Software/Computer Consumables	0	501	2,500	1,999	1,999	20.0%		
4019 New IT System/Hardware	0	2,264	5,000	2,736	2,736	45.3%		
4021 Telephone	0	593	2,000	1,407	1,407	29.7%		
4022 Postage	0	226	2,100	1,874	1,874	10.8%		
4023 Stationery	103	1,441	2,000	559	559	72.0%		
4025 Subscriptions&Licences	372	5,243	5,700	457	457	92.0%		
4026 Insurance	8,576	9,316	10,000	684	684	93.2%		
4028 Office Maintenance	405	9,764	11,500	1,736	1,736	84.9%		
4030 Recruitment Advertising	0	0	500	500	500	0.0%		
4051 Bank Charges/Interest	70	229	200	(29)	(29)	114.3%		
4056 Legal Expenses	0	8,385	10,000	1,615	1,615	83.9%		
4057 Audit & Accountancy Fees	0	2,858	3,850	992	992	74.2%		
4058 Professional Fees	0	6,587	6,587	0	0	100.0%		
4059 web site	0	489	1,000	511	511	48.9%		
4060 Councillors Training	0	0	550	550	550	0.0%		
4061 Councillors Expenses	0	0	275	275	275	0.0%		
4062 Civic Regalia	169	341	325	(16)	(16)	105.0%		
4064 Town Mayor's Allowance	202	377	1,000	623	623	37.7%		
4075 Grant to CAB	0	5,000	5,000	0	0	100.0%		
4076 Grants	4,927	6,677	3,000	(3,677)	(3,677)	222.6%		
4077 Marketing	0	3,153	3,000	(153)	(153)	105.1%		
4079 Remembrance Event Expenses	500	1,189	1,000	(189)	(189)	118.9%		
4083 PCSO	0	36,000	36,000	0	0	100.0%		

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090 Biodegradable Dog Poo Bags	0	300	1,000	700		700	30.0%	
4093 Sumup Commission	7	16	0	(16)		(16)	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	7,412	7,412		7,412	0.0%	
4115 Coronavirus Response Costs	74	706	5,000	4,294		4,294	14.1%	
4180 Civic Functions	108	2,340	2,000	(340)		(340)	117.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 CCTV WSC SLA Monitoring	0	969	2,000	1,031		1,031	48.5%	
Administration :- Indirect Expenditure	15,563	114,648	157,549	42,901	0	42,901	72.8%	0
Net Income over Expenditure	(10,519)	(107,977)	(156,449)	(48,472)				
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	151	250	99		99	60.4%	
4028 Office Maintenance	110	110	250	140		140	43.8%	
4058 Professional Fees	0	2,500	2,500	0		0	100.0%	
Health & Safety :- Indirect Expenditure	110	2,761	3,000	239	0	239	92.0%	0
Net Expenditure	(110)	(2,761)	(3,000)	(239)				
Finance & Policy :- Income	5,044	721,881	716,310	(5,571)			100.8%	
Expenditure	15,672	117,409	160,549	43,140	0	43,140	73.1%	
Movement to/(from) Gen Reserve	(10,628)	604,472						
Grand Totals:- Income	5,044	721,881	716,310	(5,571)			100.8%	
Expenditure	15,672	117,409	160,549	43,140	0	43,140	73.1%	
Net Income over Expenditure	(10,628)	604,472	555,761	(48,711)				
Movement to/(from) Gen Reserve	(10,628)	604,472						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	4,967	
105	Vat Due	25,447	
201	Current Account	522,803	
204	Staff Salary Bank Account	51,686	
208	Barclaycard Account	(889)	
210	Petty Cash	150	
	Total Current Assets		604,164
	<u>Current Liabilities</u>		
565	Bookings Deposit	3,749	
	Total Current Liabilities		3,749
	Net Current Assets		600,415
	Total Assets less Current Liabilities		600,415
	<u>Represented by :-</u>		
301	Current Year Fund	134,984	
310	General Fund	212,261	
311	EMR Play Equipment	35,449	
313	EMR Town Regeneration	41,680	
316	EMR Clocks/Memorials	7,205	
317	EMR Buildings-M Hall Fund	3,190	
318	EMR Buildings - Pavilion Fund	9,563	
319	EMR Disused Churchyard	1,668	
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	2,010	
326	EMR Elections	16,428	
327	EMR Legends of the Turf	2,844	
328	EMR Vehicle Replacement	3,260	
330	EMR Cemetery	4,709	
331	EMR Town Improvement	28,840	
332	EMR HR/Recruitment	32,449	
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	5,200	
341	EMR Water Feature	4,971	
342	EMR Memorial Gardens	8,034	
343	EMR Workwear	472	
344	EMR Asset Sales	3,401	
345	EMR Cinema Kit Fund	1,000	
	Total Equity		600,415

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	5,044	721,881	716,310	(5,571)			100.8%
Expenditure	15,672	117,409	160,549	43,140	0	43,140	73.1%
Net Income over Expenditure	<u>(10,628)</u>	<u>604,472</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(10,628)</u>	<u>604,472</u>					

Community Services

Income	122	61,774	65,100	3,326			94.9%
Expenditure	7,081	186,295	231,984	45,689	0	45,689	80.3%
Net Income over Expenditure	<u>(6,959)</u>	<u>(124,520)</u>					
plus Transfer from EMR	24,144	59,182					
less Transfer to EMR	4,400	20,014					
Movement to/(from) Gen Reserve	<u>12,785</u>	<u>(85,352)</u>					

Leisure Services

Income	53,860	121,092	41,700	(79,392)			290.4%
Expenditure	106,702	307,664	230,377	(77,287)	0	(77,287)	133.5%
Net Income over Expenditure	<u>(52,843)</u>	<u>(186,571)</u>					
plus Transfer from EMR	4,677	41,332					
less Transfer to EMR	0	1,000					
Movement to/(from) Gen Reserve	<u>(48,166)</u>	<u>(146,239)</u>					

Human Resources

Income	0	246	0	(246)			0.0%
Expenditure	18,393	158,642	189,700	31,058	0	31,058	83.6%
Net Income over Expenditure	<u>(18,393)</u>	<u>(158,396)</u>					
plus Transfer from EMR	0	1,440					
Movement to/(from) Gen Reserve	<u>(18,393)</u>	<u>(156,956)</u>					

Development & Planning

	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	59,026	904,994	823,110	(81,884)			109.9%
Expenditure	147,848	770,009	823,110	53,101	0	53,101	93.5%
Net Income over Expenditure	<u>(88,823)</u>	<u>134,984</u>	<u>0</u>	<u>(134,984)</u>			
plus Transfer from EMR	28,821	101,954					
less Transfer to EMR	4,400	21,014					
Movement to/(from) Gen Reserve	<u>(64,401)</u>	<u>215,925</u>					

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Report to	Finance & Policy Committee
Subject	Small Grant Application Consideration
Purpose	Decision
Classification	Unrestricted
Meeting date	23rd January 2023
Item number	9
Written By	Cathy Whitaker CLERK

Summary:	This report outlines the applications for funding received within the last third of the funding year.
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1.	Introduction
a.	Two applications have been received by the target date of 8 th January 2023.
2.	Context
a.	Newmarket NewsTalk – providers of equipment to enable the receipt of recordings of local newspapers and other articles to those who cannot read for themselves.
b.	Newmarket Community Arts – planners of Rivers of Light Festival on Yellow Brick Road on 18 th February 2023.
3.	Financial/Resource Implications
a.	Funding to be provided from the Grants budget and EMR.
5.	Next Steps/Recommendations
a.	Newmarket NewsTalk – approve grant of £250.
b.	Newmarket Community Arts – approve grant of £1,000



Newmarket

TOWN COUNCIL

Grant Application Form

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

1. Your Organisation

Name of Organisation	NEWMARKET NEWSTALK
Address	FOR THE BLIND & PARTIALLY SIGHTED
Telephone	
Is this application a consortium/partnership bid?	YES / No
If yes, name(s) of other organisations involved:	
Details of main contact person (name, address, phone and email)	DAVID SOANES (CHAIRMAN)
Name of Chairman (name, address, phone, email)	

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

Give consideration to the following:

Grant Application Form Section 2.

This application is for funds to keep this service in operation for the future. Our sole purpose is to provide a much-appreciated reading of the local newspapers and other articles for people who are unable to read the papers for themselves. Our circulation varies but is around twenty-five. This is purely regulated by medical requirements and continuing health, which is unpredictable.

Our services do not benefit the members, who are the people involved in the recordings of the articles on a fortnightly basis. They include three persons, who operate on a rota basis the organisation's small computer. Each reading has one producer, an editor and two readers. They meet at various homes of the members. No costs, such as newspapers, travel or refreshments are reimbursed. Our funds are used solely for the equipment supplied to listeners and the annual fee to St Edmundsbury Newstalk for the work needed to circulate our recordings on memory sticks.

3. Amount of grant requested

Amount of grant requested	£ 200 - £250
Details and amount of matched funding from your group	£ NONE
Details and amount of funding from other sources	£ Not known OCCASIONAL DONATIONS
Total cost of project/activity	£ 150.00 Fee plus travel at

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. *necessary*

All listeners are either in the town or the immediately adjoining villages

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

Start date	CONTINUOUS -
End date	N/A -

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

Year	Purpose	Amount
		N/A -

7. How would Newmarket Town Council support be acknowledged?

support would be acknowledged to our listeners in the regular recordings sent to them.
the local paper would be informed

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

Your accounts	✓
Budget projections for the activity	n/a
The constitutional document that governs your organisation	✓
A recent bank statement for the account	✓

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	DAVID CHARLES JAMES SOANES
Date	21/12/2022

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

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

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2\Attachments\P12 Grant application form.docx

NEWMARKET NEWSTALK
FOR THE BLIND AND PARTIALLY SIGHTED

BANKING TRANSACTIONS

DATE	PAYEE	REF	DEBIT	CREDIT	BALANCE	
01/04/2013	1ST APRIL 2014	1PIB		1311.06	1311.06	
09/06/2013	PETER MILLER	1	179.99		1131.07	NETBOOK
09/06/2013	PETER MILLER	1	24.01		1107.06	SOUND MIXER
12/06/2013	DONATION V.J.MERTON	2PIB		100.00	1207.06	
08/07/2013	EASY DIGITAL	2	772.50		434.56	BOOM BOXES/MEM STICKS
25/03/2014	ST EDMUNDSBURY	3	100.00		334.56	2013 FEE
31/03/2014	SUB TOTALS		1076.50	1411.06		
20/10/2014	ST EDMUNDSBURY	4	100.00		234.56	2014 FEE
26/05/2016	ST EDMUNDSBURY	5	100.00		134.56	2015 FEE
23/11/2015	LIONS CLUB	3PIB		500.00	634.56	
12/01/2016	KINGS AUDIO	6	213.60		420.96	BOOM BOXES
30/12/2015	DONATION	4PIB		60.00	480.96	
	SUB TOTALS		313.60	560.00		
01/08/2016	ST EDMUNDSBURY	7	100.00		380.96	2016 FEE
01/08/2016	ST EDMUNDSBURY	7	128.90		252.06	BOOM BOXES
	SUB TOTALS		228.90			
30/09/2017	ST EDMUNDSBURY	8	100.00		152.06	2017 FEE
	SUB TOTALS		100.00			
14/02/2019	DONATIONS	6PIB		70.00	222.06	
09/02/2018	ST EDMUNDSBURY	9	60.00		162.06	WALLETS
29/01/2019	DONATION D.M.BRISTOW	5PIB		50.00	212.06	
07/03/2019	WAITROSE COMMUNITY FUND	7PIB		200.00	412.06	
29/01/2019	ST EDMUNDSBURY	10	100.00		312.06	BOOM BOXES (4)
18/03/2019	ST EDMUNDSBURY	11	100.00		212.06	2018 FEE
	SUB TOTALS		260.00	320.00		
22/05/2019	WAITROSE COMMUNITY FUND	8PIB		600.00	812.06	
31/10/2019	ST EDMUNDSBURY	12	100.00		712.06	2019 FEE
31/10/2019	ST EDMUNDSBURY	12	50.00		662.06	BOOM BOXES (2)
26/01/2020	R.PENNEY	13	7.50		654.56	RECORDING BATTERIES
	SUB TOTALS		157.50	600.00		
11/03/2021	ST EDMUNDSBURY	14	84.24		570.32	BOOM BOXES (2)
12/04/2022	ST EDMUNDSBURY	15	98.64		471.68	BOOM BOXES (2)
13/04/2022	DONATION	BANK		50.00	521.68	
24/05/2022	ST EDMUNDSBURY	16	49.32		472.36	BOOM BOX
20/06/2022	ST EDMUNDSBURY	17	49.32		423.04	BOOM BOX
14/11/2022	ST EDMUNDSBURY	18	200.00		223.04	2020/2022 FEES 2021 WAIVED
			397.28	50.00		
	NINE YEAR SUMMARY					
	ANNUAL FEES		800.00			
	BOOM BOXES, WALLETS ETC		841.52			
	GRANTS			1300.00		
	DONATIONS			230.00		
	REDUCTION OF BANK BALANCE		-111.52			
			1530.00	1530.00		

NEWMARKET NEWSTALK FOR THE BLIND AND PARTIALLY SIGHTED

CONSTITUTION adopted on 21st December 2022

1. **The name** of the **voluntary and non-profit making organisation** is **NEWMARKET NEWSTALK FOR THE BLIND AND PARTIALLY SIGHTED**
2. **The aim** of the organisation is to provide recorded readings from local newspapers and other material for the benefit of our listeners and submit them to St Edmundsbury Newstalk for onward circulation to our listeners. Our listeners must be "Registered Blind or Partially Sighted" by an appropriate local authority and approved by St Edmundsbury Newstalk.
3. **The powers** of the organisation are to do anything that is lawful to fulfil its aim.
4. **Membership** shall consist of the regular readers, producers and other persons required to enable its aim to be achieved. Such persons are volunteers and unpaid guest readers may be used at the discretion of the producer. As all such persons are volunteers the payment of membership fees is not appropriate.
5. **Management** is in the hands of the **Officers**. These being:- Chairperson, Secretary and Treasurer.
The current positions are held by David Soanes FCA, Janet Davidson and Richard Penney respectively. These positions shall be held until either an individual wishes to retire or if a majority of the members request that they relinquish their post.
6. **Duties of the Officers:** The Chairperson shall act as spokesperson for the organisation but may delegate another member at his/her discretion. The Secretary is responsible for the preparation and monitoring of the Reading Schedule. The Secretary can liaise with all members of the organisation or correspondents on any matters appertaining to the affairs of the organisation. The Treasurer will be responsible for the financial affairs of the Organisation.
7. **The Organisation's bankers are Barclays Bank UK PLC.**
Any change of bankers must be approved by the Officers unanimously.

8. **Finance:** The Treasurer duties are to supervise the financial affairs and if he/she so wishes, may undertake banking transactions online. Any transactions will be notified by email to the Chairperson and Secretary. Any cheques are to be signed by the Treasurer and one other Officer. Any money obtained by the Organisation shall be used only for the aims of the Organisation.
9. **Accounts** will be drawn up to the 31st March each year and an **Annual General Meeting** is to be held within three months of the financial year end. The meeting may be held at the home of a member, or any other appropriate place designated by the Officers.
10. The **formal address** of the Organisation, at present, shall be:-
2, The Watercourse, Newmarket, CB8 8LW.
11. **A General Meeting** may be held when required. At that meeting the Quorum shall be THREE members present and voting.
12. **Alterations to the Constitution.** Any change to the Constitution must be agreed by two-thirds of the Officers **and** then presented to the members for their agreement. A two-thirds majority is required from those responding.
13. **Dissolution.** The Organisation may be wound up at any time if agreed by two-thirds of those members **voting** at a **General Meeting**. In the event of winding up, any assets and net funds shall be passed to St Edmundsbury Newstalk or, if they are no longer operating, to another Organisation with similar aims.

This constitution was adopted at a general meeting of Newmarket Newstalk for the Blind and Partially Sighted at The Stable, High Street, Newmarket, Suffolk.

Signed by:-

D. G. Barnes (Chair)
Richard Penney (Treasurer)
J. Davidson (Secretary)

21st December 2022

MG 010559 F1VI269A 709F30FAG00052 35600 C 85654

MR DAVID CHARLES JAMES SOANES



Your Community Account

At a glance

30 Apr - 30 Jun 2022

Date	Description	Money out £	Money in £	Balance £
30 Apr	Start Balance			521.68
1 Jun	 Cheque Issued Ref: 100016	49.32		472.36
29 Jun	 Cheque Issued Ref: 100017	49.32		423.04
30 Jun	Balance carried forward			423.04
	Total Payments/Receipts	98.64	0.00	

Start balance	£521.68
Money out	£98.64
► Commission charges	£0.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£423.04

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

MG 004251 F1VI001A 709F30EAL00026 35600 C 97902

MR DAVID CHARLES JAMES SOANES



1/2

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
1 Sep	Start Balance			443.04
23 Nov	 Cheque Issued Ref: 100018	200.00		243.04
30 Nov	Balance carried forward			243.04
	Total Payments/Receipts	200.00	0.00	

01 Sep - 30 Nov 2022

Start balance	£443.04
Money out	£200.00
► Commission charges	£0.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£243.04

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.



St. Edmundsbury



St. Edmundsbury

How We Produce The Recordings

The Editor of the week selects news, readers' letters and other items for inclusion from the following papers:

EAST ANGLIAN
DAY EDITION

Bury Free Press

Newmarket Journal



and other local news sources. Selected items are put in order and prepared as a script lasting approximately 60 minutes. The readers (usually a man and a woman) get together with the producer and editor to decide on running order and the flow of the news. The producer then controls the recording, check levels, pausing and restarting the recording and adding any extra items and jingles. The finished recording is then placed on master media before handing over to the processing team who make sufficient copies of the masters for our customers. The USB sticks are then placed in reusable postal wallets for distribution.

For more information go to

www.stedmundsburynewstalk.org.uk

St Edmundsbury NewsTalk is a member of the
Talking Newspaper Federation



Bringing local news to the blind and partially sighted

For nearly 40 years, St Edmundsbury Newstalk, a registered charity, has been producing a weekly recording for registered blind and partially sighted people. Until 2011, the recordings were produced on cassette tapes but now we now record digital audio files saved on USB memory sticks for use on special players supplied by Newstalk.



News, readers' letters and feature items are selected from local newspapers, plus information such as sunrise and sunset times and "what's-on". In addition, audio magazines are produced featuring interviews, short stories and articles of local interest. We have a team of volunteers, each having their own role in the production process, to ensure that the recordings are dispatched on-time.



The service is completely free, including the supply of the memory stick player, and uses the "Articles for the Blind" postal service. The Royal Mail Articles for the Blind scheme is a free, 1st Class or International Standard service designed to support blind and visually impaired people as well as the charities that work hard to improve their lives.



Becoming One of Our Listeners

Any blind or partially sighted person can receive St Edmundsbury Newstalk recordings, even those living outside the local area. The service is completely free of charge. To register as a Listener, or for further information, please contact:

Sue Cunningham-Snell (Membership Secretary)
01284 760128

Note: Articles for the Blind is a scheme for Blind and visually impaired customers who are registered as blind under the provisions of the National Assistance Act 1948. We also include people whose standard of close-up vision, with spectacles is N12 or less and certified by an ophthalmologist, doctor or ophthalmic optician.

