

MEMBERSHIP TO BE
CONFIRMED FOLLOWING THE
ANNUAL MEETING OF THE
COUNCIL ON 11TH MAY.

Quorum = 3



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 15th May 2023 at 7.45pm

*or following on from the Leisure Services Committee
meeting, whichever is later*

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

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

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

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

1. **To elect a Chairman** for the Finance & Policy Committee for the municipal year 2023/2024
2. **To elect a Vice Chairman** for the Finance & Policy Committee for the municipal year 2023/2024
3. **Chair to read** fire safety notice and announce that proceedings may be filmed or recorded.
4. **Apologies** – To receive and accept apologies for absence
5. **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
6. **Minutes of previous meeting held 20th March 2023**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
7. **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.
8. **Submission of schedules of payments for information** - To approve cashbooks 1-4 for months 12 (2022/2023) and M1 (2023/2024)
9. **Bank statements** – To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
10. **Accounts** – To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month (month 1)
11. **Small Grants** – to consider small grant applications received
 - a) **SERV**
 - b) **Rotary Club of Newmarket**
12. **Policies Review Schedule** – to receive a schedule of planned review for Council policies for 2023-2024 (to follow)
13. **Health, Safety and Facilities** – to receive a monthly report
14. **Correspondence**
15. Date of next meeting **Monday 17th July 2023**

Signed  Cathy Whitaker, Town Clerk

Date 9th May 2023

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 20th March 2023 at the Memorial Hall at 7:02pm**

Attendance:

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

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

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

Minute

F/23/03/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded

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

F/23/03/2 Apologies for Absence

Apologies were received from Cllrs Ferries, Lay and Yarrow. Cllr Hall was absent.

F/23/03/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Members Dispensation

None noted. There were no requests for dispensations.

F/23/03/4 To Confirm the Minutes of the Meeting Held on 23rd January 2023 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 23rd January 2023 and the following was agreed:

F/23/03/4.01 Resolved

That the minutes of the Finance & Policy Committee held on 23rd January 2023 be adopted and signed as a true record by the Chairman of the Finance & Policy Committee.

There were no matters arising.

F/23/03/5 Public Open Session

No members of the public were present.

F/23/03/6 Submission of Schedules of Payments for Information CB1 - CB4 M10 and M11

Members reviewed CB1 - CB4 for January and February 2023 and the following was agreed:

F/23/03/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/01/2023 – 28/02/2023 (Cash Book 1 - 4) be received and adopted.

F/23/03/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 28/02/2023 (months 10 and 11) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/23/03/8 To Receive the Income and Expenditure

The Income and Expenditure reports for February 2023 were received and noted.

F/23/03/9 Funding Application

A report on a request for funding for the Neighbourhood Plan review work was considered and the following was agreed:

F/23/03/9.01 Recommendation

That a budget of £5000 for consultancy fees be approved by NTC and that the request to delegate to the NNP Working Group to apply for funding where possible to facilitate the review process be approved.

F/23/03/10 Policies

The following policies were reviewed by the Policies Review Working Group and the following was agreed:

F/23/03/10.01 Recommendation

That subject to further amendments, the revised Standing Orders be received and adopted.

F/23/03/10.02 Recommendation

That the revised Financial Regulations be received and adopted.

F/23/03/10.03 Recommendation

That the revised Financial Risk Scheme be received and adopted.

F/23/03/10.04 Recommendation

That the revised Scheme of Delegation to Officers be received and adopted.

F/23/03/11 Health, Safety and Facilities

An update report on the Memorial Hall and Gardens, Severals and Pavilion and the Cemetery was received and noted.

F/23/03/12 Appointment of an Internal Auditor for 2022/2023

A recommendation to appoint an Internal Auditor for a further four years until 2025/2026 was considered and the following was agreed:

F/23/03/12.01 Recommendation

That the onward engagement of Heelis & Lodge Ltd as the NTC Internal Auditors be approved.

F/23/03/13 Review of Internal Control Statement and Systems

The Internal Control Statement and Systems were reviewed and the following was agreed:

F/23/03/13.01 Recommendation

That subject to further amendments to the arrangements for bank signatories, the review of Internal Control Statement and Systems be approved.

F/23/03/14 Correspondence

None noted.

F/23/03/15 Date of Next Meeting

Monday 15th May 2023 at the Memorial Hall.

Meeting closed at 7:23 pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>F/23/03/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/01/2023 – 28/02/2023 (Cash Book 1 - 4) be received and adopted.
<u>F/23/03/9.01 Recommendation</u>	That a budget of £5000 for consultancy fees be approved by NTC and that the request to delegate to the NNP Working Group to apply for funding where possible to facilitate the review process be approved.
<u>F/23/03/10.01 Recommendation</u>	That subject to further amendments, the revised Standing Orders be received and adopted.
<u>F/23/03/10.02 Recommendation</u>	That the revised Financial Regulations be received and adopted.
<u>F/23/03/10.03 Recommendation</u>	That the revised Financial Risk Scheme be received and adopted.
<u>F/23/03/10.04 Recommendation</u>	That the revised Scheme of Delegation to Officers be received and adopted.
<u>F/23/03/12.01 Recommendation</u>	That the onward engagement of Heelis & Lodge Ltd as the NTC Internal Auditors be approved.
<u>F/23/03/13.01 Recommendation</u>	That subject to further amendments to the arrangements for bank signatories, the review of Internal Control Statement and Systems be approved.