Opportunities for Volunteers

We welcome new helpers in our various departments:

Interviewing-Editing-Reading-Producing-Distribution

A rota of volunteers is operated so most jobs involve only one or two hours every few weeks, either in the evening or during the day. For further information please contact:

Sue Cunningham-Snell (Membership Secretary)
01284 760128

Donations

St Edmundsbury Newstalk, a UK registered charity, is run entirely by unpaid volunteers. The recordings are delivered and returned by Royal Mail free of charge. Nevertheless the service does have quite high running costs: studio, rent, recording equipment, maintenance of equipment, USB players, USB memory sticks, postal pouches and some small administrative expenses. We receive no direct financial support and rely on donations to maintain the service.

If you would like to assist by making a donation, please contact our treasurer:

David Gooderham 01449 736631

or send your donation to:

St Edmundsbury Newstalk
PO Box 41
Bury St Edmunds
IP32 7YY

Cheques should be made payable to

St Edmundsbury Newstalk

If you are a UK taxpayer and would like us to claim Gift Aid on your donation, please contact the Treasurer for a Gift Aid form.

UK Registered Charity No 2823332

NEWMARKET NEWSTALK

A FREE SERVICE FOR THE BLIND & PARTIALLY SIGHTED

We bring the local news to the blind and partially sighted.



We are a small group of local people who meet once a fortnight to record items of interest in the local papers and sometimes unusual articles from other sources which the editor feels would make good reading. Our recordings are processed and sent out by St Edmundsbury Newstalk which is an independent voluntary organisation and Registered Charity (No. 282332).

This service and recording equipment is supplied free of charge.

For further information contact:

David Soanes (Chairman) 01638 664457 (email: david-soanes@sky.com), or
Jan Davidson (Secretary) 01638 667897 (email: jan.davidson4@btinternet.com)

To qualify you will be asked to confirm that you are registered blind or partially sighted or to provide confirmation from your doctor or optician that your sight is below the limits set out in the regulations, i.e. close-up vision, with spectacles, of N12 or less.



NEWMARKET NEWSTALK FOR THE BLIND

c/o David Soanes (Chair),


18th November 2022

To Newmarket Town Council, c/o Peter Hulbert.

Dear Peter,

I am sorry to say that I am having to ask you whether you can help with a grant from your Town Council Community Grant Scheme to the Newmarket Newstalk for the Blind.

We have just paid two year's fees to St Edmundsbury Newstalk team for their preparation and distribution of the memory sticks. These are produced for our fortnightly readers sessions. In addition, we are responsible for supplying to new readers the receiving equipment, memory sticks and postal wallets. Our funds are now quite low.

Over the past three years we have supplied around ten new listeners with equipment. Originally, we had to reimburse St Edmundsbury for the listening devices at around £25.00. The last batch we paid for were £49.32 each. This has depleted our funds and now any further ones may well be even more expensive as apparently the current supplier has had to cease trading. All our services to listeners are supplied free of charge, including the listening equipment.

In the past we have had donations through Waitrose's Community Tokens but this source has now stopped. We are only a small group of dedicated readers and producers so would appreciate your assistance. I know that you used to be a listener, but opted out as your wife was able to keep you updated. This is not the case for many of our listeners who live alone. I know, from personally visiting some of them, how much it is enjoyed.

Our bank details are as follows: Acc No 3318 0812 Sort Code 20-60-38

Best wishes,

David



Grant Application Form

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

1. Your Organisation

Name of Organisation	Newmarket Community Arts
Address	
Telephone 	E-mail newmarketcommunityarts@gmail.com
Is this application a consortium/partnership bid?	Yes / No
If yes, name(s) of other organisations involved:	
Details of main contact person (name, address, phone and email)	
Name of Chairman (name, address, phone, email)	Louise Eatock 
Name of Secretary (name, address, phone, email)	Chris O'Neil 
Name of Treasurer (name, address, phone, email)	Kevin Yarrow 

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

d. How the grant will benefit the town and people of Newmarket

Rivers of Light is a community willow lantern parade taking place on Saturday 18th February 2023 along The Yellow Brick Road.

- A) We estimate that around 150 lanterns will be made at the 121 workshops and the public workshops combined. We estimate that around 200 + people will attend the parade. We have invited Newmarket School of Dance, Newmarket Community Choir and other local singing groups to attend, along with Slack McGirdle Morris Dancers, New Samba and local live performers. We will be working with Newmarket Community Nature Reserve to carry out a community litter pick on Saturday 11th February to raise awareness about our chalk-streams.
- B) Rivers of Light is a community lantern parade celebrating the origins of Newmarket – the rivers giving a supply of fresh water and its position on the Icknield Way. During the lead-up to the parade - on Saturday 18th February - willow lantern making workshops will be held at local community groups such as the Newmarket Rainbows, scouts and Guides and the International Women's Group held at The Stable. We will also hold two public workshops open to everybody during the February half-term as well as posting a tutorial online for people to follow at home if they just want to make their own lantern. We have had a special song written for the event called "Let the River's Flow" which we will publish online and encourage participants to sing along with the choirs.

The Parade will take place on Saturday 18th February along the route shown starting at 6:30 pm



The parade will celebrate the community of Newmarket and will be lead by Newsamba, Newmarket's Samba drumming group who will be wearing lights to guide the way. There will be performances by Newmarket School of Dance, Slack MCgirdle Morris Dancing group and singing groups along the route singing a new song written for the project.

The event will finish in the Guarded Orchard where participants will be encouraged to hang their lanterns to create an atmospheric light display. There will be a brief Wassail in the orchard and then participants will be invited to Studlands Social Club to enjoy some live music from local musicians.

C) Newmarket Community Arts is a voluntary community group passionate about providing quality arts activities for our residents and as such we are asking the Town Council for support for this inaugural event. Once proven to be successful, we hope to make this an annual event. We would be in a better position to secure funding for future years with evidence of success from this year's event. The grant will be used to pay for the willow making workshops which will be run by professional art educator Penny Sobr (with other artists in support at the 2 drop-in public workshops.)

D) This grant would benefit the people of Newmarket by enabling them to learn new skills by making willow lanterns. It will also give the community the chance to come together during a bleak time of the year to celebrate the origins of our town, giving residents a better connection to the place where they live which is linked to an improved sense of wellbeing. The event will give people the chance to learn more about the history of Newmarket and also raise awareness about the importance of the chalk streams which run through our town and how as a community we might better look after the area supporting the idea of The Yellow Brick Road becoming wildlife corridor. The event will provide a chance for local groups such as the Rainbows, Brownies, Scouts, Newmarket School of Dance, Newmarket Samba band and the morris dancing group to showcase what they have to offer the community and the opportunity to gain new members. Newmarket has been highlighted by the Arts Council as an area of low artistic engagement. This project will give people the chance to engage in an accessible way and to build a sense of community in the town through the arts. We hope that we can develop further community lead arts projects linked to this inaugural event.

3. Amount of grant requested

Amount of grant requested	£1,000
Details and amount of matched funding from your group	
Newmarket Community Arts	£500
Details and amount of funding from other sources	
Market Place – Creative People and Places	£1000

Voluntary contribution – writing and recording a song	£300
Voluntary promotion	£200
Total cost of project/activity	£3000

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

The workshops will take place at the Brownie and Scout Hut in Cardigan Street, The Stable and The Racing Centre.

The Parade will follow the below route and there will be live music in the Studlands Park Social Club afterwards.



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

Start date	First Workshop 18th January – last workshop 17th February PARADE
------------	---

	Sat 18th February
End date	Saturday 18th February

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
2022	Use of the Pavillion to establish New Samba drumming group.	

7. How would Newmarket Town Council support be acknowledged?

We would include Newmarket Town Council on all advertising including posters and online promotion on social media. We would mention Newmarket Town Council in all press releases to local media and in any interviews we give. We will be making a film of the event and can put Newmarket Town Council's logo in the credits.

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

Your accounts	yes
Budget projections for the activity	yes
The constitutional document that governs your organisation	yes
A recent bank statement for the account	yes

9. Data protection and freedom of information

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

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

10. Declaration

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

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

Your signature (digital signature acceptable)	
Name	
Date	

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

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

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Newmarket
TOWN COUNCIL

Standing Orders

Newmarket Town Council Constitution

Document Number NTC/2.1

Controlled document

This document is uncontrolled when downloaded or printed. The controlled copy is the electronic copy maintained in the constitution section of the Newmarket Town Council intranet.

Document Title	Standing Orders			
Document Type	Constitution and Governance			
Document Reference	NTC/2.1			
Document Purpose	Standing orders are the written rules of the council and are used to confirm the council's internal organisational, administrative and procurement procedures and procedural matters for meetings.			
Standards & Legislation	Public Bodies (Admission to Meetings) Act 1960 Local Government Act 1972 Local Government Act 2003 The Localism Act 2011 Public Contracts Regulations 2015 Utilities Contracts Regulations 2016			
Author(s)	NALC, Douglas Hall			
Approved by	Finance and Policy Committee			
Approved date	Enter approved date in YYYY-MM-DD format			
Adopted by	Newmarket Town Council			
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Contents

Introduction	8
Definitions	8
MEETINGS OF THE FULL COUNCIL	10
1 Meetings generally	10
1.2 Admission of the press and public to meetings	11
1.3 Recording of meetings	12
1.4 Minutes of meetings	12
1.5 Draft minutes	13
2 The annual meeting of the council	13
2.1 General provisions	13
2.2 First business of the council	14
2.3 Order of business – annual meeting	14
3 Council meetings (other than the annual meeting)	16
3.1 Order of business	16
4 Extraordinary meetings of the council	17
5 Quorum of the council	17
6 Public participation	17
7 Petitions	18
8 Confidential business	18
9 Voting	19
10 Motions	19
10.1 Motions where written notice is required	19
10.2 Motions that do not require written notice	20
10.3 Closure motions	21
11 Rules of debate	21
11.1 Motions and Amendments	21
11.2 Content and length of speeches	22
11.3 When a member may speak again	22
11.4 Amendments to motions	22
11.5 Withdrawal of a motion	23
11.6 Point of order	23
12 Disorderly conduct at meetings	24
13 Standing orders generally	24
14 Previous resolutions	25

15	Voting on appointments	25
	Committees and sub-committees	25
16	Committees and sub-committees generally	25
17	Extraordinary meetings of committees.	27
18	Working groups	27
19	Applicability of standing orders to committees, sub-committees, steering groups and working parties.	28
20	Presence of non-members of committees at committee and sub-committee meetings	30
21	Scheme of delegation to committees	30
	Proper Officer and Responsible Financial Officer	30
22	Scheme of delegation	30
23	Town Clerk	30
24	Proper Officer	30
25	Responsible Financial Officer	33
	Code of conduct and dispensations	33
26	Code of conduct	33
27	Code of conduct complaints	34
	Expenditure and financial regulations	35
28	Accounts and accounting statements	35
29	Financial controls and procurement	36
	Miscellaneous	38
30	Communicating with district and county councillors	38
31	Execution and sealing of legal deeds	38
32	Handling staff matters	39
33	Management of information	39
34	Relations with the press and media	40
35	Responsibilities to provide information	40
36	Responsibilities under data protection legislation	41
37	Restrictions on councillor activities	41
	Appendix A Councillors guide	42
1	Roles and responsibilities	42
2	Councillors' Code of Conduct	46
3	The Decision-making process	47
4	Planning matters	52
5	Dealing with public money	55

6	Handling information	56
7	Members' services	59
8	Managing risk	59
9	Useful contacts and sources of advice	60
10	Useful publications	60
Appendix B Chairmanship – good practice		62
1	Basic Principles	62
2	The authority of the chair	63
3	Preliminary	63
4	Outside interference	64
5	A clear issue	65
6	Method of voting	67
7	Completeness of information	67
8	Impartiality	67
9	Relevance	67
10	Reasonable despatch	69
11	Some procedural points	70
12	Use of the chair's votes	71
13	Presence of the public and press	72
14	Maladministration	72
15	Public participation	72
16	Length of meetings	72
Appendix C Town Clerk job responsibilities		73
1	Overall responsibilities	73
2	Specific responsibilities	73
Appendix D Responsible Financial Officer job responsibilities		77
1	Overall responsibilities	77
2	Specific responsibilities	77

Introduction

These standing orders are based on the most recent NALC model, last updated in 2020.

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a broad statutory framework, and these standing orders reference many statutory requirements to which councils are subject. The statutory requirements to which a council is subject apply even when they are not incorporated into the standing orders.

Standing orders are one of the three principal governing policy documents of the council providing procedure guidance for councillors and officers. They must be observed in conjunction with the financial regulations and Code of Conduct.

Some of the standing orders are mandatory because they reflect requirements of Acts of Parliament and subsequent regulations. For ease of reference, the orders or parts of orders concerned are printed in bold type, with a citation to the relevant legislation. The standing orders in bold type may not be amended unless the legislation out of which they are born changes. Standing orders not in bold are designed to help the council operate effectively but they do not contain statutory requirements.

Unless the context suggests otherwise, any references to the male gender in these standing orders include the female gender.

Definitions

Certain terms are used throughout these standing orders. These terms and their definitions for the purposes of these standing orders are set out below.

“Amendment” shall mean a proposal to remove or add words to a motion but shall not negate the motion.

“Council” shall mean Newmarket Town Council unless otherwise indicated.

“Chair” and “Vice chair” refer to the offices of the mayor and deputy mayor of the council, except in relation to the person chairing a meeting of the council in the

absence of the mayor and deputy mayor, or the person chairing a committee, sub-committee, or working group.

“Councillor” refers, except where the context suggests otherwise, a person elected or co-opted onto the council, or a person who is not a councillor but who is a member of a committee with or without voting rights.

“Financial Regulations” are the standing orders to regulate and control the financial affairs and accounting procedures of the council. The Financial Regulations, as opposed to the standing orders of the council, include most of the requirements relevant to the responsible financial officer.

“Full Council” means a formal meeting to which all elected members are summoned to attend.

“Motion” means a proposed form of specific action to be decided by the council or committee.

“Mover” means a councillor who proposes a motion.

“Resolution” is a decision lawfully made by the majority of those present and voting at a council meeting, or committee meeting with delegated powers to make such a decision.

“Responsible Financial Officer” means the person appointed by the Council to be responsible for the financial affairs of the Council under the Local Government Act.

“Second” means to formally support a motion so that it may be debated and put to the vote.

“Seconder” means a councillor who formally seconds a motion.

“Substantive motion” means the motion after all amendments have been considered and is the final one put to the vote.

“Town Clerk” shall mean the person responsible for implementing the decisions and acting as the Proper Officer of the council.

MEETINGS OF THE FULL COUNCIL

1 Meetings generally

1.1.1 Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.¹

1.1.2 The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.²

1.1.3 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.³

1.1.4 In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council decides.⁴

1.1.5 A councillor or non-councillor with voting rights who has a disclosable pecuniary interest, or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter in accordance with the standing orders in Section 26.⁵

¹ Local Government Act 1972, sch.12(10)(1)

² Local Government Act 1972, s.243

³ Public Bodies (Admission to Meetings) Act 1960

⁴ Local Government Act 1972, sch.12(8)

⁵ Localism Act 2011, s.31

- 1.1.6 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the chair of the council may in his absence be done by, to or before the vice-chair of the council (if there is one).⁶
- 1.1.7 The chair of the council, if present, shall preside at a meeting. If the chair is absent from a meeting, the vice-chair of the council (if there is one) if present, shall preside. If both the chair and the vice-chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.⁷
- 1.1.8 Meetings shall not exceed a period of two hours but with the agreement of the meeting, the chair may propose an extension of 30 minutes which shall be voted on without discussion.
- 1.1.9 Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- 1.1.10 A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- 1.1.11 A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- 1.2 Admission of the press and public to meetings
- 1.2.1 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.⁸
- 1.2.2 The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.⁹

⁶ Local Government Act 1972, s.15(9)

⁷ Local Government Act 1972, sch.12(11)

⁸ Public Bodies (Admission to Meetings) Act 1960, s1(1,2)

⁹ Public Bodies (Admission to Meetings) Act 1960, s.1(4)(c)

1.3 Recording of meetings

1.3.1 Subject to standing order 1.3.2, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.¹⁰

1.3.2 A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.¹¹

1.4 Minutes of meetings

1.4.1 The minutes of a meeting shall include an accurate record of the following:

- (a) the time and place of the meeting;
- (b) the names of councillors who are present¹² and the names of councillors who are absent;
- (c) interests that have been declared by councillors and non-councillors with voting rights;
- (d) the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- (e) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- (f) if there was a public participation session; and
- (g) the resolutions made¹³.

¹⁰ Public Bodies (Admission to Meetings) Act 1960, s.1(4)(d) and s.1(9)

¹¹ Public Bodies (Admission to Meetings) Act 1960, s.1(4)(a)

¹² Local Government Act 1972, sch.12(40)

¹³ Local Government Act 1972, sch.12(41)

1.5 Draft minutes

- 1.5.1 If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 1.5.2 There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10.2.1(a).
- 1.5.3 The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 1.5.4 If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record, but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings”.

2 The annual meeting of the council

2.1 General provisions

- 2.1.1 In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the councillors elected take office.¹⁴
- 2.1.2 In a year which is not an election year, the annual meeting of the council shall be held on such day in May as the council decides.¹⁵
- 2.1.3 If no other time is fixed, the annual meeting of the council shall take place at 6pm.¹⁶

¹⁴ Local Government Act 1972, sch.12(7)(1)

¹⁵ Local Government Act 1972, sch.12(7)(2)

¹⁶ Local Government Act 1972, sch.12(7)(3)

2.2 First business of the council

2.2.1 The first business conducted at the annual meeting of the council shall be the election of the chair and vice-chair (if there is one) of the council.¹⁷

2.2.2 The chair of the council, unless they have resigned or become disqualified, shall continue in office, and preside at the annual meeting until their successor is elected at the next annual meeting of the council.¹⁸

2.2.3 The vice-chair of the council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the chair of the council at the next annual meeting of the council.¹⁹

2.2.4 In an election year, if the current chair of the council has not been re-elected as a member of the council, they shall preside at the annual meeting until a successor chair of the council has been elected. The current chair of the council shall not have an original vote in respect of the election of the new chair of the council but shall give a casting vote in the case of an equality of votes.²⁰

2.2.5 In an election year, if the current chair of the council has been re-elected as a member of the council, they shall preside at the annual meeting until a new chair of the council has been elected. They may exercise an original vote in respect of the election of the new chair of the council and shall give a casting vote in the case of an equality of votes.²¹

2.3 Order of business – annual meeting

2.3.1 Following the election of the chair of the council and vice-chair (if there is one) of the council at the annual meeting, the business shall include:

¹⁷ Local Government Act 1972, s.15(2) and s.15(6)

¹⁸ Local Government Act 1972, s.15(4)

¹⁹ Local Government Act 1972, s.15(7)

²⁰ Local Government Act 1972, s.15(2)

²¹ Local Government Act 1972, s.15(2)

- (a) in an election year, delivery by the chair of the council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the chair of the council of his acceptance of office form unless the council resolves for this to be done at a later date;²²
- (b) to receive any declarations of interest and note any dispensation requests;
- (c) confirmation of the accuracy of the minutes of the last meeting of the council;
- (d) receipt of the minutes of the last meeting of a committee;
- (e) consideration of the recommendations made by a committee;
- (f) review of delegation arrangements to committees, sub-committees, staff, and other local authorities;
- (g) review of the terms of reference for standing committees;
- (h) allocation of members to existing standing committees;
- (i) appointment of any new standing committees in accordance with standing orders in sections 16 to 21;
- (j) review and adoption of appropriate standing orders and financial regulations;
- (k) review of arrangements (including legal agreements) with other local authorities, not-for-profit organisations, and businesses.
- (l) review of representation on or work with external bodies and arrangements for reporting back;
- (m) in an election year, to make arrangements for the council becoming eligible to exercise the general power of competence in the future;
- (n) review of inventory of land and other assets including buildings and office equipment;

²² Local Government Act 1972, s.83

- (o) confirmation of arrangements for insurance cover in respect of all insurable risks;
- (p) review of the council's and/or staff subscriptions to other bodies;
- (q) review of the council's expenditure incurred under s.137 of the *Local Government Act 1972* or the general power of competence;
- (r) determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the council; and
- (s) to consider any other matters specified in the summons.

3 Council meetings (other than the annual meeting)

3.1 Order of business

3.1.1 At every meeting the first business shall be to appoint a person to preside if the chair and deputy chair may be absent, in accordance with standing order 1.1.7.

3.1.2 After the first business has been completed, the business shall include:

- (a) to receive any declarations of interest and note any dispensation requests;
- (b) to confirm the accuracy of draft minutes, including any amendment(s) made to them, in accordance with standing orders 1.5.1 to 1.5.4;
- (c) public participation;
- (d) to receive petitions (if any);
- (e) to receive minutes and reports and consider recommendations from committees;
- (f) to consider reports from county councillors and district councillors;
- (g) to consider reports from ward councillors;
- (h) to consider reports from councillors representing the authority on outside bodies;
- (i) to receive the mayor's report;
- (j) to consider motions in the order in which they have been notified;

- (k) to consider any other matters specified in the summons;
- (l) to receive correspondence for information; and
- (m) to consider confidential and exempt matters.

4 Extraordinary meetings of the council

4.1 The chair of the council may convene an extraordinary meeting of the council at any time.²³

4.2 If the chair of the council does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two councillors.²⁴

5 Quorum of the council

5.1 No business may be transacted at a meeting unless at least six members of the council are present.²⁵

5.2 If a meeting is or becomes inquorate no business shall be transacted²⁶ and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

(See standing order 16.7.(d) for the quorum of a committee or sub-committee meeting).

6 Public participation

6.1 Subject to standing order 6.3, this is the only time members of the public may contribute during a meeting.

6.2 Members of the public may make representations, ask questions, and give evidence at a meeting which they are entitled to attend.

²³ Local Government Act 1972, sch.12(9)(1)

²⁴ Local Government Act 1972, sch.12(9)(2)

²⁵ Local Government Act 1972, sch.12(12) and sch.12(45)

²⁶ Local Government Act 1972, sch.12(12)

- 6.3 Members of the public who are also members of working groups will be permitted to contribute to debate on items at meetings of the committee that the working group report to, at the discretion of the chair.
- 6.4 The period of time designated for public participation at a meeting in accordance with standing order 6.2 shall not exceed 15 minutes unless directed by the chair of the meeting.
- 6.5 Subject to standing order 6.4, a member of the public shall not speak for more than 3 minutes.
- 6.6 In accordance with standing order 6.2, a question shall not require a response at the meeting. The chair of the meeting may direct that a written or oral response be given.

7 Petitions

- 7.1 At any meeting, any member of the council may present a petition, signed by persons other than members of the council, which is relevant to some matter for which the council has a responsibility, or which affects the town.
 - (a) A councillor wishing to present a petition shall give notice of his intention to do so to the proper officer at least twenty-four hours before the beginning of the meeting at which it is to be presented.
 - (b) The presentation of a petition shall last for no more than three minutes.
 - (c) No discussion will take place on any petition, but any councillor may move that a matter raised by a petition be referred to a future meeting of the council or a committee as appropriate. Once seconded, such a motion will be voted on without discussion.

8 Confidential business

- 8.1 No member of the council or of any committee shall disclose to any person not a member of the council, any business declared to be confidential by the council or the committee.

9 Voting

9.1 Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.²⁷

9.2 The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not they gave an original vote.²⁸

(See standing orders 2.2.4 and 2.2.5 for the different rules that apply in the election of the chair of the council at the annual meeting of the council).

9.3 Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.²⁹ Such a request shall be made before a vote is taken.

10 Motions

10.1 Motions where written notice is required

10.1.1 A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

10.1.2 No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the proper officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

10.1.3 The proper officer may, before including a motion on the agenda received in accordance with standing order 10.1.2, correct obvious grammatical or typographical errors in the wording of the motion.

²⁷ Local Government Act 1972, sch.12(39)(1)

²⁸ Local Government Act 1972, sch.12(39)(2)

²⁹ Local Government Act 1972, sch.12(13)

10.1.4 If the proper officer considers the wording of a motion received in accordance with standing order 10.1.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the proper officer at least 5 clear days before the meeting.

10.1.5 If the wording or subject of a proposed motion is considered improper, the proper officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

10.1.6 The decision of the proper officer as to whether or not to include the motion on the agenda shall be final.

10.1.7 Motions received shall be recorded and numbered in the order that they are received.

10.1.8 Motions rejected shall be recorded with an explanation by the proper officer of the reason for rejection.

10.2 Motions that do not require written notice

10.2.1 The following motions may be moved at a meeting without written notice to the proper officer:

- (a) to correct an inaccuracy in the draft minutes of a meeting;
- (b) to move to a vote;
- (c) to defer consideration of a motion;
- (d) to refer a motion to a particular committee or sub-committee;
- (e) to appoint a person to preside at a meeting;
- (f) to change the order of business on the agenda;
- (g) to proceed to the next business on the agenda;
- (h) to require a written report;
- (i) to appoint a committee, sub-committee or working group and their members;
- (j) to extend the time limits for speaking;

- (k) to exclude the public and press from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- (l) to not hear further from a councillor or a member of the public;
- (m) to exclude a councillor or member of the public for disorderly conduct;
- (n) to temporarily suspend the meeting;
- (o) to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- (p) to adjourn the meeting; or
- (q) to close the meeting.

10.3 Closure motions

10.3.1 Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

(See also standing order 11.1.3)

11 Rules of debate

11.1 Motions and Amendments

11.1.1 Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

11.1.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

11.1.3 When a motion is under debate, no other motion shall be moved except:

- (a) to amend the motion;
- (b) to proceed to the next business;
- (c) to adjourn the debate;
- (d) to put the motion to a vote;

- (e) to ask a person to be no longer heard or to leave the meeting;
- (f) to refer a motion to a committee or a sub-committee for consideration;
- (g) to exclude the public and press;
- (h) to adjourn the meeting; or
- (i) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

11.2 Content and length of speeches

11.2.1 Excluding motions moved under standing order 11.1.3, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

11.3 When a member may speak again

11.3.1 The mover of an amendment has no right of reply at the end of debate on it.

11.3.2 Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- (a) to speak on an amendment moved by another councillor;
- (b) to move or speak on another amendment if the motion has been amended since they last spoke;
- (c) to make a point of order;
- (d) to give a personal explanation; or
- (e) to exercise a right of reply.

11.4 Amendments to motions

11.4.1 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

11.4.2 If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

- 11.4.3 An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if required by the chair of the meeting, is expressed in writing, to the chair.
- 11.4.4 A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- 11.4.5 If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- 11.4.6 Subject to standing order 11.4.7, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- 11.4.7 One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- 11.4.8 A councillor may not move more than one amendment to an original or substantive motion.
- 11.4.9 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- 11.5 Withdrawal of a motion
- 11.5.1 A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- 11.5.2 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- 11.6 Point of order
- 11.6.1 During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking.
- 11.6.2 A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

11.6.3 A personal explanation shall be confined to some material part of a former speech, which may appear to have been misunderstood in the present debate. The explanation should be based on fact and not on opinion.

11.6.4 A point of order shall be decided by the chair of the meeting and their decision shall be final.

12 Disorderly conduct at meetings

12.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

12.2 If a person or persons disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

12.3 If a resolution made under standing order 12.2 is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

13 Standing orders generally

13.1 All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

13.2 A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the proper officer in accordance with standing orders 10.1.1 to 10.1.8.

13.3 Standing order 13.2 will not apply where the motion to add to or vary or revoke one or more of the council's standing orders is a recommendation from a written report on a review of standing orders from the council, a committee or sub-committee.

13.4 The proper officer shall provide a copy of the council's standing orders to a councillor as soon as possible.

13.5 The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

14 Previous resolutions

14.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by a majority of elected councillors to be given to the proper officer in accordance with standing orders 10.1.1 to 10.1.8, or by a motion moved in pursuance of the recommendation of the planning committee.

14.2 When a motion moved pursuant to standing order 14.1 has been disposed of, no similar resolution may be moved within a further six months.

15 Voting on appointments

15.1 Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

Committees and sub-committees

16 Committees and sub-committees generally

16.1 Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.³⁰

16.2 The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.³¹

16.3 Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.³²

³⁰ Local Government Act 1972, s.101 and s.102

³¹ Local Government Act 1972, s.102(3)

³² Local Government Act 1972, s.102(4)

- 16.4 The minimum three clear days' public notice for a committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.³³
- 16.5 Every committee and sub-committee shall at its first meeting before proceeding to any other business elect a chair, and may elect a vice-chair, who shall hold office until the next annual meeting of the council.
- 16.6 No member of a standing committee shall hold office later than the next annual meeting.
- 16.7 The council may appoint standing committees or other committees as may be necessary, and:
- (a) shall determine their terms of reference;
 - (b) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the council;
 - (c) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - (d) shall determine the place, notice requirements, and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - (e) shall determine if the public may participate at a meeting of a committee;
 - (f) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - (g) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend;
 - (h) may dissolve a committee or sub-committee;
 - (i) shall make the allocation of members to standing committees at the annual meeting of the council; and

³³ Public Bodies (Admission to Meetings) Act 1960, s1(4)(a)

- (j) all members of the council are allowed to sit on any standing committee, except for the Human Resources committee, which shall be limited to the chair and deputy chair of the council and 7 additional members. Should there be an oversubscription to the human resources committee, a ballot will be used to decide membership. The remaining members who are not on the human resources committee may be required to form an appeals committee or disciplinary committee.
- 16.8 The agenda for committee meetings shall be sent in electronic form to all councillors and such members of the press who request notification of meetings.
- 17 Extraordinary meetings of committees.
 - 17.1 The chair of a committee may convene an extraordinary meeting of the committee at any time.
 - 17.2 If the chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.
- 18 Working groups
 - 18.1 There is no legal definition of a working group. Generally, however, a working party consists of a small group of members with the remit to consider policies and specific matters and conducts its business on a less formal basis than that of a committee. It does not have any decision-making powers and can only make recommendations to the council or committee from which it was formed, or to an officer of the council.
 - 18.2 The term “working group” refers to all informal bodies appointed by the council, its committees or the Town Clerk.
 - 18.3 Working groups shall be convened by the council, a standing committee, or the Town Clerk. When convening a working group, the appointing body or person will determine the terms of reference of the working group, and the initial membership. Usually, working groups will operate on a task and finish basis.
 - 18.4 Any working group may, at any time, add or remove members including external representatives.
 - 18.5 An agenda for a working group meeting will normally be sent out prior to a meeting of the working group setting out its business.

- 18.6 The Town Clerk will be responsible for arranging for notes of working group meetings to be produced and circulated to members of the working group.
- 18.7 A recommendation arising from discussions of a working group will normally be reached by consensus. However, if required, recommendations shall be determined by a majority vote.
- 19 Applicability of standing orders to committees, sub-committees, steering groups and working parties.
- 19.1 The following standing orders from Section 2 shall apply to committee meetings.
- (a) standing orders 1.1.3, and 1.2.1 to 1.3.2 (Admission of the public and press to meetings);
 - (b) standing order 1.1.5 (Code of Conduct);
 - (c) standing order 8.1 (Confidential Business);
 - (d) standing order 12 (Disorderly Conduct at Meetings);
 - (e) standing orders 1.1.8 to 1.1.11 (Meetings generally);
 - (f) standing orders 1.4.1 to 1.5.4 (Minutes);
 - (g) standing orders 10.1.1 to 12.3 (Motions and Rules of Debate);
 - (h) standing orders 6.2 to 6.6 (Public participation);
 - (i) standing order 13.5 (Decision of chair to applicability of standing orders); and
 - (j) standing orders 9.1 and 9.2 (Voting).
- Standing orders 6.2 to 6.6 (Public participation) shall not apply unless the terms of reference for the committee permit, in accordance with standing order 16.7.(f) and (g).*
- 19.2 The following standing orders from Section 2 shall apply to sub-committee meetings.
- (a) standing orders 1.2.1 to 1.3.2 (Admission of the public and press to meetings);
 - (b) standing order 1.1.5 (Code of Conduct);
 - (c) standing order 8.1 (Confidential Business);

- (d) standing order 12 (Disorderly Conduct at Meetings);
- (e) standing order 1.1.8 to 1.1.11 (Meetings generally);
- (f) standing orders 1.4.1 to 1.5.4 (Minutes);
- (g) standing orders 10.1.1 to 12.3 (Motions and Rules of debate);
- (h) standing orders 6.2 to 6.6 (Public participation); and
- (i) standing orders 9.1 and 9.2 (Voting).

Standing orders 1.2.1 to 1.3.2 (Admission of the public and press to meetings) and 6.2 to 6.6 (Public participation) shall not apply unless the terms of reference for the sub-committee permit, in accordance with standing order 16.7.(f) and (g).

19.3 The following standing orders from Section 2 shall apply to working groups.

- (a) standing orders 1.2.1 to 1.3.2 (Admission of the public and press to meetings);
- (b) standing order 1.1.5 (Code of Conduct);
- (c) standing order 8.1 (Confidential Business);
- (d) standing order 12 (Disorderly Conduct at Meetings);
- (e) standing orders 1.1.8 and 1.1.9 (Meetings generally);
- (f) standing orders 6.2 to 6.6 (Public participation); and
- (g) standing orders 9.1 and 9.2 (Voting). If required, see also standing order 18.7.

Standing orders 1.2.1 to 1.3.2 (Admission of the public and press to meetings) and 6.2 to 6.6 (Public participation) shall not apply unless the terms of reference for the working group permit, in accordance with standing order 16.7.(f) and (g)

20 Presence of non-members of committees at committee and sub-committee meetings

- 20.1 A councillor who has proposed a resolution which has been referred to any committee or sub-committee of which they are not a member, may attend to explain their motion to the committee or sub-committee but shall not vote. The chair at their discretion may invite the councillor to participate in the debate on that item.
- 20.2 Any councillor shall be entitled to be present as a spectator at the meetings of any committee or sub-committee of which they are not a member, except if a resolution has been passed to exclude the public and press. The councillor may speak on any item on the agenda with the permission of the chair but may not join in the debate or vote.

21 Scheme of delegation to committees

- 21.1 Committees shall conform to their terms of reference.

Proper Officer and Responsible Financial Officer

22 Scheme of delegation

- 22.1 The proper officer, responsible financial officer and other officers of the council shall have the authority given to them under the council's scheme of delegation.

23 Town Clerk

- 23.1 The clerk is employed by the council and answers to the council as a whole. The clerk manages all other staff that may be employed by the council. No one councillor or informal group of councillors can act as the line manager of either the clerk or other employees of the council, and the clerk is not answerable to any individual councillor, not even the chair of the council.

24 Proper Officer

- 24.1 The proper officer shall be either (i) the town clerk or (ii) other staff member(s) nominated by the council to undertake the work of the proper officer when the proper officer is absent.

24.2 The proper officer shall:

- (a) at least three clear days before a meeting of the council³⁴, a committee or a sub-committee,
 - (i) serve on councillors by delivery or post at their residences or by email authenticated in such manner as the proper officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the councillor has consented to service by email); and³⁵
 - (ii) provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).³⁶

See standing order 1.1.2 for the meaning of clear days for a meeting of a full council and standing order 16.4 for the meaning of clear days for a meeting of a committee;

- (b) subject to standing orders 10.1.1 to 10.1.8, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- (c) convene a meeting of the council for the election of a new chair of the council, occasioned by a casual vacancy in that office;³⁷
- (d) facilitate inspection of the minute book by local government electors;³⁸
- (e) receive and retain copies of byelaws made by other local authorities;³⁹
- (f) hold acceptance of office forms from councillors;
- (g) hold a copy of every councillor's register of interests;

³⁴ Local Government Act 1972, sch.12(10)(2)

³⁵ Local Government Act 1972, sch.12(10)(2A)

³⁶ Local Government Act 1972, sch.12(10)(2)(a)

³⁷ Local Government Act 1972, s.88

³⁸ Local Government Act 1972, s.228

³⁹ Byelaws (Alternative Procedure) (England) Regulations 2016

- (h) assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the council's relevant policies and procedures;
- (i) liaise, as appropriate, with the council's data protection officer (if there is one);
- (j) receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- (k) assist in the organisation of, storage of, access to, security of and destruction of information held by the council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- (l) arrange for legal deeds to be executed;

(See also standing orders 31.1 and 31.2).
- (m) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with its financial regulations;
- (n) record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- (o) refer a planning application received by the council to the chair or in their absence vice-chair (if there is one) of the planning and development committee within two working days of receipt to facilitate an extraordinary meeting, if the nature of a planning application requires consideration before the next ordinary meeting of planning and development committee;
- (p) manage access to information about the council via the publication scheme; and
- (q) retain custody of the seal of the council (if there is one) which shall not be used without a resolution to that effect.

(See also standing orders 31.1 and 31.2).

25 Responsible Financial Officer

- 25.1 The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

Code of conduct and dispensations

26 Code of conduct

(See also standing order 1.1.5).

- 26.1 All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- 26.2 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- 26.3 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- 26.4 Dispensation requests shall be in writing and submitted to the proper officer⁴⁰ as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 26.5 A decision as to whether to grant a dispensation shall be made by the proper officer and that decision is final.
- 26.6 A dispensation request shall confirm:
- (a) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

⁴⁰ Localism Act 2011, s.33(1)

- (b) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- (c) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- (d) an explanation as to why the dispensation is sought.

26.7 Subject to standing orders 26.4 and 26.6, a dispensation request shall be considered by the proper officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

26.8 A dispensation may be granted in accordance with standing order 26.5 if having regard to all relevant circumstances any of the following apply⁴¹:

- (a) without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- (b) granting the dispensation is in the interests of persons living in the council's area; or
- (c) it is otherwise appropriate to grant a dispensation.

27 Code of conduct complaints

27.1 Upon notification by West Suffolk council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the proper officer shall, subject to standing orders 33.1 to 33.4, report this to the council.

27.2 Where the notification in standing order 27.1 relates to a complaint made by the proper officer, the proper officer shall notify the chair of council of this fact, and the chair shall nominate another staff member to assume the duties of the proper officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 27.4.

27.3 The council may:

⁴¹ Localism Act 2011, s.33(2)

- (a) provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- (b) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

27.4 Upon notification by West Suffolk Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.⁴²

Expenditure and financial regulations

28 Accounts and accounting statements

- 28.1 "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local councils – a Practitioners' Guide".
- 28.2 All payments by the council shall be authorised, approved, and paid in accordance with the law, proper practices, and the council's financial regulations.
- 28.3 The responsible financial officer shall supply to each councillor as soon as practicable after 30 June, 30 September, and 31 December in each year a statement to summarise:
- (a) the council's receipts and payments (or income and expenditure) for each quarter;
 - (b) the council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - (c) the balances held at the end of the quarter being reported and
- which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- 28.4 As soon as possible after the financial year end on 31 March, the responsible financial officer shall:

⁴² Localism Act 2011, s.28

- (a) provide each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- (b) provide to the council the accounting statements for the year in the form of section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

28.5 The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the council. The annual governance and accountability return of the council, which is subject to external audit, including the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June.