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Date: 04/04/2023

Newmarket Town Council Current Year 2022/2023

Page: 979

Time: 16:38

Cashbook 1

User: CEW

Current Account

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		471,744.25					471,744.25	
correction	Banked: 01/03/2023	-180.00						
correction	CS Sadler	-180.00		-30.00	565		-150.00	correction to deposits held
correction	Banked: 01/03/2023	180.00						
	Sales Recpts Page 2453	180.00	180.00		101			Sales Recpts Page 2453
000164	Banked: 01/03/2023	72.00						
000164	Nkt Evening W I	72.00		12.00	565		60.00	hdep. NKT Evening WI 25/9/23
bacs	Banked: 01/03/2023	2,165.00						
bacs	Suffolk County Council	2,165.00			1005	207	2,165.00	SCC LB grant 50% SID device AD
bacs	Banked: 04/03/2023	432.00						
	Sales Recpts Page 2454	432.00	432.00		101			Sales Recpts Page 2454
bacs	Banked: 07/03/2023	364.80						
	Sales Recpts Page 2455	364.80	364.80		101			Sales Recpts Page 2455
bacs	Banked: 07/03/2023	96.00						
	Sales Recpts Page 2456	96.00	96.00		101			Sales Recpts Page 2456
bacs	Banked: 07/03/2023	635.00						
bacs	SCC Locality Budget	635.00			1174	211	635.00	SCC LB RH - flagpole fund 50%
bacs	Banked: 13/03/2023	117.00						
bacs	Mansfield DM	117.00		19.50	565		97.50	hdep bkg 13/3/2023/Promar Int
bacs	Banked: 13/03/2023	360.00						
bacs	Akinsara, EO	360.00		60.00	565		300.00	hdep.24/6/23.DebranchMusicGrp
bacs	Banked: 15/03/2023	60.00						
	Sales Recpts Page 2457	60.00	60.00		101			Sales Recpts Page 2457
bacs	Banked: 15/03/2023	59.91						
	Sales Recpts Page 2458	59.91	59.91		101			Sales Recpts Page 2458
bacs	Banked: 16/03/2023	2,164.00						
bacs	Suffolk County Council	2,164.00			1174	207	2,164.00	RH LB grant/SID50%
bacs	Banked: 17/03/2023	117.00						
bacs	Mansfield DM	117.00		19.50	565		97.50	hdep.Promar.bkg17/3/23
bacs	Banked: 20/03/2023	80.00						
	Sales Recpts Page 2459	80.00	80.00		101			Sales Recpts Page 2459
bacs	Banked: 20/03/2023	90.00						
	Sales Recpts Page 2461	90.00	90.00		101			Sales Recpts Page 2461
000165	Banked: 22/03/2023	64.80						
	Sales Recpts Page 2460	64.80	64.80		101			Sales Recpts Page 2460
bacs	Banked: 22/03/2023	80.00						
bacs	Jessica Pratt	80.00		13.33	1026	305	66.67	JPratt.hot drinks stall

Continued on Page 980

Receipts for Month 12			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 22/03/2023	200.00						
bacs	Verrecchia Ices	200.00		33.33	1026	305	166.67	coronation event icecream vans
bacs	Banked: 22/03/2023	120.00						
bacs	Sadler CS	120.00		20.00	565		100.00	hdep/yoga CS Sadler
bacs	Banked: 23/03/2023	50.00						
bacs	Trading Card	50.00		8.33	565		41.67	hdep.TradingCard.2/12/2023
bacs	Banked: 24/03/2023	60.00						
bacs	Henry's Hog Roast	60.00		10.00	1026	305	50.00	Hog Roast for Coronation Event
bacs	Banked: 24/03/2023	635.00						
bacs	NHRM	635.00			1100	211	635.00	donation to flagpole/NHRM
bacs	Banked: 27/03/2023	80.00						
bacs	Pizza Mon St Ltd	80.00		13.33	1026	305	66.67	coronation fd stall PizzaMon
bacs	Banked: 27/03/2023	144.00						
	Sales Recpts Page 2466	144.00	144.00		101			Sales Recpts Page 2466
bacs	Banked: 28/03/2023	72.00						
	Sales Recpts Page 2462	72.00	72.00		101			Sales Recpts Page 2462
corr	Banked: 28/03/2023	-72.00						
	Sales Recpts Page 2463	-72.00	-72.00		101			Sales Recpts Page 2463
bacs	Banked: 28/03/2023	72.00						
	Sales Recpts Page 2464	72.00	72.00		101			Sales Recpts Page 2464
bacs	Banked: 28/03/2023	273.60						
	Sales Recpts Page 2465	273.60	273.60		101			Sales Recpts Page 2465
000166	Banked: 29/03/2023	224.00						
000166	Teadance March 2023	224.00		37.33	1043	301	186.67	Teadance March 2023
bacs	Banked: 29/03/2023	99.00						
bacs	MAnsfield DM	99.00		16.50	565		82.50	hdep.Promar.30/3/23
bacs	Banked: 30/03/2023	1,600.00						
	Sales Recpts Page 2469	1,600.00	1,600.00		101			Sales Recpts Page 2469
Total Receipts for Month		10,515.11	3,517.11	233.15			6,764.85	
Cashbook Totals		482,259.36	3,517.11	233.15			478,509.10	