29 Financial controls and procurement

29.1 The council shall consider and approve financial regulations drawn up by the responsible financial officer, which shall include detailed arrangements in respect of the following:

- (a) the keeping of accounting records and systems of internal controls;
- (b) the assessment and management of financial risks faced by the council;
- (c) the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- (d) the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
- (e) whether contracts with an estimated value below £25,000⁴³ due to special circumstances are exempt from a tendering process or procurement exercise.

⁴³ Public Contracts Regulations 2015, s.109(2)(c)

- 29.2 Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- 29.3 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 29.6 below is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).⁴⁴
- 29.4 Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
- (a) a specification for the goods, materials, services, or the execution of works shall be drawn up;
 - (b) an invitation to tender shall be drawn up to confirm:
 - (i) the council's specification;
 - (ii) the time, date, and address for the submission of tenders;
 - (iii) the date of the council's written response to the tender; and
 - (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - (c) the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - (d) tenders are to be submitted in writing in a sealed marked envelope addressed to the proper officer;
 - (e) tenders shall be opened by the proper officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

⁴⁴ Public Contracts Regulations 2015, s.109 to s.114

- (f) tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- 29.5 Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 29.6 A public contract regulated by the Public Contracts Regulations 2015 shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website.⁴⁵
- 29.7 A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.⁴⁶

Miscellaneous

30 Communicating with district and county councillors

- 30.1 An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the district and county council representing the area of the council.

31 Execution and sealing of legal deeds

- 31.1 A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- 31.2 Subject to standing order 31.1, any two councillors may sign, on behalf of the council, any deed required by law and the proper officer shall witness their signatures.⁴⁷

(See also standing orders 24.2.(l) and 24.2.(q)).

⁴⁵ Public Contracts Regulations 2015

⁴⁶ Utilities Contracts Regulations 2016

⁴⁷ Local Government Act 1972, s.14(3)

32 Handling staff matters

- 32.1 A matter personal to a member of staff that is being considered by a meeting of council or the human resources committee is subject to standing orders 33.1 to 33.4.
- 32.2 The town clerk's performance review will be conducted by the chair of the human resources committee and the chair of the council in accordance with the performance management policy.
- 32.3 Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chair of the human resources committee or in their absence, the vice-chair of the human resources committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the human resources committee.
- 32.4 Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the town clerk relates to the chair or vice-chair of the human resources committee, this shall be communicated to another member of the human resources committee, which shall be reported back and progressed by resolution of the human resources committee.
- 32.5 Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- 32.6 In accordance with standing order 33.1, persons with line management responsibilities shall have access to staff records referred to in standing order 32.5.

33 Management of information

(See also standing orders 35.1 and 35.2).

33.1 The council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.⁴⁸

33.2 The council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).⁴⁹

33.3 The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.⁵⁰

33.4 Councillors, staff, the council's contractors, and agents shall not disclose confidential information or personal data without legal justification.⁵¹

34 Relations with the press and media

34.1 Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media.

35 Responsibilities to provide information

(See also standing orders 36.1 to 36.6).

35.1 In accordance with freedom of information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.⁵²

⁴⁸ Data Protection Act 2018

⁴⁹ Limitation Act 1980

⁵⁰ Data Protection Act 2018

⁵¹ Data Protection Act 2018

⁵² Freedom of Information Act 2000

35.2 The council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.⁵³

36 Responsibilities under data protection legislation⁵⁴

(Below is not an exclusive list. See also standing orders 33.1 to 33.4).

36.1 The council may appoint a Data Protection Officer.

36.2 The council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

36.3 The council shall have a written policy in place for responding to and managing a personal data breach.

36.4 The council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

36.5 The council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

36.6 The council shall maintain a written record of its processing activities.

37 Restrictions on councillor activities

37.1 Unless duly authorised no councillor shall:

- (a) inspect any land and/or premises which the council has a right or duty to inspect; or
- (b) issue orders, instructions, or directions.

⁵³ Local Government (Transparency Requirements) (England) Regulations 2015

⁵⁴ Data Protection Act 2018

Appendix B Councillors guide

1 Roles and responsibilities

It is important that all councillors understand their roles and responsibilities (set out below) to avoid any misunderstandings that may lead to conflict later. Councillors bring different skills, have different attitudes, and need to work as an effective team. The town clerk is there to provide advice and implement the council's decisions. The town clerk is termed the 'proper officer' answerable only to the council as a whole, the employer.

The town council also employs a responsible financial officer who is charged with the management of the council's finances. These are professional paid officers and have considerable decision-making powers delegated to them to ensure the effective discharge of the council's functions and services. The advice of the town clerk is important and should always be a councillor's first point of contact.

The term of office of councillors is four years commencing on the fourth day after the ordinary day of election and ending on the fourth day after the next ordinary election. The ordinary day of election is the first Thursday in May, or such other day as may be fixed by the Secretary of State by order.

A person elected as a councillor cannot act in that capacity until they have signed a declaration of acceptance of office and delivered it to the town clerk. If the declaration is not made and delivered within two months from the day of the election, the office of the person elected becomes vacant.

1.1 Councillors' duties

Councillors have the following duties set out in law:

- Must sign a declaration of acceptance of office, agree to abide by the council's code of conduct as adopted and register any disclosable pecuniary interests
- Must attend meetings when summoned to do so and is responsible to disclose any pecuniary interests before an item is discussed
- Is entitled to vote at meetings
- Can resign at any time by written notice to the chair of the council
- Must inform the town clerk of an intended absence in order that it can be recorded/approved

If a councillor does not attend any meeting of the council, committee, or sub-committee, or does not carry out an executive function as a member, for six consecutive months they automatically cease to be a member of the authority. If a councillor has special reasons for not being able to attend meetings there may be circumstances under which the council can extend the period. The council can only extend the period before the six months has elapsed.

The National Association of Local Councils (NALC) publish the *Good Councillor's Guide* that provides further details, a copy of which the town clerk can provide on request.

1.2 Councillors' role

Whilst there is no set job description for a councillor, below gives you a flavour of your role:

- To abide by the council's code of conduct and not bring the office of councillor into disrepute
- To act collectively with others as employer
- To be the ultimate policy makers of the council giving strategic and corporate management direction
- To serve as advocates for their communities (individual wards), protecting and promoting the community and ensuring that the needs and issues which affect residents are addressed
- To deal with individual casework and to act as advocates for constituents in resolving particular concerns or grievances
- To act as custodians of the public purse, fixing a budget, setting a precept, and monitoring the expenditure of the council
- To balance different interests within their ward and to represent the ward as a whole
- To balance the needs and concerns of the whole of the council's area and between areas of competing needs in the interests of the whole of the council's area
- To attend council meetings and meetings of committees to which they have been appointed, and to be involved in all significant decision-making

- To take steps to keep in touch with their communities by attending residents' or local community meetings and training events
- To be available to represent the council on other bodies
- To deal promptly with correspondence/communication from their constituents and the council's officers
- To maintain the highest standard of conduct and ethics

1.2.1 Beware of what a councillor cannot do

- councillors cannot make a decision on behalf of the council
- Instruct the town clerk or staff in their duties
- Write to the press on council matters
- Represent the council as and wherever they wish
- Resign by walking out of a meeting

1.3 Role of the town clerk

The town clerk is appointed under statute as the '*Proper Officer of the council*' (*Local Government Act 1972, s.270(1)*). The post is akin to the chief executive of the principal authority in that it is the head of the council's administration. The town clerk is responsible for seeing that the business of the council runs smoothly and efficiently and is conducted in accordance with the law. The town clerk has responsibility for the management of the town council's assets (its land and buildings, finances, staff, and reputation). The town clerk prepares the council for taking decisions, before, during and after meetings, implements decisions and protects the council as a corporate body. Responsibilities range across organising meetings and events, managing sites, facilities, staff, and finance, to marketing, negotiating and public relations.

The town clerk has a number of statutory duties; these include:

- Signing and serving on councillors summons with an agenda to attend council meetings
- Convening meetings of council if a casual vacancy in the office of the chair of the council occurs

- Receiving and holding copies of byelaws made by other local authorities which affect the council's area
- Receiving and retaining documents or notices

1.4 Role of the Chair (Mayor)

The council *must* have a chair (the mayor), responsible for ensuring that proper decisions are taken in council meetings, that meetings run smoothly and on time. The mayor ensures that all councillors have the opportunity to speak at meetings and that procedure is followed in accordance with standing orders. The mayor is the public face of the council, representing the council in a civic capacity.

1.5 Role of the Council as a Whole

The council is a corporate body, a legal entity separate from that of its members. Its decisions are the responsibility of the whole council. The council has many powers and duties granted by Parliament including the important authority to raise money through taxation (the precept) and a range of powers to spend public money.

The council is responsible for a number of community facilities throughout the town, including the public office at the King Edward VII Memorial Hall, two closed churchyards, sponsored roundabouts, various flower beds, play areas, public toilets, and allotments.

It also maintains the Newmarket Clock Tower, War Memorials, a number of bus shelters, street benches, Birdcage Walk, the Cooper Memorial, Bill Tutte Memorial and the statue of The Queen with mare and foal, as well as street planters and hanging baskets.

The council administers the Newmarket cemetery and chapel, the Severals grass area and Memorial Hall grounds, as well as two venues – The Memorial Hall and the Severals Pavilion.

The Council is also responsible for a number of street lighting columns and provides Christmas lighting in the town. It is involved in the promotion of Newmarket across various media and both running and facilitating events & festivals.

See also section 3.3 below.

1.6 The Council as Employer

Councils often have to deal with a range of employment relation issues which require clear and straightforward employment policies and procedures that help to handle employment issues quickly, fairly, and consistently.

The town clerk is employed by the council and answers to the council as a whole. The town clerk manages any other staff that may be employed by the council. No one councillor can act as the line manager of either the town clerk or other employees. These rules and principles should build on mutual respect and consideration between the town clerk and the council.

NALC publish the *Good Employers Guide* that provides further details.

2 Councillors' Code of Conduct

Under the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, members of the town council are required to register theirs and their partner's disclosable pecuniary interests in a register held by the monitoring officer, West Suffolk Council within 28 days of becoming a member or co-opted member. Provisions in relation to disclosable pecuniary interests are enforced by criminal sanction that came into force on 1 July 2012. A copy of the register is available for public inspection and is published on both the town and district council websites.

The council, in accordance with the Localism Act 2011, s.27, adopted a code of conduct to promote high standards of behaviour by its members and co-opted members whenever they conduct the business of the council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the council. The code is based on the principles of:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

There may be occasions where a number of councillors must declare interests and their withdrawal from that meeting may render the decision making inquorate or ineffective. There are provisions in the council's rules on dispensations.

Please make yourself familiar with your obligations under the code, what to declare and how to declare interests (As a reminder every agenda have standing items for the registration of interests. The rule of thumb is if in doubt ask), how to apply for a dispensation, and what to do if you are offered gifts or hospitality (training is offered).

2.1 Things a councillor should not do in relation to the code of conduct

It is important for councillors to be aware that they must not:

- bring their council or office into disrepute
- disclose confidential information
- misuse council resources or authorise their misuse, in particular for unauthorised party-political purposes
- misuse their official position to their own advantage or to the advantage or disadvantage of others
- stop somebody seeing or getting copies of documents they are allowed to have
- unduly influence any person who works for the council

3 The Decision-making process

Council meetings are where councillors play their part as decision makers. They are formal events where the public and press have a right to observe how the council operates, the exception being when sensitive matters are discussed such as legal, contractual, or staffing matters.

Decisions are called 'resolutions' and these are mostly made by the full council, please remember these are 'corporate decisions'. Decisions can in some cases be delegated to committees and to officers. Some committees make recommendations to council. The work that these groups undertake is set out in their 'terms of reference'.

The council has the following committee structure:

There are 5 standing committees. All councillors can sit on any standing committee except for human resources, which is limited to 9 members.

Standing committees of the council:

- Development and Planning
- Community and Leisure
- Neighbourhood Plan
- Human Resources
- Finance and Policy

Working groups can be appointed by each standing committee and will make recommendations to that committee.

- (a) The chair of the committee presents the minutes of each standing committee, to the full council.
- (b) The chair will say, “I am pleased to present the minutes of the committee and seek their adoption”.
- (c) All the recommendations of the committee in the minutes, are then formally proposed and seconded, and a vote ensues. The recommendations then become resolutions of the council.
- (d) Any recommendation can be amended and then voted upon by full council.
- (e) If any recommendation fails to receive the support of the council, then the recommendation is referred back to the committee.
- (f) If a majority of councillors vote against the adoption of the minutes, then all recommendations are referred back to the committee.

The annual meeting of the council takes place in May, and in an election year the annual meeting must take place on the day when the councillors take office, or within 14 days thereafter. councillors take office in an election year four days after the date of the election.

The annual town meeting is a completely different meeting and takes place between 1 March and 1 June. This is not a council meeting but a meeting when electors can speak and set the agenda and local issues are debated.

A list of meeting dates is provided annually.

3.2 Powers and duties

There are wide ranging activities covered by acts of parliament setting out powers and functions giving local councils permission to act upon. These include consideration of the provision of allotments if requested to do so, provision and maintenance of bus shelters, borrow money, power to provide a wide range of recreational facilities.

3.3 The general power of competence

The Localism Act includes a ‘general power of competence’. It gives local authorities the legal capacity to do anything that an individual can do that is not specifically prohibited. The general power gives councils more freedom to work together with others in new ways to drive down costs and increase their confidence to do creative, innovative things to meet local people’s needs.

Every electoral term the town council must consider whether it is an “eligible parish council”, having met the conditions prescribed by the Secretary of State in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012; these being around the competency of the town clerk and the electoral mandate of the council.

3.4 Meetings, conduct of business, standing orders

Rules about the way meetings must be run, some of which are set by legislation, are contained within the council’s standing orders.

Standing orders set out the order of business, rules about debate, voting requirements, and the procedures for public participation. Please read standing orders so that you are aware of the protocol on the conduct of meetings.

3.5 Council meeting agendas

At least five clear working days before a meeting a public notice of the meeting will be placed on the council’s notice board outside the Memorial Hall.

At the same time, councillors will receive a ‘summons’ requesting their attendance at the meeting with an agenda. Topics requiring a decision cannot be added to an agenda after it has been issued. If you wish to raise an item for inclusion, contact the

town clerk with details. standing orders set out how you can give notice to raise a question or ask for a motion to be placed on the agenda.

It is the responsibility of the town clerk, often in consultation with the chair of the council and committee chairs to set the agendas for full council and committee meetings respectively.

3.6 Helpful suggestions for meetings

3.6.1 Agendas and reports

- All agendas and reports are uploaded onto the council's website and councillors are emailed links to those papers
- On receipt, read through each agenda and any associated reports to identify important items – those affecting your area
- Make sure that you understand what actions are being proposed
- Think about what the result will be if those actions are taken
- Are the costs involved justified?
- Think about whether there are any alternatives that could be explored
- If you have any questions, please contact the town clerk, chair of the council, committee chair, or the author of the report, before you attend the meeting

3.6.2 In the meeting

- Read the agenda and its associated reports in advance of the meeting and follow the advice set out above
- Identify the areas where you feel you have a contribution to make
- Prepare yourself – check your facts, the background; ask for an explanation from the town clerk and/or fellow councillors
- Read your standing orders so that you understand the procedure. If in any doubt, please ask the town clerk
- Remember your duty to declare an interest and if in any doubt check with the town clerk on the best course of action

- If possible, tell the chair in advance that you wish to speak and on which agenda item
- Be prepared to intervene on other items – often debates will lead into unexpected territory which may be of particular interest or relevance to you and your constituents
- Remember not to confine yourself to the ward which you represent. Consider the town as a whole
- Beware the law of defamation!

3.6.3 Apologies for absence

You have a duty to attend but if something crops up and you cannot attend, notify the town clerk so that your apology and reason can be recorded in the minutes. If you fail to attend meetings for six months, without formal council approval, you will be automatically disqualified and cease to be a councillor.

3.6.4 After the meeting – council minutes

It is the responsibility of the town clerk, or a duly delegated officer to write the minutes as a legal record of the council's decision which are confirmed and signed by the chair at the next ordinary meeting. No discussion can take place on the minutes, only their accuracy. Minutes should contain a heading, those present, and a decision at the very least. They are not meant to be a verbatim record of discussions, but the town clerk is likely to minute any advice given. Draft minutes are placed on the council's website marked as such.

3.7 Important documents

The following are important documents that councillors should be able to reference in the decision-making process:

- Standing orders
- Financial regulations
- Committee terms of reference and delegation
- Budget for the current year and any projected financial planning
- Newmarket neighbourhood plan

- Local development framework
- Minutes of previous meetings

Also, available for councillors to view, upon application to the town clerk:

- Assets register
- Insurance policy
- Lease agreements
- Schedule of council fees and charges

3.8 Council guidelines, policies, procedures, and protocols

The council has also adopted a number of guidelines, policies, procedures and protocols, these are all available on the council's website.

Guidelines are principles that guide actions, frequently based on best practices.

Policies are specific principles that guide decision making and indicate the position and values of the council on a given subject.

Procedures are written set of instructions that describe the approved and recommended steps of a particular process, and supplement policies and describe how policies will be implemented.

Protocols are written plans that specify procedures to be followed in specific situations.

4 Planning matters

Being involved in planning is an important activity for the council. The planning authority (West Suffolk Council) must consider the town council's view before it decides to grant or refuse planning permission.

The town council's planning and development committee is charged with considering all planning applications which include:

- Full planning permission
- Outline planning permission

- Reserved matters
- Listed building consent
- Change of use
- Conservation area consents to prune/fell trees
- Licensing
- Advertising consent

The Town and Country Planning Act 1990 provides the main legal basis of the English planning system as amended by the Planning and Compulsory Purchase Act 2004. Further changes have been introduced by the Localism Act 2011.

The National Planning Policy Framework (NPPF) sets out the Government's economic, environmental, and social planning policies for England and contains the framework within which local plans are developed. The purpose of the NPPF is to help achieve 'sustainable development' that meets the needs of the present without compromising the ability of future generations to meet their own needs.

The Planning and Compulsory Purchase Act 2004 placed an obligation on local planning authorities to produce a local plan (or core strategy) shaping how land use and places will change and develop over the next 15 to 20 years. It also sets out a spatial planning strategy – what the general location of development will be.

Planning decisions need to be made in line with the development plan, unless there are good reasons why this should not be done. These reasons are called material considerations and include:

- overshadowing
- overlooking or loss of privacy
- adequate parking and servicing
- overbearing nature of proposal
- loss of trees
- loss of ecological habitats
- design and appearance

- layout and density of buildings
- effect on listed building(s) and conservation areas
- access or highways safety
- traffic generation
- noise and disturbance from the scheme
- disturbance from smells
- public visual amenity, but not loss of private individual's view
- flood risk

There are however a number of areas that cannot be considered as material/relevant; these include:

- loss of value to individual property
- loss of view
- boundary disputes including encroachment of foundations, gutters
- private covenants or agreements
- the applicant's personal conduct or history
- the applicant's motives
- potential profit for the applicant or from the application
- private rights to light
- private rights to way
- damage to property
- disruption during any construction phase
- loss of trade or competitors
- age, health, status, background, work patterns of the objector
- time taken to do the work

- capacity of private drains
- building or structural techniques
- alcohol or gaming licences

For further information about planning CPRE have a number of helpful publications:

- Planning explained
- How to respond to planning applications
- How to shape where you live

5 Dealing with public money

The responsible financial officer administers the finances of the council and collectively councillors are responsible for ensuring the proper management of the council's finances to avoid risk of fraud, loss, or bad debts.

The council must operate a sound system of internal control in accordance with The Accounts and Audit Regulations 2015 and to prepare an annual governance statement in accordance with proper practices in relation to accounts. The law requires another audit to be carried out so that local taxpayers can be assured that the risks to public money have been managed.

The Local Government Transparency Code 2015 requires certain councils to publish a range of financial information online. The code can be viewed at <https://www.gov.uk/government/publications/local-government-transparency-code-2015>.

Detailed information is set out in the Joint Panel on Accountability and Governance – Practitioners' Guide, available at <https://www.nalc.gov.uk/jpag>. The guide sets out how accounts should be kept, their format and how and when they must be approved and published, where and for how long taxpayers can view the accounts and details behind them.

The council's finances are controlled by checking spending against budget plans regularly at council meetings. The council's own financial regulations set out how the council must manage its finances and its overall system of internal control. As part of this, the council appoints an independent 'competent' auditor to conduct an internal audit, which is in turn reported with the accounts. As a member of the council, you are responsible for ensuring that the annual return accurately presents the financial management by the council. The

council's finances are controlled by checking spending against budget plans regularly at council meetings.

5.1 Budget and precept

The council is empowered to incur expenditure in the execution of its statutory powers. It obtains its funds (the precept) from the principal authority for the expenses it is expecting to incur in the financial year ahead and so it is important that an accurate budget is set for the proper carrying out of the council's functions. The budget setting process normally starts around October each year and request for the precept is normally sent in late January.

5.2 Annual return

The council's financial year begins on 1 April and ends on 31 March in the following year. Legislation requires a council to prepare accounting statements for each year, which must be externally audited. Proper practices provide for a council to prepare its accounting statements in the form of an annual return which summarises the accounts and includes an annual governance statement.

6 Handling information

6.1 Freedom of information

The Freedom of Information Act 2000 allows the public access to certain types of information held by the council, subject to release of personal information under the Data Protection Act 1998. Requests must be in writing; email is accepted, and the council must respond promptly and normally within 20 working days. The council is entitled to make a charge which must be set out in a Publication Scheme which also sets out the type of information published and the manner in which is published. The council does not have to respond to repeated or 'vexatious' requests if it has already responded to an identical or substantially similar request from the same person. There are some other exemptions which fall into the category of 'absolute exemptions' such as court proceedings or personal information that would breach the data protection act. The council then has a duty to consider whether disclosure is required in the public interest. Guidance is available from the Information Commissioner. See the town council's website to view the publication scheme or ask the clerk for a copy.

6.2 Data protection

All councils hold a wide range of information and are required to 'notify' the Information Commissioner of personal data it holds, subject to certain exemptions. Personal data may be as simple as holding someone's name and address but in addition includes amongst other things details of complaints, lists of contacts, employee/personnel records, and information provided for the purpose of placing a contact to which the data subject is a party. Images taken by CCTV systems can now also fall within the data protection regime.

Councillors are covered by the council's notification and have the same responsibilities with regard to data protection as the town clerk and employees of the council. If councillors are processing electronic personal data in an individual capacity (i.e., where you are not acting on behalf of the council) you are likely to be classed as data controllers and would individually need to notify the Information Commissioner. For advice and guidance, go to www.ico.gov.uk.

6.3 'Need to know'

Councillors do not have a 'need to know' for all council business and cannot claim an automatic right to see all council documentation and information. There is a general rule of thumb in establishing whether a councillor has a 'need to know':

- If you are a member of a committee, you have the right to inspect documents or to obtain information relating to the business of that committee.
- If not a committee member, you need to demonstrate why sight of the information in question is necessary to enable you to perform your duties as a councillor.
- The document or information will be withheld if a councillor's motives are indirect, improper, or ulterior.
- Councillors wishing to inspect council documents should specify precisely what information they need and for what purpose.

6.4 Confidential information

The council's standing orders and the code of conduct require members and officers to maintain confidentiality. When a councillor is acting, or gives the impression as acting, as a representative of the council, a councillor is obligated not to disclose information which is confidential or where disclosure is prohibited by law. There are

some exceptions, for instance if you are required to do so by law, where you have a person's consent or disclosure is in the public interest (justified in only very limited circumstances). Improper disclosure of confidential information constitutes a breach of the code of conduct.

6.5 Defamation and privilege

Councillors when making statements in council and committee meetings should be aware that they are subject to the general principles of law relating to defamation. As a general defence a councillor should show that any such alleged statement was made on a 'qualified' privileged occasion, when the councillor who makes the statement must show that the statement was made without malice and in pursuit of a public duty. If, upon investigation, the statement is found to be true, it is not defamatory at all, but if it is found to be untrue, privilege can be claimed if the councillor acted without malice.

6.6 Press and media

6.6.1 Dealing with the press

- Check the council's policy on the issue of press statements.
- Seek help from the town clerk on how to handle individual press members.
- Get to know the reporters who cover your area and those who are regularly present at council meetings. Learn how to explain your views on issues and do not talk "off the record" – some things are best kept unsaid!
- When approached either in person or on the telephone, think carefully before you speak, and ask for time to consider your reply if necessary.

6.6.2 Dealing with the media

- Seek help from the town clerk.
- Think carefully about anything you say. Remember that it may well be reported, and it may be your voice that says it! If necessary, therefore, ask for time to consider your reply and take appropriate advice.
- Be aware that the reporter has deadlines, and these are even tighter than for newspapers – local radio has bulletins every hour!

- Remember that a recorded interview may be cut and edited in just the same way as a press report.
- Beware of radio reporters who ring you and say that they want to do a recorded interview immediately over the telephone. Unless you are very confident, ask them what they want to talk about and ring them back in ten minutes. Use this time to compose yourself, to decide what you are going to say and, if necessary, to take advice.
- When taking part in live broadcasts (including phone-ins), always agree beforehand what areas you will and will not discuss.
- Do your homework and learn all the facts before you go to the studio.
- Be honest in your answers. Even the slightest hesitation on air can sound like evasion, dishonesty or incompetence.
- Even if you do not know the answer to a particular question, it is better to admit that, rather than make up something which, with hindsight, may have been improper.
- Broadcast appearances are best left to those who feel at home on radio or TV. Most of us need extra coaching, so if you are likely to be a spokesperson, try to get broadcasting skills training.

7 Members' services

All councillors will be given access to a town council email address.

The town clerk shall be the first point of call for any additional support from the council.

8 Managing risk

The Health & Safety at Work Act 1974 places a duty on councils as employers and employees to protect the health and safety of its employees and the public visiting its premises. This includes maintaining the safety of any places of work, the working environment (including equipment) and without risks to health for which the town clerk will undertake appropriate risk assessments. The Disability Discrimination Act 2010 imposes obligations on councils as employers and wider obligations to ensure access to services, including permanent physical adjustments to premises and meeting rooms.

8.1 Insurance

The council undertakes a review of its risks annually. Using the asset register as a guide, the council will identify the level and severity of any likely risk and take appropriate steps to manage the consequences, which includes reviewing its insurances prior to renewal date.

Policies normally cover core risks, such as property and public liability in addition to mandatory cover for Employers' Liability, Fidelity Guarantee (Employee Dishonesty), and Hirer's Indemnity. Other optional cover is available. The council's insurance may also cover councillors for Personal Accident, Libel and Slander and Officials' Indemnity. The town clerk & responsible financial officer will advise.

9 Useful contacts and sources of advice

- The Town Clerk. It is their job to receive information and to keep the council informed. The Town Clerk is a member of the Society of Local council Clerks.
- Association of Town & City Management
- Historic Towns Association
- Ministry of Housing, Communities & Local Government
- The National Allotment Society
- National Association of British Market Authorities
- The National Association of Local Councils
- Newmarket Community Network
- Newmarket Local History Society
- Suffolk Association of Local Councils
- Suffolk County Council
- West Suffolk Council
- UK Government

10 Useful publications

- The Good Councillor's Guide – NALC

- Being a Good Employer – NALC
- Joint Panel on Accountability and Governance Practitioners' Guide – NALC
- The Local Council Award Scheme – NALC
- Planning Explained – CPRE
- How to respond to planning applications – CPRE
- How to shape where you live – CPRE
- Newmarket Neighbourhood Plan – NTC

Appendix C Chairmanship – good practice

This is intended as a guide for those presiding at meetings of the council and as a source to which to refer when there is a procedural difficulty during a meeting.

The chair of the town council is entitled to use the title “town mayor”. The title confers no additional powers on the chair and, in particular, has no implications for their conduct in meetings.

Notes:

- The word “chair” includes “town mayor” and means the person actually presiding at a meeting
- The word “vice-chair” includes “deputy town mayor”
- The word “council” includes “committee”, where any function has been delegated

1 Basic Principles

The officers and agents of the council must act as the council’s executive and carry out its decisions. They cannot do this properly unless they have instructions which they can understand.

It is the primary, if not the only, function of the council to frame instructions upon which people can act; even a decision to take no action is such an instruction.

The council’s instructions are conveyed by resolutions, and it is the purpose of the council’s proceedings to reach, without unreasonable delay, an intelligible and lawful decision for the right reasons. The whole duty of a chair is to ensure that this purpose is achieved and to this end they must:

- (a) protect the council against outside interference;
- (b) ensure that everything to be discussed is lawful;
- (c) ensure that the council is invited to deal with clear issues;
- (d) ensure that as far as possible information is complete;
- (e) permit every point of view to have a fair hearing;
- (f) ensure that opinions expressed are relevant to the matter in hand;

- (g) ensure that business is transacted with reasonable speed;
- (h) ensure as far as possible that proceedings are friendly and free from personalities; and
- (i) co-operate with the officers and councillors.

2 The authority of the chair

2.1 Origin

The office of chair of a local authority is created by statute, which has conferred upon the occupant of the chair a second or casting vote on all occasions but one. The scope of his authority, however, depends upon ancient customs which are perfectly logical and arise from the necessities of the case.

2.2 Nature and limitations

Whether or not the council has passed any standing orders, the chair's procedural authority is derived from the council as a whole and an individual councillor must obey his rulings because they are the rulings of the council itself. It follows from this, however, that the chair cannot overrule the council and that a councillor who is dissatisfied by the chair's ruling may invite the council to disagree with it. Such appeals against the chair ought to be very rare.

The authority of the chair, as such, is limited to matters of procedure and neither increases nor decreases his right (in comparison with other members) to discuss the merits of a particular case. It is one of his most difficult tasks to remember that, while the chair gives him authority on matters of procedure, it confers no rights (other than the casting vote) on matters of policy above those possessed by other members.

3 Preliminary

Before any meeting, the chair should study the items on the agenda with either the clerk or any other officers, and should in effect ask in respect of each item the following questions:

- What does it mean?
- Is it lawful?
- Do we know enough about it?

- Has any member special knowledge of this problem?
- Is there any member who may have a pecuniary interest?

4 Outside interference

4.1 Disorderly or disruptive behaviour

The standing orders of a council govern the actions that can be taken when disorderly conduct or behaviour disrupts the debate at a meeting or obstructs the proceedings in a meeting. This includes a situation where someone is behaving offensively or using inappropriate language.

Disruptive individuals, whether they are councillors or members of the public, are at risk of being asked to leave the meeting. The chair may request anyone who is disruptive to stop and should explain the consequences if they do not behave appropriately.

The chair should never argue or allow argument with an interrupter. If an individual disregards the chair's request to modify their conduct, aimed at restoring order to the debate or to the meeting itself, any councillor (including the chair) may move a (procedural) motion that the offending person(s) are "no longer heard" or excluded from the meeting. If the meeting then passes a resolution that requires a person to be silent or leave the meeting, but this is ignored, further steps can be taken.

The meeting may be temporarily suspended to give the offending person(s) an opportunity to improve their behaviour or to persuade them to be silent or to leave the meeting. If after a suspension of the meeting, disruptive behaviour continues, the meeting may need to be closed and consideration of the outstanding business for the meeting postponed to a later date. It is, however, illegal to decide to exclude specific members of the public from any future meeting.

4.2 Pecuniary interests

The law requires that where a member has a disclosable pecuniary interest in a matter to be considered at a meeting, they cannot take part in discussions or vote on the matter at a meeting unless they have been granted a dispensation. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

If the interest has not been recorded, they must advise the monitoring officer within 28 days of the interest becoming apparent.

4.3 Rulings on notices

The chair must be satisfied that the meeting is lawful. The chair does not need to have personal knowledge that the proper notices and summonses have been issued, but if complaints are made, they must give a ruling based upon the essential justice of the matter. A meeting is not necessarily illegal because someone has not received a notice to which they are entitled, but where an irregularity appears to be intentional or important the meeting should be adjourned until it has been corrected.

4.4 Quorum

No business can be transacted if no quorum is present. This rule applies not only to cases of physical absence but to cases of disqualification by interest. A situation may, therefore, sometimes arise where the council cannot act because it is impossible to obtain a disinterested quorum. In such a case the chair should adjourn the matter until it can be next dealt with. Those members with a pecuniary interest should consider making an application for dispensation to the council where appropriate.

4.5 *Ultra Vires* proposals

The chair should satisfy himself that any proposal involving expenditure is lawful and should rule any unlawful proposal or amendment out of order. Where there is any doubt, advice should be sought well before the meeting and in time to delete it, if necessary, from the agenda.

5 A clear issue

Every decision of the council must be made by an affirmative vote of a majority of those present and voting (including, where necessary, the chair's second or casting vote). The members must, therefore, know exactly what they are being asked to decide and each proposition must be put to them in a form which can be answered by a simple "Yes" or "No". From this there follow certain practical consequences:

- (a) All motions should be affirmative in form; it is never necessary to move that a resolution be rejected; and
- (b) where there is more than one solution to a problem each solution must be separately put to the vote.

5.2 The affirmative form

The most exact method of putting a question to the vote is by the use of the following formula:

“The resolution is as follows:

(e.g.) *‘That the clerk’s salary be raised to £5,000 a year’.*

The motion is that this resolution be agreed to”.

(Note: A resolution is a proposal of the action intended to be taken for example, “That the council buy a mower”. A motion is the procedural formula by which the council disposes of business: for example, “The motion is that the resolution be amended by ____” or “The motion is that the council do now adjourn”).

5.3 Separating the issues

In attempting to reach a decision a council may from time to time be faced with alternative solutions. Some alternatives may be mutually exclusive; others may be matters of detail subsidiary to the principal issue.

Where the alternatives are mutually exclusive it may be desirable in the first instance to discuss the resolutions embodying them together until the general trend of opinion is apparent and then to put one of them in the form of an amendment to the other; for instance, if a council considers that it can afford either a swimming pool or a new playing field but not both, a decision to provide the one in practice excludes the other. Therefore, the resolution on behalf of each should be discussed together and the issue at this stage may be informally stated thus:

“If the council is to spend its money, would it prefer a swimming pool or a playing field?”

In more formal language the issue is put to the vote by substantive resolution and amendment:

“The resolution is that the swimming pool be provided. To this the following amendment has been moved:

leave out the words ‘swimming pool’ and substitute the words ‘new playing field’.

The motion is that this amendment be agreed to”.

A vote on an amendment does not end the matter: it merely decides what shall be discussed next. Thus, in the example, if the amendment is carried, all further discussion of the swimming pool becomes out of order, but the council has yet to decide whether the major operation shall be carried out at all. This is done by putting *the resolution as amended to the vote*.

6 Method of voting

The rules on the manner in which decisions are taken are peremptory and admit of no exceptions. Every decision must be reached by a majority of those voting. Appointments to employments must be decided in the same way as other questions.

7 Completeness of information

Sensible decisions cannot be reached without reasonably complete information, which it is usually the duty of the clerk to supply. The chair should before the meeting consider whether enough information is available or likely to be made available, and at the meeting they should make a point of asking a member with special knowledge to give their opinion. If it appears at the meeting that information is still insufficient, they should move to adjourn consideration until more is known, and sometimes it may be desirable to frame questions and to instruct the clerk to obtain the answers by a specified date.

8 Impartiality

When differences of opinion develop in discussion it is the duty of the chair to give a fair hearing to all points of view including their own, if they have one. It is not their duty as chair to suppress either their own convictions or their privilege to impose their opinions.

Experience has shown that the safest and least controversial course is for the chair to call upon speakers for and against a proposal to speak alternately and for the chair to avoid speaking first or last.

Some people are better at putting a case than others and the chair ought to allow reasonable latitude to the less eloquent. For this reason, mechanical rules of debate limiting, for instance, the time allowed for a speech or the number of times a member may speak, are undesirable, and the chair should have some latitude in applying them.

9 Relevance

9.1 General rule

A speech must be directed to the point under discussion and nothing else. This rule is easy to state, but not always easy to apply fairly, because the relevance of what is being said may be understood by the speaker before it is grasped by the listener; whilst the rule should not be made a cover for “barracking from the chair” it is probably true that if it was enforced it more strictly, business would be much more quickly and efficiently conducted than is often the case, and many unnecessary arguments and even some quarrels would be avoided. Bad feeling originates in irrelevancies more often than in any other way. On the other hand, it is sometimes advantageous to allow irrelevance in order to “clear the air”. Too harsh suppression can breed ill will and a sense of grievance.

9.2 Personalities

The chair should do their best to prevent observations in discussion; the custom whereby the speeches are in a form addressed to the chair, should only be observed because it forces members to employ an impersonal mode of expression. If a member makes an offensive personal observation, the chair should immediately intervene to seek immediate apology to an offended member.

9.3 Methods of enforcement

Where a speech is obviously irrelevant the chair should stop the speaker and invite them to return to the point or sit down. Where the irrelevance is not quite so obvious the chair may often find it convenient to ask the speaker to explain how their remarks relate to the issue.

9.4 Revival of decided issues

The chair should not allow a matter that has been decided to be reopened at the same meeting. An attempt to revisit a previous agenda item should be firmly ruled out of order as irrelevant to the matter now under discussion, even if the member who raises it was not present when the item was considered.

9.5 Minutes

One of the commonest irrelevances is the practice of attempting to discuss the merits of what is contained in the minutes, on a motion for their signature as a correct record. On such a motion the only issue is whether the words of the minutes accurately record the events at the meeting of which they are a record.

9.6 Other problems

Letters received by the council should not be read out verbatim: this provokes irrelevant discussion on wording and is liable to lead to misunderstanding by the public. On the very rare occasions that the exact text is needed by every councillor the clerk should issue copies. Normally it is sufficient to report the main issue in the letter: for example, “Mrs Smith of _____ has written asking the council to get the pile of rubbish removed from outside 48 _____ Lane”.

10 Reasonable despatch

10.1 Intervals

It is important that business should be transacted with reasonable speed. Long meetings bore members and reduce the level of attentiveness. Long intervals between meetings lead to missed opportunities. The council cannot expect to be consulted regularly by other bodies if it does not respond promptly. The chair ought to call special meetings in necessary cases. The right of the council to be notified of planning applications makes this especially important.