Payments for Month 12					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/03/2023	Barclaycard Account	CCard pymt	1,099.76			208		1,099.76	January Statement paymt
08/03/2023	Office Wizard	000347	60.00	60.00		501			SOAPBOX DOMAIN RENEWAL
08/03/2023	Thurlow Nunn Standen Ltd	440790/830	332.09	332.09		501			SERVICE STRIMMER
08/03/2023	Urbis Schreder Ltd	069634	5,700.00	5,700.00		501			5 YR CLOCKTOWER LIGHT CONTRACT
08/03/2023	Crash Cleaner Ltd	58/59	280.00	280.00		501			GARDEN CLEANING FEB
08/03/2023	Phillip Green	3/03/23	115.00	115.00		501			CLOCKTOWER MAINT FEB
08/03/2023	Cooleraid Ltd	1643205	108.90	108.90		501			SANITISING & CUP SUPPLY
08/03/2023	Abbey Security Services Ltd	38413/466	384.00	384.00		501			SECURITY SERVS FEB
08/03/2023	Cambridge Door Services Ltd	8739	263.64	263.64		501			SHUTTER REPAIRS
08/03/2023	Dorans Plumbing	2631	239.28	239.28		501			SUPPLY/FIT NEW CISTERN
09/03/2023	Total Gas and Power Ltd	3006009237	94.79	94.79		501			elec/cem
12/03/2023	N-CIS	10304/4330	512.95	512.95		501			IT SERVICES
13/03/2023	British Telecommunications Plc	Q0532W	49.80	49.80		501			RED CARE LINE
13/03/2023	Total Gas and Power Ltd	3006009237	61.99	61.99		501			cem.elec.Jan23
13/03/2023	Total Gas and Power Ltd	300600923	64.92	64.92		501			ceમેlec.Dec22.
13/03/2023	Staff Salary Account	sal tfr	20,000.00			204		20,000.00	salary account topup
16/03/2023	Woolpit Nurseries Ltd	10406	390.00	390.00		501			PLANTER FLOWERS
16/03/2023	Dorans Plumbing	2640	108.60	108.60		501			DRAIN FLUSHING MH
16/03/2023	T M Tree Solutions	744	3,690.00	3,690.00		501			TREE WORKS AS PER SURVEY
16/03/2023	Lubron UK Ltd	10165	780.00	780.00		501			LEGIONELLA RISK ASSESSMENTS
16/03/2023	Groundwork East	1000009182	3,736.80	3,736.80		501			CARBON FOOTPRINT WORK
21/03/2023	Total Gas and Power Ltd	123.84	123.84	123.84		501			elec.MHall.Feb23
21/03/2023	Total Gas and Power Ltd	3006241140	752.01	752.01		501			GAS PAVILION
21/03/2023	Total Gas and Power Ltd	3004259050	3,663.74	3,663.74		501			GAS MHALL
22/03/2023	Suffolk County Council	9529128	33,195.30	33,195.30		501			STREET LIGHTING 22-23
22/03/2023	Banner Business Solutions Ltd	03600550	41.94	41.94		501			STATIONERY SUPPLIES
22/03/2023	Quadient UK Limited	830392106	100.00	100.00		501			POSTAGE
22/03/2023	Suffolk Association of Local C	26894	18.00	18.00		501			VAT BRIEFING CW
23/03/2023	Total Gas and Power Ltd	3006079835	9.26	9.26		501			ELECTRIC CLOCKTOWER
23/03/2023	Total Gas and Power Ltd	3005903109	7.06	7.06		501			ELECTRIC BILL TUTTE
28/03/2023	Total Gas and Power Ltd	3006009237	95.64	95.64		501			2 meters elec cem
29/03/2023	Barclaycard Account	Febstatemt	1,434.45			208		1,434.45	Feb 23 statement
29/03/2023	PSA Finance UK Ltd	PSAFINANCE	575.20		95.87	4039	200	479.33	feb lease van installment
30/03/2023	Caskade Music	2403231	100.00	100.00		501			MUSIC FOR TEA DANCE
30/03/2023	Cambridge Area Training Ltd	2182	180.00	180.00		501			PESTICIDES COURSE SM
30/03/2023	West Suffolk Council	1216786	10,256.56	10,256.56		501			Q4 SLA
31/03/2023	Unity Trust Bank	BANKCHARG	5.10			4051	101	5.10	UTB Bank Chg for Q4
31/03/2023	Petty Cash	PCASH M12	48.43			210		48.43	PCash reimb M12
31/03/2023	Unity Trust Bank	BANKCHARG	48.45			4051	101	48.45	Service Chg Q4 UTB

Total Payments for Month	88,727.50	65,516.11	95.87	23,115.52
Balance Carried Fwd	393,531.86			
Cashbook Totals	482,259.36	65,516.11	95.87	416,647.38

Receipts for Month 12				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	150.00					150.00	
	Banked: 31/03/2023	48.43						
PCASH M12 Current Account		48.43			201		48.43	PCash reimb M12
Total Receipts for Month		48.43	0.00	0.00			48.43	
Cashbook Totals		<u>198.43</u>	<u>0.00</u>	<u>0.00</u>			<u>198.43</u>	

Payments for Month 12					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/03/2023	Petty Cash M12	PETTYCASH	48.43		1.83	4009	101	25.20	PCash/TC mileage to SLCC mtg
						4016	120	9.17	PCash/cleaning supplies
						4078	120	1.99	PCash/meeting refr
						4020	102	8.24	PCash/staff refr
						4020	102	2.00	PCash/staff parking
Total Payments for Month			48.43	0.00	1.83			46.60	
Balance Carried Fwd			150.00						
Cashbook Totals			198.43	0.00	1.83			196.60	