10.2 Obstruction at meetings

Deliberate obstruction is rare but must be firmly dealt with when it occurs. It is difficult to be directly obstructive for long without being irrelevant, and therefore deliberate obstruction sometimes takes the form of raising a succession of points of order. In dealing with this type of obstruction it is well to remember that a point is not necessarily a point of order because the person who makes it labels it as such. (For points of order see paragraph 11.1 below).

10.3 Repetition

If it is evident that nothing new can be said on either side in a particular discussion, a chair is justified in putting the matter to the vote even though there are still members wishing to speak. Usually, however, the state of affairs is not so clear and in such cases the chair should ask leave of the council to put the matter to the vote.

10.4 References

All deliberative bodies have a natural tendency to refer questions to someone else (e.g., an officer or a committee) for consideration or report. These are frequently unnecessary because they are often used only when a council is unwilling to make a final decision.

11 Some procedural points

11.1 Points of order

Points of order relate to procedure only and take precedence over all other business; it is the duty of the chair to deal with them. If a point relates to the substance of a matter under discussion it is not a point of order and should be ruled out of order by the chair. The person raising the matter of substance in this way should be told to save it for his speech on the business.

For instance, if the provision of a swimming pool is being discussed and someone interrupts the speaker by saying “On a point of order, can we afford it?” the interruption should be ruled out of order as this is not a procedural question. It is part of the merits of the business and must be decided by discussion. If, however, the interruption had been “On a point of order, have we power to do this?” the chair (in consultation with the clerk) must give a ruling and the answer is “No”, the council has no power to act as proposed and the business ought not to be under discussion.

11.2 Procedural resolutions

Procedural resolutions should normally be put without discussion. The usual exceptions are resolutions to

- correct minutes;
- alter the order of business; or
- refer to committee.

11.3 Closure motions

The following are the respective effects of closure resolutions:

- On the passing of a resolution to proceed to *next business*, proceedings on the business in hand come to a stop and no decision upon it can be taken.
- On the passing of a resolution to *move to a vote*, the mover is usually entitled to reply before the matter is put to the vote. By custom the chair may refuse to accept such a resolution until they think that the matter has been sufficiently debated.

- A resolution to *adjourn a discussion or a meeting* stops the discussion at the moment it is passed, and no decision is taken on the business; therefore, the discussion may later be resumed at the point where it was interrupted.

11.4 Amendments

An amendment, which in substance negates the principal resolution, should not be allowed because it is confusing and unnecessary.

An amendment should always be put to the vote before the resolution that it seeks to amend. (See also paragraph 5.3 above.)

11.5 “Any other business”

The summons to a meeting of the council must by law specify the business to be transacted; the council cannot legally decide to take any action under the general heading of “any other business” because these words do not specify any item of business. The rule prevents the council deciding any business which will have either expenditure consequences or lead the council into a legal situation: for example, by making a contract.

11.6 “Urgent” business

The law makes no provision for dealing with “urgent” business. If it is “urgent” only because it was not notified in time to appear on the agenda, it should be left till the next meeting. If it is genuinely “urgent”, that is it was too late for the agenda and it will be too late for action if left till the next ordinary meeting an additional meeting should be called or the council should have a regular arrangement for the reference of such matters either to a committee or to the clerk for action. It is contrary to local government law for the chair or any other single member to take a decision binding the council.

12 Use of the chair’s votes

Save on one occasion the chair has both an ordinary and a casting vote. There is no rule of law which requires the chair to give his ordinary vote at the same time as the other members are voting, and it is obviously undesirable and undignified to wait and then say, “the voting is 5 to 4 against; I therefore vote in favour which makes it even”.

Where there is an equality of votes a chair may be faced with an embarrassing problem. A resolution requires a majority and therefore, since an equality is not majority, they may declare the resolution not carried. This course is, however, sometimes regarded as

irresponsible or lacking in courage; in such circumstances the chair ought to give a casting vote, if at all possible, in such a way that the matter can be considered again; for instance, on a motion to accept a particular tender a vote in favour will conclude the matter, but a vote against will leave the way open for further negotiations or reconsideration.

13 Presence of the public and press

In principle, the public (which includes the press) is entitled to be present at all meetings of the council and its committees and sub-committees. The council or a committee, however, may exclude the public for a particular item of business, if in its opinion such exclusion is reasonable and in the public interest. Where the public and press have been excluded the decisions made in the closed session must be minuted: a record should be kept of who was present at the session: the press should be told of any decision. Business is 'confidential' if its discussion must be kept private: it is 'special' and the reasons for confidentiality must be stated in any case where the need for privacy is not obvious.

14 Maladministration

No outside body can adjudicate on complaints about the procedures of a local council if the law has not been broken. It is, however, important for the good name of the council that complaints be handled properly and fairly.

15 Public participation

In accordance with approved standing orders, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chair of the meeting.

16 Length of meetings

Standing orders permit meetings to continue for up to 2hrs, with an extension of 30 minutes if agreed by the meeting

Appendix D Town Clerk job responsibilities

1 Overall responsibilities

The town clerk is designated as the proper officer of the council under the provisions of the Local Government Act 1972 s.112(1) and, as such, is under a statutory duty to carry out all the functions and to serve or issue all the notices and notifications required by law of a local authority's proper officer.

2 Specific responsibilities

As proper officer the town clerk is responsible to the council as body corporate for the following, allowing that delegation to other members of staff will be necessary provided always that any actions carried out by the town clerk shall be in accordance with the councils standing orders, financial regulations and scheme of delegation in force at any given time.

2.1 Statutory and legal

To advise the council on matters of policy and law and ensure compliance with legal, statutory and other provisions governing or affecting the running of the council are complied with.

To ensure that agendas and notices of meetings are issued in accordance with statutory time limits and the council's standing orders in consultation, as necessary, with appropriate elected members.

To ensure that documents are signed and sealed in accordance with the law.

To receive correspondence and documents on behalf of the council and to respond in accordance with the known policy of the council, reporting to council as necessary.

To ensure that burial records are correctly kept.

To ensure the councils role as consultee body on development control matters are effectively and efficiently discharged in accordance with the councils policies.

2.2 Policy

In consultation with elected members, to produce specific policy documents and to monitor and review the same on a regular basis.

To research proposals and produce information to aid effective decision making, in line with councils policies, and to constructively implement those decisions in a timely manner.

Alert elected members to changes in legislation which may have a bearing on its stated policies.

Use their initiative to propose methods of achieving the stated policies of the council and report to elected members on the practicability and effects of such proposals.

2.3 Staff management

Ensure that the council complies with all employment, health & safety at work and any other legislation that may affect employees.

Effectively manage all staff employed by the council and in particular to ensure that all members of staff are:

- recruited in a fair and non-discriminatory manner;
- managed in a fair manner and in accordance with the councils grievance and disciplinary procedures and any employment legislation current from time to time; and
- trained and equipped to carry out their work in a safe and practical manner.

To identify personal development and training needs and opportunities through the appraisal system.

From time to time to carry out a training needs analysis and develop a training schedule for all employed staff and elected members.

To deal with all grievance and disciplinary matters in line with the councils written procedures.

Bring to the attention of the council any serious staffing issues and manage these issues through the grievance and appeals policies as appropriate.

Review the level of staffing on a regular basis to ensure that it is commensurate with the councils requirements and activity.

Appoint such temporary staff as may be required from time to time.

2.4 Administrative and general

To supervise the preparation of agendas, minutes and reports for all council and committee meetings and supervise preparation of the minutes.

To attend all meetings of the council, its committees, sub-committees, and working groups notwithstanding that such duties may be delegated by the town clerk to another officer.

To monitor the implemented policies of the council to ensure they are achieving the desired result and where appropriate to suggest modifications.

To ensure that the councils property and other physical resources are maintained in good condition, authorising repairs and/or replacement in accordance with the councils financial regulations.

On their own initiative and/or as a result of suggestions by councillors, to draw up proposals for consideration by the council and where appropriate, to discuss such matters with specialists in other fields and officers at principal authorities.

Manage major projects in which the council is involved and to advise from time to time as to the practicability and likely effects of specific courses of action.

Maintain links with the local press and media, liaise with the mayor on all contact with the press and media and prepare press releases as necessary.

Encourage partnership working with the council, by means of forging links with principal authorities, other statutory authorities and community organisations.

Study reports and other data which may have a bearing on the councils activities and attend meetings to discuss the same as necessary.

Attend relevant training courses and conferences in connection with the work of the council.

2.5 Civic activities

To ensure proper care of all civic regalia.

To attend all designated civic functions and ensure that arrangements are dignified and appropriate, including the Remembrance Day parade.

To represent the town council, alongside the mayor, at certain civic functions as necessary.

To uphold and ensure the dignity of the civic role of the council.

The terms of this job description may vary from time to time as directed by the council. The post holder will be expected to undertake such other duties as may be required from time to time, suitable to the level of responsibility of the post of town clerk.

Appendix E Responsible Financial Officer job responsibilities

1 Overall responsibilities

To provide day-to-day financial management of the council under the direction of the town clerk, and to supervise the work of the finance assistant(s). To manage the council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice. To ensure that the council complies with the financial regulations as approved from time to time by councillors.

To act as the council's "Responsible Finance Officer" (RFO) described in the *Accounts and Audit Regulations 2003*, sec. 2(2)(a) as:

"The person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body".

The Regulations impose specific duties on the RFO to

- (a) establish a sound system of internal control and arrangements for the management of risk;
- (b) carry out an annual review of the system of internal control and to prepare and publish an annual statement of internal control;
- (c) determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date; and
- (d) determine the accounting control systems and ensure that they are observed.

2 Specific responsibilities

2.1 Year-end financial statements:

Prepare the council's annual financial statements in accordance with applicable legislation and guidelines.

Within applicable time constraints, make the financial statements available to the council's auditors and to provide such working papers, explanations and information as the auditors may require carrying out the annual audit.

Prepare the annual statement of internal control and to seek the council's approval of such statement every year.

2.2 Management of accounts:

Prepare monthly management accounts for presentation to council, together with explanations of major variances.

Provide same to managers and investigate discrepancies.

Prepare working hours summaries from information supplied by the finance assistant.

2.3 Annual estimates:

Prepare revenue and capital estimates for the council and to make recommendations to the council for the amount to be precepted in the following year.

To prepare forecasts for subsequent years on a three-year rolling basis.

2.4 Internal control

Review and monitor the council's systems and ensure that proper checks and controls are in place.

To liaise with the council's internal auditor.

Carry out investigations and prepare reports on an ad hoc basis.

2.5 Risk management

Devise and implement a system of risk management covering all aspects of the council's activities.

Carry out an annual review of the council's risk management strategy.

2.6 Other strategies

Participate in the preparation of the other strategic reviews e.g., fraud and negligence, investment strategy, IT strategy etc. and to make recommendations.

2.7 Pensions

Monitor the LGPS and stakeholder pension.

Attend occasional seminars.

Review annual pension returns prepared by the finance assistant.

Apply FRS17 rules to the financial statements if applicable.

2.8 VAT

Review the council's VAT exemption status and, if necessary, to prepare annual schedule of exempt inputs.

Deal with HM Customs and Excise as required.

2.9 Investments

Comply with the investment strategy.

Review periodically and make recommendations to council.

2.10 Payroll

Be up to date with payroll legislation.

Be able to prepare monthly payroll if finance assistant is absent.

Check annual Inland Revenue returns.

Check annual pay award calculations.

Prepare monthly statement of staff working hours for comparison with budget.

2.11 Utilities and Services

Regularly carry out reviews of provision of service ensuring most cost-effective suppliers are in place, bearing in mind the opportunity to purchase on behalf of all council facilities.

2.12 IT

Overall responsibility for IT.

2.13 Meetings

Attend appropriate meetings (normally evening) to provide financial advice.

2.14 Department budgets

Monitor and ensure implementation of all necessary procedures and documentation to ensure appropriate financial management in all departments across the council.

2.15 Asset register

Ensure that the council's asset register is maintained in a suitable manner to meet auditor's requirements.

2.16 Leases and licences

Ensure that a record of all of the council's leases and licences are maintained in a suitable manner to meet auditor's requirement and are reviewed at appropriate times (rent reviews etc.,).

2.17 Insurance

Responsibility for insurance contracts.

2.18 General

To assist as a senior member of the council's team with its overall performance management. This could involve undertaking different tasks at the request of the town clerk.

2.19 GDPR

Being aware and compliant with General Data Protection Regulations.



Newmarket
T O W N C O U N C I L

Financial Regulations

Newmarket Town Council Constitution

Document Number NTC/2.2

Controlled document

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Introduction.....	7
Definitions.....	7
1 General.....	9
2 Accounting and audit (internal and external).....	12
3 Annual estimates (budget) and forward planning.....	14
4 Budgetary control and authority to spend.....	14
5 Banking arrangements and authorisation of payments.....	17
6 Instructions for the making of payments.....	18
7 Payment of salaries.....	21
8 Loans and investments	22
9 Income	23
10 Orders for work, goods and services.....	24
11 Contracts.....	24
12 Payments under contracts for building or other construction works.....	27
13 Stores and equipment	27
14 Assets, properties and estates.....	27
15 Insurance.....	28
16 Charities	29
17 Risk management	29
18 Suspension and revision of Financial Regulations.....	29

Introduction

These financial regulations are based on the most recent NALC model, last updated in July 2019.

Local councils operate within a broad statutory framework, and these financial regulations reference many statutory requirements to which councils are subject. The statutory requirements to which a council is subject apply whether or not they are incorporated into the financial regulations.

Definitions

In this document, the following definitions apply:

“Accounts and Audit Regulations” or “The Regulations” means the regulations issued under the provisions of section 32 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

“Annual Governance Statement” means the annual report prepared, approved and published with the financial statements that reviews the council’s overall governance arrangements.

“Billing Authority” means West Suffolk Council, the authority that directly bills council tax and business rates.

“Capital Expenditure” means the acquisition of land or buildings, the erection of buildings, the erection of permanent works, the purchase of vehicles, plant, machinery, equipment and furniture and any related fees, which are not financed from the revenue budget. Items or groups of items under the value of £1,000 would not normally be classified as capital expenditure.

“Chair” and “Vice chair” refer to the offices of the mayor and deputy mayor of the council, except in relation to the person chairing a meeting of the council in the absence of the mayor and deputy mayor, or the person chairing a committee, sub-committee, or working group.

“Clerk” means the town clerk for the time being or a person appointed by the town clerk or Full Council or duly authorised committee to act on the town clerk’s behalf if the town clerk is absent or otherwise indisposed.

“Finance Committee” means any standing committee of the council that has been appointed to regulate and control the finances of the council.

“Financial Regulations” or “These Regulations” govern, set out and detail how the council conducts, controls and manages its financial affairs. The Financial Regulations, as opposed to the standing orders of the council, include most of the requirements relevant to the RFO.

“Full Council” or “The Council” means any formal meetings of the Council to which all members are summoned to attend.

“Internal Control” is a system of rules, systems and procedures intended to make sure that the council’s financial activities are well managed.

“Proper Practice” or “Proper Practices” shall refer to guidance issued in the Practitioners’ Guide issued by the Joint Panel on Accountability and Governance (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

“RFO” means Responsible Financial Officer, described in the Accounts and Audit Regulations as the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of the council or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body.

1 General

- 1.1 These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of Full Council. Financial regulations are one of the council's key governing policy documents providing procedural guidance for members and officers. These Regulations must be observed in conjunction with the council's standing orders, scheme of delegation and any individual financial regulations relating to contracts.
- 1.2 The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3 The council's accounting control systems must include measures:
 - (a) for the timely production of accounts;
 - (b) that provide for the safe and efficient safeguarding of public money;
 - (c) to prevent and detect inaccuracy and fraud; and
 - (d) identifying the duties of officers.
- 1.4 These Regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of These Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members are expected to follow the instructions within These Regulations and not to entice employees to breach them. Failure to follow instructions within These Regulations brings the office of councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

1.9 The RFO:

- (a) acts under the policy direction of the council;
- (b) administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- (c) determines on behalf of the council its accounting records and accounting control systems;
- (d) ensures the accounting control systems are observed;
- (e) maintains the accounting records of the council up to date in accordance with proper practices;
- (f) assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- (g) produces financial management information as required by the council.

1.10 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11 The accounting records determined by the RFO shall in particular contain:

- (a) entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- (b) a record of the assets and liabilities of the council; and
- (c) wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12 The accounting control systems determined by the RFO shall include:

- (a) procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- (b) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- (c) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- (d) procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- (e) measures to ensure that risk is properly managed.

1.13 The Full Council is not empowered by These Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- (a) setting the final budget or the precept (council tax requirement);
- (b) approving accounting statements;
- (c) approving an annual governance statement;
- (d) borrowing;
- (e) declaring eligibility for the General Power of Competence; and
- (f) The Finance Committee may be delegated the following decisions:
 - (i) writing off bad debts under the value of £2,500 (the Clerk shall have the authority to write off bad debts under the value of £500);
 - (ii) addressing recommendations in any report from the internal or external auditors. Changes to standing orders, financial regulations or policies reserved to Full Council on recommendation of the Finance Committee.

1.14 In addition, Full Council must:

- (a) determine and keep under regular review the bank mandate for all council bank accounts; and
- (b) approve any grant, donation or payment-in-kind in excess of £5,000 (the Finance Committee may be delegated the authority to approve such payments under this amount); and
- (c) in respect of the annual salary for any employee, have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

2 Accounting and audit (internal and external)

- 2.1 All accounting procedures and financial records of The Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the chair of the council or a payment signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. This is by convention the chair of the Finance Committee. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6 The internal auditor shall:

- (a) be competent and independent of the financial operations of the council;
- (b) report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- (c) to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- (d) have no involvement in the financial decision making, management or control of the council.

2.7 Internal or external auditors may not under any circumstances:

- (a) perform any operational duties for the council;
- (b) initiate or approve accounting transactions; or
- (c) direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8 For the avoidance of doubt, in relation to internal audit the terms “independent” and “independence” shall have the same meaning as is described in proper practices.

2.9 The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

2.10 The RFO shall, without undue delay, bring to the attention of all members any correspondence or report from internal or external auditors.

2.11 The RFO shall provide an action plan to take forward any measures identified for action by the internal and external auditors for consideration by the Finance Committee.

3 Annual estimates (budget) and forward planning

- 3.1 Each budget holding committee (if any) shall review its five-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and Full Council.
- 3.3 The council shall consider annual budget proposals in relation to the council's five-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.6 The Council will review and revise its Medium-Term Financial Strategy following the budget process.

4 Budgetary control and authority to spend

- 4.1 The Clerk is authorised to incur expenditure, and delegate authority to officers within the approved expenditure limits, within the approved budget. This will include, for example, the salaries and wages and any other expenses of staff employed within the approved establishment, repairs and maintenance of buildings, grounds and equipment, normal day-to-day requirements of the council including minor works, supplies and replacement of equipment. Approved expenditure limits are:

- (a) Any proposed capital or revenue expenditure over £10,000 must be subject to Full Council approval regardless of it being financed from a previously approved budget.
- (b) Any proposed capital or revenue expenditure up to and including £10,000 may be approved by a duly delegated committee of the council from a previously approved budget.
- (c) Supplies and services costing £5,000 or less, either capital or revenue, may be ordered by an authorised officer from a previously approved budget subject to the receipt of quotations where applicable or other requirements of the Procurement Policy.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk.