Receipts for Month 12				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Balance Brought Fwd :	15,574.46					15,574.46
	Banked: 13/03/2023	20,000.00					
sal tfr	Current Account	20,000.00			201		20,000.00 salary account topup
Total Receipts for Month		20,000.00	0.00	0.00			20,000.00
Cashbook Totals		<u>35,574.46</u>	<u>0.00</u>	<u>0.00</u>			<u>35,574.46</u>

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/09/2022	Peoples Pension	ADJ SEPT	44.35			4504	102	44.35	Peoples Pension M6 Adjustment
22/09/2022	Peoples Pension	ADJ SEPT	-44.35			4504	102	-44.35	Peoples Pension adjustment M6
22/09/2022	Peoples Pension	ADJ SEPT	-44.35			4504	102	-44.35	M6 adjustment correction
25/03/2023	Net Salaries M12	1108662312	12,522.20			516		12,522.20	Net Salaries M12
25/03/2023	HMRC	1108662312	4,504.86			515		4,504.86	HMRC M12
29/03/2023	Peoples Pension	WPP M12 23	956.10			514		956.10	WPP M12
31/03/2023	Unity Trust Bank	BANKCHARG	18.00			4051	101	18.00	Service Chg Q4 UTB
Total Payments for Month			17,956.81	0.00	0.00			17,956.81	
Balance Carried Fwd			17,617.65						
Cashbook Totals			35,574.46	0.00	0.00			35,574.46	

Date: 04/04/2023

Newmarket Town Council Current Year 2022/2023

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Time: 16:39

Cashbook 4

User: CEW

Barclaycard Account

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 01/03/2023	1,099.76						
Ccard pymt	Current Account	1,099.76			201		1,099.76	January Statement paymt
	Banked: 29/03/2023	1,434.45						
Febstatemt	Current Account	1,434.45			201		1,434.45	Feb 23 statement
Total Receipts for Month		2,534.21	0.00	0.00			2,534.21	
Balance Carried Fwd		903.37						
Cashbook Totals		<u>3,437.58</u>	<u>0.00</u>	<u>0.00</u>			<u>3,437.58</u>	

Continued on Page 263

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			2,519.04					2,519.04	
03/03/2023	card/Indigo	CC230577	10.60		1.77	4023	101	8.83	card/clear wallets
03/03/2023	card/Amazon	CC230578	6.75		1.13	4023	101	5.62	card/A5 wallets
06/03/2023	card/Moneysoft Ltd	CC230579	93.60		15.60	4025	101	78.00	card/payroll sw lic annual
07/03/2023	card/Homebase	CC230580	12.00		2.00	4036	120	10.00	card/primer/council chamber
07/03/2023	card/cleaning spray	CC230582	4.69		0.78	4023	101	3.91	card/cleaner for whiteboard
08/03/2023	card/Homebase	CC230581	64.45		10.74	4036	120	53.71	card/paint supplies/chamber
09/03/2023	card/NALC	CC230583	39.22		6.54	4008	101	32.68	card/climatechgConf.TC
14/03/2023	card/Homebase	CC230584	19.00		3.17	4036	101	15.83	card/furniture paint/chamber
14/03/2023	card/QD	CC230585	9.98		1.66	4036	101	8.32	card/white spirit
15/03/2023	card/Halfords	CC230586	6.89		1.15	4029	200	5.74	card/rivit for ladder
16/03/2023	card/Canva	CC230587	99.99		16.66	4025	101	83.33	card/CanvaPro sw lic annual
20/03/2023	card/Homebase	CC230588	68.00		11.33	4029	200	56.67	card/garden equip
20/03/2023	Travis Perkins	CC230589	7.07		1.18	4036	120	5.89	card/drainage gully grating MH
23/03/2023	card/QD	CC230590	20.87		0.67	4443	301	20.20	card/teadanceprizes/cakes 24/3
23/03/2023	card/BM	CC230591	12.37			4443	301	12.37	card/teadance cakes
23/03/2023	card/Eurostar	CC230593	263.00			4181	307	263.00	card/travel EM twinning trip
23/03/2023	card/Best One shop	CC230592	1.99			4443	301	1.99	card/teadance refr
24/03/2023	card/Halfords	CC230594	12.99		2.17	4039	200	10.82	card/mats for van
24/03/2023	card/Homebase	CC230595	10.00		1.67	4036	120	8.33	card/Paint for chamber
28/03/2023	card/Trainline	CC230596	84.36			4181	307	84.36	card/EM twinning visit travel
29/03/2023	card/Zoom	CC230597	15.59		2.60	4025	101	12.99	card/Zoom monthly lic
30/03/2023	card/Adobe	CC230576	15.17		2.53	4025	101	12.64	card/monthly lic fee Acropro
31/03/2023	card/Scotsdales	CC230598	39.96		6.66	4037	306	33.30	card/plants for MemGdn bed
Total Payments for Month			918.54	0.00	90.01			828.53	
Cashbook Totals			3,437.58	0.00	90.01			3,347.57	

Receipts for Month 1				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	404,068.42					404,068.42	
bacs	Banked: 04/04/2023	139.20						
bacs	G Strobridge-Smith	139.20		23.20	565		116.00	hdep.Strobridge-Smith ptyMay23
bacs	Banked: 05/04/2023	144.00						
bacs	Clarity Travel Ltd	144.00		24.00	565		120.00	hdep.Clarity Travel. 11/5/23
bacs	Banked: 06/04/2023	50.00						
bacs	Lucy's Hair Extensions	50.00		8.33	1026	305	41.67	coronation vendor fee/Lucy's
bacs	Banked: 06/04/2023	2,400.00						
	Sales Recpts Page 2473	2,400.00	2,400.00		101			Sales Recpts Page 2473
sumup	Banked: 06/04/2023	38.83						
sumup	Gemma Rix	38.83	34.50		101			Sales Recpts Page 2474
					1006	101	5.00	sumup pymt for bkg 5/4.
					4093	101	-0.67	sumup pymt for bkg 5/4.
bacs	Banked: 11/04/2023	1,728.00						
	Sales Recpts Page 2471	1,728.00	1,728.00		101			Sales Recpts Page 2471
bacs	Banked: 11/04/2023	348.00						
bacs	Suffolk,Kent&NE Essex	348.00		58.00	565		116.00	hdep.Suffolk,Kent,NEEssex.28/4
					565		174.00	hdep.Suffolk,Kent,NEEssex.5/10
bacs	Banked: 11/04/2023	120.00						
bacs	CS Sadler	120.00		20.00	565		100.00	h.deposit Yoga. 11&18 Apr
000167	Banked: 12/04/2023	40.00						
000167	Siriwan Simmons	40.00		6.67	565		33.33	hdep/14/4/23.SiriwanSimmons
bacs	Banked: 12/04/2023	248.40						
bacs	ACD Projects Ltd	248.40		41.40	565		207.00	hdep.ACD Projects. bkg 5/5
bacs	Banked: 14/04/2023	50.00						
bacs	R Hales	50.00		8.33	1026	305	41.67	coronation vendor fee
bacs	Banked: 14/04/2023	60.00						
	Sales Recpts Page 2475	60.00	60.00		101			Sales Recpts Page 2475
bacs	Banked: 18/04/2023	64.80						
	Sales Recpts Page 2472	64.80	64.80		101			Sales Recpts Page 2472
bacs	Banked: 19/04/2023	21,344.17						
bacs	HMRC	21,344.17			105		21,344.17	VAT Q4 22/23 refund
bacs	Banked: 19/04/2023	144.00						
bacs	DM Mansfield	144.00		24.00	565		120.00	hdep.bkg 19/4/23.Mansfield
bacs	Banked: 24/04/2023	104.40						
bacs	DA Coles	104.40		17.40	565		87.00	deposit bkg 26/4.COLES
bacs	Banked: 25/04/2023	62.26						
bacs	Pulse Finance	62.26		10.38	565		51.88	hdep bkg 15/3 Xyla

Receipts for Month 1				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 25/04/2023	36.00						
bacs	Colourbox Montessorri	36.00		6.00	565		30.00	hdep.Colourbox Mont.8/7/23
bacs	Banked: 26/04/2023	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	hdep.23/4.Bluest Blue
bacs	Banked: 26/04/2023	120.00						
	Sales Recpts Page 2476	120.00	120.00		101			Sales Recpts Page 2476
bacs	Banked: 27/04/2023	823,069.00						
bacs	West Suffolk Council	823,069.00			1176	100	823,069.00	Precept 23/24 payment
bacs	Banked: 27/04/2023	80.00						
bacs	B Lucas	80.00		13.33	1026	305	66.67	fd vendor fee B Lucas.
bacs	Banked: 30/04/2023	11.70						
bacs	ACD Projects Ltd	11.70		1.95	565		9.75	hdep.ACD projects.April23
Total Receipts for Month		850,546.76	4,407.30	286.99			845,852.47	
Cashbook Totals		1,254,615.18	4,407.30	286.99			1,249,920.89	