4.2 Contracts may not be disaggregated to avoid controls imposed by These Regulations.

4.3 Except as provided below no expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of Full Council. Expenditure on the following may be incurred without further approval:

- (a) to meet increases in costs of salaries and other authorised expenses arising as a result of awards by a national negotiating body;
- (b) to meet unavoidable increases in the cost of day-to-day items included in the estimates;
- (c) the Clerk may incur expenditure on behalf of the Council which is necessary to cover the cost of major repairs urgently needed to prevent damage to, or deterioration of, premises, or to remove danger, or any unforeseen purpose which they are satisfied that delay would be detrimental to the best interest of the Council whether or not there is any budgetary provision for the expenditure, subject to a limit of £20,000. The Clerk shall report such action to the chair as soon as possible and to the Council as soon as practicable thereafter.

- (d) Claims which by statute have to be met, including any County Court Judgement.
 - (e) fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
 - (f) In addition to the provision in paragraph (c) above, any action under this financial regulation shall be reported to the next meeting of the committee concerned and to the Finance Committee.
- 4.4 Except as provided in regulation 4.5 below, during the budget year, and with the approval of Full Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.5 The Clerk is authorised to approve virements between existing approved budget headings where the overall control total remains the same provided that:
- (g) no policy issues are contravened
 - (h) no virements between committees are approved
 - (i) no virements between capital and revenue are approved
 - (j) no virements affecting earmarked reserves are approved
 - (k) a report on any virements is presented retrospectively to the appropriate committee at the first available opportunity.
- 4.6 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.7 The salary budgets are to be reviewed at least annually by the end of November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the chair of the council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.8 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is

satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

- 4.9 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.10 The RFO shall regularly provide the Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15 per cent of the budget or £500, whichever is greater.
- 4.11 Changes in earmarked reserves shall be approved by Full Council as part of the budgetary control process.

5 Banking arrangements and authorisation of payments

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by Full Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments for ratification, forming part of the agenda for the meeting and present the schedule to the Finance Committee. The Finance Committee shall review the schedule for compliance and, having satisfied itself shall ratify the payments as appropriate by a resolution of the Finance Committee. A detailed list of all payments shall be disclosed in accordance with the council's policies relating to the Local Government Transparency Code. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices

submitted, and which are in order, in accordance with suppliers terms or otherwise within 30 days.

5.5 Members are subject to the code of conduct that has been adopted by the council and shall comply with the code and standing orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.6 The council will aim to rotate the duties of members in These Regulations so that onerous duties are shared out as evenly as possible over time.

5.7 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a member.

6 Instructions for the making of payments

6.1 The council will make safe and efficient arrangements for the making of its payments.

6.2 Following authorisation under regulation 5 above (banking arrangements and authorisation of payments), Full Council, a duly delegated committee or, if so delegated, the town clerk or RFO shall give instruction that a payment shall be made.

6.3 All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Full Council or duly delegated committee.

6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of the council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a

meeting). Any signatures obtained away from such meetings shall be reported to Full Council or Finance Committee at the next convenient meeting.

- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Full Council or Finance Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Full Council or Finance Committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of Full Council at least every two years.
- 6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Full Council or Finance Committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of Full Council at least every two years.
- 6.10 If thought appropriate by the council, payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair in a sealed dated envelope. This envelope may not be opened other than in the presence of two other members. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of Full Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12 No employee or member shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the service administrator. The bank mandate approved by the council shall identify a number of members who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the service administrator alone, or by the service administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as a very serious matter under These Regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO or a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 Any debit card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Full Council or Finance Committee in writing before any order is placed.
- 6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by Full Council or Finance Committee. Transactions and purchases made will be reported to Full Council or Finance Committee and authority for topping-up shall be at the discretion of Full Council or Finance Committee.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic

payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 6.21 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- (a) The RFO shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment.
 - (b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in These Regulations.
 - (c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7 Payment of salaries

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Full Council or Finance Committee meeting, as set out in These Regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of Full Council or relevant committee.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to

inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- (a) by any member who can demonstrate a need to know;
- (b) by the internal auditor;
- (c) by the external auditor; or
- (d) by any person authorised under the Local Audit and Accountability Act 2014, or any superseding legislation.

7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Regulations, to ensure that only payments due for the period have actually been paid.

7.6 An effective system of personal performance management should be maintained for the senior officers.

7.7 Any termination payments shall be supported by a clear business case and reported to the Full Council. Termination payments shall only be authorised by Full Council.

7.8 Before employing interim staff, the council must consider a full business case.

8 Loans and investments

8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Full Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Full Council.

8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by Full Council. In each case a report in writing shall be provided to the council in respect of value for money for the proposed transaction.

8.3 The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chair at the same time as one is issued to the Clerk or RFO.

- 8.4 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5 The council shall consider the need for an investment strategy and policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any strategy and policy shall be reviewed by the council at least annually.
- 8.6 All investments of money under the control of the council shall be in the name of the council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9 Income

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by Full Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The Full Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the managing trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10 Orders for work, goods and services

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in financial regulation 11.1 below.

10.4 A member may not issue an official order or make any contract on behalf of the council.

10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11 Contracts

11.1 Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by legal professionals acting in disputes;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - (v) for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the chair and vice-chair of the council); and
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - (vii) In cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption in accordance with regulation 18.2 below.
- (b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.
- (c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- (g) Any invitation to tender issued under this regulation shall be subject to standing order 28.4 (tender process for contracts for the supply of goods, materials, services or the execution of works) and shall refer to the terms of the Bribery Act 2010.
- (h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000, the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, regulation 10.3 above shall apply.
- (i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12 Payments under contracts for building or other construction works

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5 per cent or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and the Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13 Stores and equipment

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14 Assets, properties and estates

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £5,000.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of Full Council, together with any other consents required by law. In each case a report in writing shall be provided to the council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of Full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15 Insurance

- 15.1 Following the annual risk assessment (per regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 15.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16 Charities

- 16.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with charity law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by charity law or any governing document.

17 Risk management

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by Full Council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18 Suspension and revision of Financial Regulations

- 18.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to These Regulations.
- 18.2 The council may, by resolution of the council duly notified prior to the relevant meeting of the council, suspend any part of These Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the council.

RISK MANAGEMENT SCHEME

Adopted by Full Town Council – January 2022. Resolution: 21/01/14/05 (F/21/01.13.01 Recommendation)

Risk Management Strategy

Introduction

This document sets out the framework on which risk management processes at Newmarket Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk – ‘*Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative*’.

Risk Management - ‘*Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.*’ [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council’s business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council’s Business Plan.

Implementing the strategy involves identifying, analysing/prioritising, managing and monitoring risks.

Risk Types

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

L – Likelihood, I – Impact. (Risks rated as – Low – 1, Medium – 2, High – 3)

Compliance Risk - failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risk Control – Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- Tolerate - documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.
- Treat - loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;
- Transfer – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;
- Terminate – the circumstances from which the risk arises are ceased so that the risk no longer exists.

Risk Register –Details on the impact and likelihood matrix are included below. Health and Safety risks are assessed in a similar manner but are assessed, recorded and managed separately to the matrix below.

Risk Monitoring – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities

Councillors – risk management is seen as a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include: approval of the Risk Management Strategy; consideration of the Risk Assessment Matrix.

Proper Officer and Responsible Financial Officer- will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers – when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

Role of Internal Audit – the Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Council. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Training – Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

L – Likelihood, I – Impact. (Risks rated as – Low – 1, Medium – 2, High – 3)

Risk Assessment and Management (Financial & Business). Reviewed January 2021

1. RISKS: Financial - Income													
Low					Medium			High					
RISK LEVEL					1	2	3	4	5	6	7	8	9
<u>Activity</u>	<u>Risk Identified</u>	L	I	RISK	<u>Management of Risk</u>	<u>Action</u>			<u>By Who</u>	<u>By When</u>			
Precept	Not Submitted	L	H	3	Full TC Minute & Diary to forward request to District. Check and Report if not received by end of April	Diary	Diary/Bank Statement			RFO	ongoing		
	Adequacy of Precept	L	H	3	Calculated on need after other income taken from estimated expenditure	Full consultation with committees, based on Strategy.							
	Adequacy of Budget provision	L	H	3	Each committee drafts budget in October and continues to assess and evaluate need to January. Proposed budgets to F&P and Council with explanatory notes. Budgets discussed in public meetings	Draft budget on Accountancy system. Ensure all expenditure accounted for. Ensure previous year's actual figures considered. Use RFO, & Proper Officer.							
Responsible Financial Officer	Requirement to maintain permanent, experienced RFO	L	M	2	In-house training & knowledge sharing. Option to engage temporary RFO if necessary	Produce documentation of procedural processes			RFO	June 21			
Funds to repay PWLB loans	Adequate provision in Budget	L	M	2	Accounted for when drawing up the draft budget.	Ensure adequate budget provision made for future years			RFO	ongoing			
Charges from Seversals Pavilion	Set realistic budget income level	M	M	4	Manage charges to ensure optimum use of Pavilion	Events Manager to build strategy to increase bookings by reducing charges			EM	Dec 21			
Charges Cemetery	Plot Allocation Receipt of fees	M	M	4	Outsourced to West Suffolk. Risk managed by West Suffolk.	Put monitoring in place of SLA quarterly burial income & expenditure			RFO	Quarterly			
Charges Allotments	Below Budget prediction	L	L	1	From Associations, so predictable. Receive annual report on allotment take-up from the Allotment Association.	Need to monitor to ensure receipt. Invoiced in January annually			RFO	February			

RISKS: Financial – Income (continued)													
RISK LEVEL					Low			Medium			High		
					1	2	3	4	5	6	7	8	9
<u>Activity</u>	<u>Risk Identified</u>	L	I	RISK	<u>Management of Risk</u>	<u>Action</u>			<u>By Who</u>	<u>By When</u>			
Investment Income	Adequacy to meet Budget prediction	L	M	2	Reviewed annually at year end. Low return at present, but realistic prediction.	Keep under review			RFO	June 21			
Grant for Public Toilets	Below budget prediction	L	L	1	Regular contribution from District Council received of £3,300	Need to monitor to ensure receipt. Invoiced annually in April			RFO	June			
Income from Memorial Hall	Sufficient income to cover costs.	M	L	2	Manage charges to ensure optimum use of Memorial Hall, Chamber & EC Room. Set realistic budget of expenditure.	Retain Events Manager and ensure that income is reviewed monthly at Community & Leisure Services Committee			EM / RFO	Monthly			
VAT Claim	Lack of VAT reclaim	L	M	2	In accordance with Financial Regulations. Claim paid directly in to Council's bank account and noted as receipt in cashbook. Reclaims on quarterly basis.	Finance & Policy Committee to scrutinise to ensure receipt			RFO	Quarterly			
Administration of Accounts	Receipt arrangements. Invoices may not be sent out in timely manner or not at all.	M	H	6	Internal controls in accordance with Financial Regulations. Receipts currently entered weekly by RFO. Invoices prepared in accordance with procedures. Event Manager prepares booking invoices monthly.	Finance & Policy committee to review aged debtors report and balance sheet monthly.			EM / RFO	Monthly			
Handling cash from events / petty cash	Misappropriation of funds (events)	L	H	3	Cash should be handled by 2 people, recorded in paying-in book and relevant Cashbook and banked asap. Adequate fidelity insurance in place.	Review operating procedure.			RFO	Annually			
	Petty Cash	L	M	2	Allowed to sum of £150, renewed as required. Each cheque signed by 2 signatories. All petty cash expenditure is recorded in Petty Cash monthly spreadsheet and CB2. Balanced monthly.	Review operating procedure.			RFO				

2. Risks: Financial - Expenditure									
RISK LEVEL									
Low Medium High									
1 2 3 4 5 6 7 8 9									
<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>RISK</u>	<u>Management of Risk</u>	<u>Action</u>	<u>By Who</u>	<u>By When</u>	
Salaries	Inadequate funding for salaries & costs	L	M	2	Posts fully costed. Budget accurately set. Check PAYE calculations	Review all salaries and conditions of service. Maintain realistic HR EMR	TC / RFO	Monthly	
	Wrong pay rate, hours or deductions.	L	L	1	Systems in place for recording rates of pay, hours and calculation of deductions. Undertake manual checks when inputting data	Operating Procedure in place, with TC undertaking check of monthly payroll figures and signing to indicate completed.			
Direct Costs and Overhead expenses	Goods not supplied	L	M	2	Purchase order system in place. Goods/services checked against orders	Review operating systems as necessary	RFO / Admin	Ongoing	
	Invoice incorrectly calculated Payment to wrong party	L	M	2	Check arithmetic and against purchase order Invoice initialised by signatories.				
Grants	Power to Pay	L	M	2	NTC holds General Power of Competence (GPC)	Maintain GPC. Ensure qualified member of staff & confirmation by FTC.	TC / RFO	Ongoing	
	Agreement of Council to pay Cheque / Bank Transfer	L	L	1	Approval at council/committee meeting Signatory / online authorisation by 2 signatories	Resolution shown in the minutes Consider creating EMR for Grants			
	Value for Money	M	M	4	Review merits before approval	Prioritise in accordance with Strategic Objectives.			
	Work not done	M	M	4	Require feedback from organising body	Pay on completion, on invoice/receipt Consider creating a Grants Policy by 2022			
Election Costs	Invoiced at agreed rate. Maintain EMR for 4-year & casual	L	M	2	Accrue annually	Establish EMR	RFO	April 21	
VAT Payment	VAT analysis & payment not made on time	M	L	2	All items in cash book. Payment for authorisation sheet. Payments up to date.	Verify, pay after monthly accounts.	RFO	Quarterly	
Reserves General	Adequacy	L	M	2	Consider at budget setting, set at 25% of net turnover	Revise medium term financial plan to build general reserves	F&P	Ongoing	

Risks: Financial – Expenditure (contd)														
RISK LEVEL					1	2	3	4	5	6	7	8	9	
<u>Activity</u>	<u>Risk Identified</u>	L	I	RISK	Management of Risk	<u>Action</u>	<u>By Who</u>	<u>By When</u>						
Reserves Earmarked	Adequacy	L	M	2	Consider at budget setting and year end	Assess against Strategy	RFO	Ongoing						
Assets	Loss, damage etc.	M	M	4	Regular inspections, update insurance and register. Review adequacy of public liability insurance	Complete full inspection of assets and inventory	TC	Annually						
	Risk to third party	M	M	4	Safety inspections		TK	Ongoing						
Staff	Loss of key personnel	L	H	3	Hours, health, stress, uncertainty, conditions etc.	Council to review terms and conditions and member-officer roles. Ensure that Performance Management system followed.	TC	Ongoing						
	Fraud by staff	L	H	3	Fidelity guarantee insurance. Monitoring by TC/ RFO. Regular financial reports to committees, councillors have authority to pay.	Regularly review and monitor systems of internal control.	TC/ RFO							
Borrowing	Authority to borrow	L	M	2	Authority from full Council and application to PWLB	Ensure adequate provision in future Budgets	RFO	Annually						
Legal Powers	Illegal activity or payment	L	H	3	Education of members as to their legal powers. Maintain General Power.	Put training in place for councillors.	TC	Ongoing						
Financial Records	Non-standard or non-compliant records	L	M	2	Regular internal audit; interim and year end. Regular expenditure/income reports to F&P Committee	Continue system of regular review and internal audit.	RFO	Ongoing						
Medium Term Financial Plan	Need to plan for longer term	L	L	1	4-yearly renewal.	Maintain MTFS linked to Strategy. Annual review.	TC	Annual						
Expenses	Misappropriation	L	H	3	Staff & councillor expenses managed by Proper Officer/RFO. Mileage authorized in advance. Raised through expenses claim form. Councillors' expenses recorded in Ledger. RFO will raise cheque, signed by 2 signatories.	Ensure signatories do no authorize their own expenses.	TC / RFO	Ongoing						
Credit cards	Misuse by holders	M	M	4	Credit card for use by TC and RFO. CB4 balanced with Credit Card statement and checked monthly.	Maintain a check on credit card limit.	RFO	Monthly / Annually						

L – Likelihood, I – Impact. (Risks rated as – Low – 1, Medium – 2, High – 3)

3. Risks: Strategic										
RISK LEVEL										
		1	2	3	4	5	6	7	8	9
<u>Activity</u>	<u>Risk Identified</u>	L	I	RISK	<u>Management of Risk</u>	<u>Action</u>	<u>By Who</u>	<u>By When</u>		
Grants	Is Grant Scheme linked to strategic priorities?	M	M	4	Grants given to certain community projects.	Can be cost effective but need to be linked to strategic priorities & enabled voluntary sector.	Council/ Cttee	Ongoing		
Provision of existing Services	Unable to afford or deliver	M	M	4	Provision included in budget. Review and outsourcing should reduce cost.	Need to be in accordance with Strategy & be included in Business Plan. Risk assessment & full costing of proposals	RFO / TC	Ongoing		
Additional functions in future	Will needs & wishes of town be identified? Will Town Council be prepared to fill gaps?	M	M	4	No new functions proposed, but plan to free up money from outsourcing and look at priorities.	Need to bring proposals out through Strategy. Need risk assessment on new functions and allocate resources.	Council/ Cttee	Ongoing		
Neighbourhood Plan & Council Strategy	Lack of clear direction & allocation of resources Unable to implement strategy	M M	L L	2 2	Neighbourhood Plan Committee formed.	Monthly NP Committee meetings NP Budget set.	RFO	Ongoing		

4. Risk: Operational									
RISK LEVEL									
		1	2	3	4	5	6	7	8 9
Activity	Risk Identified	L	I	RISK	Management of Risk	Action	By Who	By When	
Insurance Cover for Council	Risk to finances, staff and third parties if inadequate cover.	M	H	6	Buildings/ Land/ Carparks/ Allotments/ Cemeteries/bus shelters etc. Vehicles & Plant Contents Equipment Fidelity Theft	Monitor cover and update as necessary, particularly in light of outsourcing. Clarify liabilities	TC / RFO	Annually	
	Action taken against Council by employee or third party				Personal Injury (Councillors & Officers) Public Liability Slander/Libel Employer Liability External Events				
Security	Risk to: 1: Staff 2: IT 3: Buildings	L L L	H H H	3 3 3	Key holding procedures. Backup files offsite, password protection Maintain security of building, alarms, fire safety	Review all procedures as necessary. Abbey Security for night-time/weekend security N-CIS contract for support & backup	TC	Ongoing	
Regular maintenance of assets	Risk to staff & third parties of loss or damage	L	M	2	Annual Business Risk Assessments completed Adequate legislative safety checks of assets	Monitor and review.	TC	Annually	
Asset Register	Risk if assets not properly recorded & valued	L	M	2	Asset Register,	Review and update. Add maps and photographs.	TC	Ongoing	
Council Liability	Lone person working-compliance with law	L	M	2	Procedure for safety but needs to be reviewed with new staff structure.	Monitor & review	TC	Ongoing	