Payments for Month 1					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/03/2023	Cambridge Area Training Ltd	YEAR END	180.00			570		180.00	yrend/pesticide training SM
30/03/2023	West Suffolk Council	YEAR END	10,256.56			570		10,256.56	yrend/SLA Q4
31/03/2023	Caskade Music	YEAR END	100.00			570		100.00	yrend/teadance music
04/04/2023	Zoe Anderton	H-2307-1	275.00	275.00		501			HARPIST - CIVIC EVENT
04/04/2023	Ustigate	7262	1,424.00	1,424.00		501			SPLASHPAD SUMMERIZATION
04/04/2023	Abbey Security Services Ltd	38624	336.00	336.00		501			SECURITY SERVICES MARCH
04/04/2023	Crash Cleaner Ltd	60/61	280.00	280.00		501			GARDEN CLEANING MAR
04/04/2023	Phillip Green	3/04/23	115.00	115.00		501			CLOCKTOWER MAINT MAR
04/04/2023	Collaboration 23 Construction	491	2,112.00	2,112.00		501			CEMETERY PREP WORK
04/04/2023	Suffolk West Citizens Advice B	164	5,000.00	5,000.00		501			GRANT FUNDING 23/24
04/04/2023	MPB Electrical Contractors Ltd	151	7,381.20	7,381.20		501			FIXED WIRE TEST & WORKS MH
04/04/2023	F A Valiant & Sons Ltd.,	10628	28,118.16	28,118.16		501			INTERIM NO.3, ARCHI CERT
04/04/2023	Whitworth Co-Partnership LLP	22563	506.94	506.94		501			CLOCKTOWER REPAIRS
04/04/2023	West Suffolk Council (Rates)	20051613	4,243.99	4,243.99		501			RATES CEMETERY 23/24
04/04/2023	West Suffolk Council (Rates)	20051637	6,287.40	6,287.40		501			RATES MHALL 23/24
04/04/2023	West Suffolk Council (Rates)	20099738	611.27	611.27		501			RATES PAVILION 23/24
04/04/2023	Discover Newmarket	255	6,000.00	6,000.00		501			STAKEHOLDERS FEE 2023
04/04/2023	Community Land Trust Network	2934	350.00	350.00		501			MEMBERSHIP FEE
04/04/2023	West Suffolk Council	1214412	698.88	698.88		501			PAV BIN EMPTYING 23/24
04/04/2023	West Suffolk Council	1215443	2,044.90	2,044.90		501			MH BIN EMPTYING 23/24
04/04/2023	West Suffolk Council	1216647	732.16	732.16		501			DOG BIN EMPTYING 23/24
04/04/2023	West Suffolk Council	1216795	250.00	250.00		501			PARKING PERMIT SM
04/04/2023	Ustigate	7262	0.40	0.40		501			SPLASHPAD SUMMERIZATION
11/04/2023	Mead Contruction (Cambridge) L	180786	288.00	288.00		501			REMOVE CEM SPOIL
11/04/2023	Tudor Environmental	0246207	259.94	259.94		501			WEED SPRAYING KIT
11/04/2023	Suffolk Association of Local C	27256	1,750.42	1,750.42		501			MEMBERSHIP 2023/2024
11/04/2023	Institute Of Cemetery & Cremat	4624/2023/	95.00	95.00		501			MEMBERSHIP 2023/2024
11/04/2023	Get Social With Grace	959	300.00	300.00		501			SOCIAL MEDIA PROMOTION
11/04/2023	NFU Mutual	1154999200	750.62	750.62		501			VAN INSURANCE
11/04/2023	Jockey Club Estates	0012293	828.00	828.00		501			ADDITIONAL WATERING ETC
11/04/2023	Bury Flyer Ltd	3205	270.00	270.00		501			ADVERTISING
11/04/2023	AFP Construction Consultants	7934/23	144.00	144.00		501			PROFESSIONAL FEES CLOCKTOWER
11/04/2023	JDB Plastering Ltd	262	720.00	720.00		501			PLASTER CHAMBER BEAM
11/04/2023	Cooleraid Ltd	1647684	111.60	111.60		501			SUPPLY WATER BOTTLES
11/04/2023	House of Flags	236008359	1,434.00	1,434.00		501			NEW FLAGPOLE AND FLAGS
12/04/2023	N-CIS	10379/4391	552.20	552.20		501			IT SERVICES
19/04/2023	Tudor Environmental	IN0246727/	88.40	88.40		501			Spraying nozzles
19/04/2023	Ken Booth & Co Ltd	415661	250.70	250.70		501			Janitorial supplies
19/04/2023	Harrisons Packaging	5754239	258.00	258.00		501			Dog waste bags 10 boxes
19/04/2023	Level Up Print Ltd	861	330.00	330.00		501			Coronation Banners
19/04/2023	Anglian Water Business Nationa	229789301/	175.97	175.97		501			Water Severals

Payments for Month 1					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/04/2023	Abbey Security Services Ltd	38689/3869	105.00	105.00		501			Security Services March
19/04/2023	My Fotoshop	NTC0323	43.99	43.99		501			Framing
19/04/2023	TH Tree Surgery Ltd	2023/271	456.00	456.00		501			Stump Grinding
19/04/2023	Gas Heating Services Ltd	59075	109.20	109.20		501			Cooker Servicing
21/04/2023	SIEMENS FINANCIAL SERVICES	DD9583348	693.36		115.56	4025	101	577.80	1/4-ly lease for officeprinter
24/04/2023	Stellantis FS UK	DD2531718	575.23		95.87	4039	200	479.36	EV vehicle lease
25/04/2023	Total Gas and Power Ltd	3005903109	7.81	7.81		501			ELEC BILL TUTTE
25/04/2023	Total Gas and Power Ltd	3009607983	7.44	7.44		501			ELEC CLOCK TOWER
25/04/2023	Total Gas and Power Ltd	3006009237	109.06	109.06		501			ELEC CEMETERY
25/04/2023	Total Gas and Power Ltd	3005957526	584.60	584.60		501			ELEC MEM HALL
26/04/2023	Staff Salary Account	a/c topup	50,000.00			204		50,000.00	salaries a/c topup tfr
26/04/2023	My Fotoshop	NTC0423	67.68	67.68		501			Frame for chamber
26/04/2023	MPB Electrical Contractors Ltd	0156	489.38	489.38		501			Electrics for air con
26/04/2023	Rialtas Business Solutions Ltd	SM27703/SM	1,071.79	1,071.79		501			RBS A/CS SW S+M
26/04/2023	Anglian Water Business	290307401/	16.06	16.06		501			Jan-Apr 23 meter no
	Nationa								G16XU30855
26/04/2023	Collaboration 23 Construction	796	4,080.00	4,080.00		501			Flint wall repairs
26/04/2023	Anglia Gifts & Promotions	5168	45.54	45.54		501			ATK work trousers
26/04/2023	Lookalikes Agency	INV1015	1,200.00	1,200.00		501			Ed Sheeran
									Lookalike/Tribute
26/04/2023	Sparr Catering	25 APRIL 2	61.75	61.75		501			Event lunches
30/04/2023	Petty Cash	300819	16.93			210		16.93	Petty Cash reimbursement
									April
Total Payments for Month			145,651.53	83,829.45	211.43			61,610.65	
Balance Carried Fwd			1,108,963.65						
Cashbook Totals			1,254,615.18	83,829.45	211.43			1,170,574.30	

Receipts for Month 1				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		150.00					150.00	
Banked: 30/04/2023		16.93						
300819	Current Account	16.93			201		16.93	Petty Cash reimbursement April
Total Receipts for Month		16.93	0.00	0.00			16.93	
Cashbook Totals		<u>166.93</u>	<u>0.00</u>	<u>0.00</u>			<u>166.93</u>	