5. Risk: Operational (contd)									
RISK LEVEL									
		1	2	3	4	5	6	7	8
		9							
<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>RISK</u>	<u>Management of Risk</u>	<u>Action</u>	<u>By Who</u>	<u>By When</u>	
Employment	Contract of Employment	L	M	2	All staff have a contract of employment and job description	Ensure any new staff are issued with contract and job description. Review JD through Performance Management Scheme	TC	Ongoing	
Duty of Care	Duty of care to visitors, staff and councillors	M	H	6	Ensure adequate insurance, risk assessments and action plans.	H&S risk assessments carried out regularly & recommendations actioned	TC	Ongoing	
Employment Terms and Conditions	Other employment conditions compliance with legislation	L	L	2	Terms and conditions drawn up in Staff Handbook and other relevant policies	Review handbook and policies Implement any changes in line with changes in legislation Issue copies of documents to new staff	TC / HR Committee	Ongoing	
Health and Safety	Members, Employees, Public & Contractors	M	M	4	Undertake regular safety risk assessments both general and specialist. Monitor health and safety policies and implement safe working procedures.	External health and safety expertise bought in to advise and support. Regular training of staff and review of procedures	TC	Ongoing	
Town & Country Planning	Adverse effect on the town and on community amenities if the Council fails to respond to Planning applications or Local Plan consultations	L	M	2	Council responds through Development & Planning Committee (meets fortnightly) or Council for major applications.	Planning lists compiled by administrative staff and issued with agendas, allowing applications to be considered in advance of meetings. Extension of time sought should a consultation deadline fall before relevant meeting.	TC / Admin	Ongoing	

Risk: Operational (contd)									
RISK LEVEL									
		1	2	3	4	5	6	7	8
		9							
<u>Activity</u>	<u>Risk Identified</u>	L	I	RISK	<u>Management of Risk</u>	<u>Action</u>	<u>By Who</u>	<u>By When</u>	
Training	Lack of knowledge of regulations, legislation or good practice	M	M	4	Through recognition of training needs and development of annual training & development plans Access to relevant professional bodies (NALC, SALC, SLCC), health and safety advisors.	New members to attend SALC "New Councillor" training and to be issued joining pack with council policies and relevant documents. Staff training needs identified through Performance Management scheme.	TC	Ongoing	
Freedom of information	Requests not responded to within specified time limits	L	H	3	FOI policy in place. Seek advice from Monitoring Officer or SALC as required	Action any FOI requests in accordance with policy.	TC	Ongoing	
Governance Documents	Policies not up to date, failing to account for changes in legislation/ good practice.	M	M	4	Review schedule of policies in place	Review as necessary	TC	Ongoing	
Press releases	Failure to comply with legislation and good practice	M	M	4	Adopted Publicity Code	Act in accordance with policy.	TC	Ongoing	
Data Protection	Security of data	M	H	6	Confidential documents are securely destroyed. Council computers are password protected and have anti-virus software. The Council is registered with the Information Commissioner. Councillors use "newmarket.gov.uk" e-mail addresses	Continue to outsource IT support	TC	Ongoing	

Risk: Operational (contd)									
RISK LEVEL									
		1	2	3	4	5	6	7	8
		9							
<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>RISK</u>	<u>Management of Risk</u>	<u>Action</u>	<u>By Who</u>	<u>By When</u>	
Byelaws	That any intended byelaw is not lawfully implemented	L	L	1	Not applicable at present, should any action be needed seek legal advice	Act in accordance with advice given	TC	Only if needed	
Archiving documents	Security and statutory retention periods	M	M	4	Needs to be in accordance with a document retention policy and GDPR.	Adopt document retention policy and review.	TC	Ongoing	
Public Access	Public need to be able to safely access services according to need.	L	M	2	Services available at stated times. Subject to health and safety inspections	Monitor and review	TC	Ongoing	
Contracts (1)	Compliance with legislation and Town Council policies	M	M	4	Contracts policy in place. Prepare specification, determine on price and quality and enable monitoring and feedback mechanisms	Act in accordance with policy	TC	Ongoing	
Contracts (2) – Service Level Agreements	Risk to performance, cost and reputational damage if not properly monitored	M	M	4	Implement monitoring provision	Monitor against specification and price. Ensure channels for regular review and feedback	TC	Ongoing	

L – Likelihood, I – Impact. (Risks rated as – Low – 1, Medium – 2, High – 3)

5. Risk: Compliance													
RISK LEVEL					1	2	3	4	5	6	7	8	9
<u>Activity</u>	<u>Risk Identified</u>	L	I	R	<u>Management of Risk</u>			<u>Action</u>	<u>By Who</u>	<u>By When</u>			
Legal Powers	Not having legal power to undertake activities	L	L	1	Council has General Power of Competence, with two thirds of elected Members and CILCA qualified Clerk.			Council resolution taken to confirm eligibility Review at next relevant annual meeting (that which takes place in a year of ordinary elections of parish councillors)	TC	Ongoing			
Minutes	That minutes are accurate and legal	L	H	3	Decisions of Council and committees recorded as resolution or recommendation. Approved at following meeting, adopted at Council. Minutes in loose form with numbered pages. Each page initialised by Chairman. Experienced Minute Clerk.			Governed by Standing Orders – act in accordance with policy.	TC	Ongoing			
	Loss of Minutes	L	H	3	Minutes and agendas are held on the website, with hard copies held and archived at the Memorial Hall. Electronic copies also saved and backed up electronically.			Ensure electronic files are regularly backed up and minutes posted to website in timely fashion.					
	Lack of transparency	L	M	2	Usually available in office and on Website			Draft minutes posted to website, replaced as final version once signed.					
Minutes - Confidential Matters	Maintenance of confidentiality when required (usually legal, commercially sensitive or staffing matters)	L	H	3	Confidential matters discussed following a resolution to close a meeting in accordance with Standing Orders.			Any decisions taken should be shown in public minutes, with wording appropriate to maintain any confidentiality required.	TC	Ongoing			
Members Interests	Conflict of Interest	M	L	2	Update declarations of interest Record any declarations in the minutes Adopted Code of Conduct			Issue prompts to councillors to update their interests and ensure accessible through the council website.	TC / Cllrs	Ongoing			
Councillor Declarations	Accurate and Legal	M	H	6	Copies on Website or link to WSC. Seek advice from monitoring officer if needed			Review & update as required. Training requirement for councillors.	TC	Ongoing			
Dispensations	Ensure compliant with legislation	M	M	4	Standing Orders outline the procedure			Follow process and review as needed	TC	Ongoing			

Risk: Compliance (contd)												
RISK LEVEL												
123456789												
Activity	Risk Identified	L	I	R	Management of Risk	Action	By Who	By When				
Budget & Precept	That these be set in accordance with legislation	L	H	3	Final budget and precept set at Full Town Council agreed by resolution.	Ensure the resolution is shown in the minutes	TC / RFO	Annually				
Accounts & Annual Return	Not acting in accordance with Financial Regulations Failure to achieve a satisfactory annual return	L	H	3	Regular financial reports to committee Financial Regulations and Internal Controls reviewed annually	Act in accordance with Financial Regulations Internal audits (annual & interim)	TC / RFO	Ongoing				
Website	Not compliant with Transparency Code	L	M	2	Website redesigned to allow compliance	New documents to be added in line with legislation. Staff trained to be able to undertake this.	TC	Ongoing				
Code of Conduct	Compliant with legislation & best practice	L	M	2	Code adopted.	Review when model codes updated Training for councillors	TC	Ongoing				
Agendas and Notices	Not complying with legislation	L	H	3	Follow legislation and adopted practices.	Review & follow process	TC	Ongoing				
Freedom of Information	Legal compliance	L	M	2	Need to follow legislation, allow request by letter/email.	Review process and ensure staff can administer	TC	Ongoing				
Publication Scheme	Legal compliance	L	M	2	On website	Review Publication Scheme and Information Guide. Update on Website.	TC	Ongoing				
Data Protection	Legal compliance	L	M	2	Operational procedures in place. Current registration with ICO in place. Details on website.	Monitor how data is stored, made available and disposed of. Follow guidance.	TC	Ongoing				
Charitable Trust	Understanding of responsibilities and separate legal decision making	L	L	1	NTC Charitable Trust is a 'work in progress'	Refer back to F&P for discussion & decision regarding desirability. Seek legal advice if required	RFO / TC	March 21				

L – Likelihood, I – Impact. (Risks rated as – Low – 1, Medium – 2, High – 3)

Risk: Compliance (contd)													
RISK LEVEL					1	2	3	4	5	6	7	8	9
<u>Activity</u>	<u>Risk Identified</u>	<u>L</u>	<u>I</u>	<u>R</u>	<u>Management of Risk</u>			<u>Action</u>	<u>By Who</u>	<u>By When</u>			
Statutory Governance Documents Internal & External Audits	Not compliant with legislation or current best practice	L	M	2	Standing Orders, Standing Orders for Contracts, Financial Regs.			Adopt and review annually.	TC	Annually			
	Failure to undertake Internal Audit	L	H	3	Regular Interim & Year End Internal Audit visits			Internal auditor appointed.	RFO	Ongoing			
	Non-compliance with audit requirements	L	H	3	Requirement in Financial Regs (and legislation) that Full Council must agree response to each recommendation.			Response to IA included in yearly planning.	TC				
Councillors	Acting inappropriately and beyond their legal boundaries	M	H	6	TC responsible for ensuring Acceptance of Office signed and Code of Conduct given to councillors. Councillors responsible for completing and returning declaration of interest forms (to include notification of any updates) and declaring these at meetings			Training for new and inexperienced councillors.	TC	Ongoing			
	Lack of transparency	L	H	3	Declaration of interest forms displayed on website.			Declarations & website updated. Moved to new website to ensure transparency code met.	TC				
	Lack of membership/quorum	L	L	1	Attendance and apologies recorded for meetings. Care over quorum.			Town Clerk responsible for notifying casual vacancies to WSC and advertising in accordance with legislation.	TC				



Newmarket
T O W N C O U N C I L

Terms of Reference and Delegation

Scheme of Delegation to Officers

Newmarket Town Council

Document Number NTC2.3n

CONTROLLED DOCUMENT

This document is uncontrolled when downloaded or printed. The controlled copy is the electronic copy maintained in the Constitution Section of the Newmarket Town Council website.

Document Type	Terms of Reference and Delegation			
Document Reference:	NTC2.3n			
Document Purpose	To detail the delegated powers of council officers.			
Standards & Legislation	Local Government Act 1972			
Author(s):	Douglas Hall, John Harvey			
Approved by:	Finance and Policy Committee			
Approved date:	Enter date here in YYYY-MM-DD format			
Adopted by:	Newmarket Town Council			
Adopted date:	Enter date here in YYYY-MM-DD format			
Review date:	Enter date document should be reviewed by, usually 2 years from last adoption date			
Version Number:	This should be the current version number			
Version Control and Revision Information				
1	First published			2021-03-21
Version	Paragraph	Description of change	Resolution	Date

DEFINITIONS

Certain terms are used throughout these terms of reference and delegation. These terms and their definitions for the purposes of these standing orders are set out below.

“Council” shall mean NEWMARKET TOWN COUNCIL unless otherwise indicated.

“Estimates” shall mean the revenue estimates approved by the council.

“Responsible Financial Officer” shall mean the person appointed by the council to be responsible for their financial affairs under the Local Government Act 1972 §151. Unless otherwise directed, this will be the Town Clerk.

“Town Clerk” shall mean the person responsible for implementing the decisions and acting as the Proper Officer, appointed by the council under the Local Government Act 1972 §112(1).

PREAMBLE

The delegations in this document are subject to any limitations imposed by law, the budget and the council's Standing Orders and Financial Regulations.

Grant of a delegated power does not imply any budget provision for the exercise of that power or the consequences of such exercise.

The Authorised Officer referred to is the least senior member of staff who may exercise that delegated power. Every officer more senior in the Council's staffing structure including the Town Clerk shall also enjoy the same power.

The Town Clerk may withdraw a delegated power from an officer for such period of time as they consider appropriate.

DELEGATIONS

1. Staffing Matters

Function	Authorised Officers
1.1. To appoint staff below the level of the Deputy Town Clerk if there is an approved budget for the vacant post.	• Town Clerk.
1.2. To engage temporary staff as and when required within the estimates.	• Town Clerk.
1.3. To authorise overtime working for staff on salary spinal point ~~XX~~ or below, within the estimates.	• Town Clerk.
1.4. The approval of individual salary gradings within any job evaluation grading structure approved by the Council.	• Town Clerk.
1.5. The approval of financial allowances to staff for travelling, subsistence, relocation expenses, telephone and car allowances, including variations to local terms to reflect variation in nationally agreed schemes or in line with inflation.	• Town Clerk.
1.6. The granting of long service awards; the award of increments within salary grades following the criteria of the relevant conditions of service.	• Town Clerk.
1.7. The exercise of disciplinary powers over staff, including the power to immediately suspend and to dismiss.	• Town Clerk.
1.8. On the recommendation of a Doctor following a medical examination of the individual, to authorise the retirement of staff on the grounds of permanent ill-health.	• Town Clerk.

2. Corporate and Miscellaneous

Function	Authorised Officers
2.1. In consultation with the appropriate ward members, to submit comments and/or objections on planning and licensing matters in circumstances where such matters are likely to be determined, under delegated powers or otherwise, before a meeting of the relevant committee or the council can be held to consider the matter(s).	• Deputy Town Clerk
2.2. To arrange all civic ceremonies and ancillary events in consultation with the mayor.	• Officers reporting to Town Clerk
2.3. To represent the council at any conference meeting or inquiry to which the council is invited unless the council has indicated otherwise and to exercise any voting rights conferred by corporate membership of any body.	• Officers reporting to Town Clerk
2.4. To offer training to councillors.	• Town Clerk
2.5. To appoint substitute Proper Officers as required so that the powers conferred on the Proper Officer can be exercised in the case of an emergency.	• Town Clerk
2.6. In the absence of the Town Clerk, to exercise any functions delegated to the Town Clerk.	• Deputy Town Clerk
2.7. To enter into contracts for the purchase and supply of goods and services for use in their respective services within the estimates.	• Officers reporting to Town Clerk
2.8. To hire plant from contractors and engage specialist sub-contractors.	• Officers reporting to Town Clerk
2.9. To sell surplus materials, vehicles, plant, equipment and goods, salvage scrap, and other waste.	• Town Clerk
2.10. To incur urgent expenditure in respect of any disaster within the Town Council's area until a meeting of the Council can be called and designate officers to carry out emergency functions.	• Town Clerk

3. Legal

Function	Authorised Officers
3.1. To instruct solicitors, counsel or agents to act on behalf of the council as required.	• Town Clerk
3.2. Subject to prior consultation with the mayor and relevant committee chair to take and defend proceedings in any court or tribunal.	• Town Clerk
3.3. Subject to prior consultation with the mayor and relevant committee chair (if available) to take all appropriate steps to secure the council's legal position in cases of urgency with regard to its assets or in aid of its statutory functions.	• Town Clerk
3.4. To issue notices and conclude agreements necessary to protect the council's assets or in aid of its statutory functions.	• Town Clerk
3.5. To authorise a member of the council's staff to appear on behalf of the council before the Magistrates' Court.	• Town Clerk
3.6. To act as, or nominate a member of staff to act as, Data Protection Officer, including levying charges for the provision of information.	• Town Clerk

4. Financial

Function	Authorised Officers
4.1. To operate the council's banking arrangements.	• Responsible Financial Officer
4.2. To pay salaries and allowances.	• Responsible Financial Officer
4.3. To pay all sums properly authorised as due.	• Responsible Financial Officer
4.4. To collect all income due to the council, including appropriate interest and costs.	• Responsible Financial Officer
4.5. To submit appeals against valuations of the council property.	• Responsible Financial Officer
4.6. To determine rates of interest in respect of any sums due where such interest is properly chargeable.	• Responsible Financial Officer
4.7. To make a compensatory payment of up to £200, or higher if sanctioned by the Finance and Policy Committee	• Responsible Financial Officer
4.8. To write off debts of up to £500 where the sum is considered irrecoverable.	• Responsible Financial Officer
4.9. To manage project expenditure within a tolerance of 10% and to notify the relevant committee if such tolerance is likely to be exceeded.	• Responsible Financial Officer
4.10. To manage expenditure and vire budgets within individual cost centres such that the overall cost centre budget is not exceeded. Where a cost centre budget is likely to be or has exceeded the budget then the officer shall notify the chair of the relevant committee and the chair of the Finance and Policy Committee.	• Responsible Financial Officer

5. Operational, Property and Technical/Engineering

Function	Authorised Officers
5.1. To make applications for all statutory consents necessitated by any approved council proposal or development.	• Town Clerk
5.2. Within the provisions of the capital and revenue estimates to incur expenditure to repair and maintain the buildings owned by the council.	• Town Clerk
5.3. To grant or refuse wayleaves and easements to utilities over, on or under the council's land.	• Town Clerk
5.4. Subject to any necessary approvals, to erect or authorise street furniture, including barriers, bus stops, signs, etc.	• Officers reporting to Town Clerk
5.5. To let and manage pitches for promotional activities and commercial activities.	• Officers reporting to Town Clerk
5.6. To manage events held in the Town.	• Officers reporting to Town Clerk

6. Proper Officer

Function	Authorised Officers
6.1. Where a statute, regulation or order confers functions or duties on the “Proper Officer”.	• Town Clerk

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Health, Safety and Facilities update for F&P 23 01 2023

prepared 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

The refurbishment of the small fenced play area was completed in December. There is an outstanding issue with one piece of equipment which has been redesigned and will be replaced by the manufacturer as soon as possible. Thankfully it will not impact the wetpour surfacing, as just the top of the crawl tunnel will be changed, leaving the base intact. The official opening is likely to take place during February half term.

The Memorial Hall roof underwent some emergency repairs as heavy rainfall caused leaks into the Chamber on numerous occasions. The other side of the roof is also in need of some attention, as well as some minor work to the workshop roof.

The Tormax (glass) security door was serviced, a new keyswitch installed, and some other parts replaced.

The hot water dispenser used for catering was taken away for a clean and service.

Severals/Pavilion

The exterior “window” shutters suffered a failure – though fortunately they were stuck closed rather than open. The switch was declared faulty and replaced under warranty.

The heating stopped working at the beginning of December and required urgent attention as our hirers are in every weekday.

The external lighting was checked and replaced where necessary, along with the timer for dusk til dawn illumination.

Cemetery

It was noticed in November that someone was camping in the cemetery – packaging from a sleeping bag and food waste were spotted, along with a tent hidden in a tree. This was removed by the cemetery keeper, and there were no further signs of habitation.

A faulty water heater was replaced in one of the cemetery buildings.

The CCTV covering the Queen’s Statue and the cemetery gate opposite has been installed and is being monitored by WSC.

The building housing the toilets and storeroom/cleaning cupboard is in the process of being redecorated by town council staff.

Elsewhere

Fixed Wire testing has been completed at our memorials and the pavilion. The Memorial Hall will be done when opportunity allows, as it will involve shutting off power and will therefore be disruptive.

A portable ramp was purchased in order to facilitate access to the Queen’s Statue area, as a permanent installation of dropped kerbs was untenable. The ramp is kept at the Memorial Hall and can be made available during office hours.

The electric van was expected to be delivered at the end of December, but there are still delays at the port, with thousands of vehicles reportedly affected.

The Willie Snaith memorial bench, which went missing from its stand, was located and taken away for attention. The legs were bent and needed additional work, and we are currently waiting on the contractor to re-site it for us.

Item 12

Worknest are attending in February to update the General Risk Assessments and the Fire Risk Assessments for both the Memorial Hall and pavilion buildings, and to do some Health and Safety awareness training with the Town Keeper and Assistant Town Keeper.

The mayoral chain of office has been sent to Wiggs urgently before they close, to be cleaned, straightened, and update the engraving.