Payments for Month 1					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
0/04/2023	Petty Cash M1	PETTYCASH	16.93			4078	120	1.99	Petty Cash M1/event refr
						4020	102	3.44	Petty Cash M1/staff refr
						4180	101	11.50	Petty Cash M1/Civic recep food
Total Payments for Month			16.93	0.00	0.00			16.93	
Balance Carried Fwd			150.00						
Cashbook Totals			166.93	0.00	0.00			166.93	

Receipts for Month 1				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
Balance Brought Fwd :		17,617.65					17,617.65
Banked: 26/04/2023		50,000.00					
a/c topup	Current Account	50,000.00			201		50,000.00 salaries a/c topup tfr
Total Receipts for Month		50,000.00	0.00	0.00			50,000.00
Cashbook Totals		<u>67,617.65</u>	<u>0.00</u>	<u>0.00</u>			<u>67,617.65</u>

Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/04/2023	Net Salaries M1	BACS	12,450.76			516		12,450.76	Net Salaries M1
25/04/2023	HMRC	1108662401	4,636.97			515		4,636.97	HMRC M1
26/04/2023	People's Pension	DD	959.99			514		959.99	WPP M1
Total Payments for Month			18,047.72	0.00	0.00			18,047.72	
Balance Carried Fwd			49,569.93						
Cashbook Totals			67,617.65	0.00	0.00			67,617.65	

Receipts for Month 1		Nominal Ledger Analysis						
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Balance Carried Fwd		4,309.22						
Cashbook Totals		<u>4,309.22</u>	<u>0.00</u>	<u>0.00</u>			<u>4,309.22</u>	

Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
31/03/2023	Barclaycard	YEAR END	903.37			550		903.37	year end balance
01/04/2023	ADOBE	CC23 0632	15.17		2.53	4025	101	12.64	CARD/MONTHLY FEE APR
03/04/2023	CARD/BOOTLINERS	CC23 0599	39.48		6.58	4039	200	32.90	CARD/LINER MAT FOR VAN
03/04/2023	CARD/HOMEBASE	CC23 0600	9.00		1.50	4029	200	7.50	CARD/OUTDOOR BROOM
03/04/2023	CARD/SCOTDALES	CC23 0601	65.97		11.00	4029	200	54.97	CARD/WEEDER/RAKE
03/04/2023	CARD/MAJESTIC	C23 0602	684.30		114.05	4180	101	570.25	CARD/DRINKS, GLASS HIRE
03/04/2023	CARD/FUNDAY LTD	CC23 0603	118.50			4312	305	118.50	CARD/DEPOSIT CRAZY GOLF
04/04/2023	CARD/SAFELINCS	CC23 0604	298.76		49.79	4017	120	248.97	CARD/DORGARDS SAFETY DEVICES
04/04/2023	CARD/WICKES	CC23 0605	28.05		4.67	4017	120	11.67	CARD/SMOKE DETECTOR
04/04/2023	CARD/AMAZON	CC23 0606	29.99			4029	200	11.71	CARD/TOOLS
04/04/2023	CARD/AMAZON	CC23 0606	29.99		5.00	4037	207	24.99	CARD/ACETIC ACID WEED TREATMT
11/04/2023	CARD/AMAZON	CC23 0607	59.98		10.00	4037	207	49.98	CARD/ACETIC ACID WEED TREATMT
12/04/2023	CARD/EVENTSTUFF LTD	CC23 0608	570.00		95.00	4312	305	475.00	CARD/PHOTOBOARD
12/04/2023	CARD/TKMAXX	CC23 0609	100.00			4180	101	100.00	CARD/THANK YOU GIFT CARDS
13/04/2023	CARD/SCREWFIX	CC23 0610	4.79		0.80	4036	120	3.99	CARD/CARPET TILE ADHESIVE
13/04/2023	CARD/THURLOW NUNN	CC23 0611	2.70		0.45	4039	200	2.25	CARD/SAFETY GLASSES
13/04/2023	CARD/NEWMARKET ELECTRICAL	CC23 0612	9.60		1.60	4036	120	8.00	CARD/LIGHTBULBS
17/04/2023	CARD/AMAZON	CC23 0613	17.98			4017	120	17.98	CARD/FIRE SAFETY LOG BOOKS
17/04/2023	CARD/AGRIDIRECT	CC23 0614	29.70		4.95	4037	207	24.75	CARD/SPRAYER SHIELD
18/04/2023	CARD/LIDL	CC23 0615	19.21		0.33	4078	120	18.88	CARD/MEETING/EVENT CATERING
18/04/2023	CARD/BOOKERS	CC23 0616	154.84		9.23	4076	120	145.61	CARD/EVENT CATERING SUPPLIES
19/04/2023	CARD/BP	CC23 0617	9.43		1.57	4039	200	7.86	CARD/FUEL FOR MOWER
19/04/2023	CARD/HOMEBASE	CC23 0618	22.00		3.67	4036	310	18.33	CARD/BARREL FOR LOCK
19/04/2023	CARD/AMAZON	CC23 0619	39.59			4037	306	39.59	CARD/BIRD SEED
19/04/2023	CARD/SHOE DOCTOR	CC23 0620	7.50		1.25	4036	310	6.25	CARD/KEY CUTTING
19/04/2023	CARD/EBAY	CC23 0621	1.59			4036	310	1.59	CARD/SCREWS FOR LOCK BARREL
20/04/2023	CARD/SCREWFIX	CC23 0622	31.93		5.33	4029	200	26.60	CARD/ADHESIVES
24/04/2023	CARD/JPARKER	CC23 0623	24.95		4.16	4037	306	20.79	CARD/GAURA PLANTS
24/04/2023	CARD/AMAZON	CC23 0624	27.99		4.67	4037	207	23.32	CARD/ACETIC ACID WEED TREATMT
24/04/2023	CARD/AMAZON	CC23 0625	55.98		9.34	4037	207	46.64	CARD/ACETIC ACID WEED TREATMT
24/04/2023	CARD/MAJESTIC	CC23 0626	-369.71		-61.62	4180	101	-308.09	CARD/REFUND SALE OR RETURN
25/04/2023	CARD/FUNDAY LTD	CC23 0627	886.50		147.75	4312	305	738.75	CARD/GAMES ARENA
25/04/2023	CARD/FUNDAY LTD	CC23 0628	355.50		59.25	4312	305	296.25	CARD/ADDITIONAL GAME
26/04/2023	CARD/GOV.UK	CC23 0629	3.00			4056	101	3.00	CARD/LAND REGISTRY SEARCH
27/04/2023	CARD/AMAZON	CC23 0630	35.99		6.00	4108	207	29.99	CARD/FABRIC FOR UNVEILING

Payments for Month 1					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/04/2023	CARD/ZOOM	CC23 0634	15.59		2.60	4025	101	12.99	CARD/MONTHLY FEE APR
Total Payments for Month			4,309.22	0.00	501.45			3,807.77	
Cashbook Totals			4,309.22	0.00	501.45			3,807.77	

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05/05/2023

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Detailed Income & Expenditure by Budget Heading as at 30/04/2023

Month No: 1

Committee Report F&P M1

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & Policy</u>								
<u>100 Precept</u>								
1176 Precept Received	823,069	823,069	823,069	0			100.0%	
Precept :- Income	823,069	823,069	823,069	0			100.0%	0
Net Income	823,069	823,069	823,069	0				
<u>101 Administration</u>								
1003 Banner Income	0	0	1,000	1,000			0.0%	
1006 Sumup Commission offset	5	5	50	45			10.0%	
1103 Rent Receivable	0	0	100	100			0.0%	
Administration :- Income	5	5	1,150	1,145			0.4%	0
4008 Staff Training	0	0	3,000	3,000		3,000	0.0%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	0	0	2,500	2,500		2,500	0.0%	
4019 New IT System/Hardware	0	0	5,000	5,000		5,000	0.0%	
4021 Telephone	153	153	2,000	1,847		1,847	7.6%	
4022 Postage	0	0	1,000	1,000		1,000	0.0%	
4023 Stationery	0	0	2,000	2,000		2,000	0.0%	
4025 Subscriptions&Licences	2,595	2,595	6,000	3,406		3,406	43.2%	
4026 Insurance	0	0	9,500	9,500		9,500	0.0%	
4028 Office Maintenance	1,734	1,734	12,500	10,766		10,766	13.9%	
4030 Recruitment Advertising	0	0	1,000	1,000		1,000	0.0%	
4051 Bank Charges/Interest	0	0	300	300		300	0.0%	
4056 Legal Expenses	3	3	12,000	11,997		11,997	0.0%	
4057 Audit & Accountancy Fees	0	0	3,850	3,850		3,850	0.0%	
4058 Professional Fees	0	0	2,000	2,000		2,000	0.0%	
4059 web site	0	0	1,000	1,000		1,000	0.0%	
4060 Councillors Training	0	0	600	600		600	0.0%	
4061 Councillors Expenses	0	0	200	200		200	0.0%	
4062 Civic Regalia	0	0	325	325		325	0.0%	
4064 Town Mayor's Allowance	0	0	1,000	1,000		1,000	0.0%	
4075 Grant to CAB	5,000	5,000	5,000	0		0	100.0%	
4076 Grants	0	0	5,000	5,000		5,000	0.0%	
4077 Marketing	363	363	3,000	2,638		2,638	12.1%	
4079 Remembrance Event Expenses	0	0	1,500	1,500		1,500	0.0%	
4090 Biodegradable Dog Poo Bags	0	0	500	500		500	0.0%	
4093 Sumup Commission	1	1	50	49		49	1.3%	
4097 Election Costs	0	0	10,000	10,000		10,000	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading as at 30/04/2023

Month No: 1

Committee Report F&P M1

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4113 Rolling Capital Reserve	0	0	10,000	10,000		10,000	0.0%	
4114 Other Projects / Reserves	0	0	22,500	22,500		22,500	0.0%	
4180 Civic Functions	649	649	2,124	1,475		1,475	30.5%	
4220 Discover Nmkt Stakeholder Fee	5,000	5,000	5,000	0		0	100.0%	
4221 CCTV WSC SLA Monitoring	0	0	2,300	2,300		2,300	0.0%	
Administration :- Indirect Expenditure	15,496	15,496	132,999	117,503	0	117,503	11.7%	0
Net Income over Expenditure	(15,491)	(15,491)	(131,849)	(116,358)				
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	0	500	500		500	0.0%	
4028 Office Maintenance	0	0	100	100		100	0.0%	
4058 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
Health & Safety :- Indirect Expenditure	0	0	3,100	3,100	0	3,100	0.0%	0
Net Expenditure	0	0	(3,100)	(3,100)				
Finance & Policy :- Income	823,074	823,074	824,219	1,145			99.9%	
Expenditure	15,496	15,496	136,099	120,603	0	120,603	11.4%	
Movement to/(from) Gen Reserve	807,578	807,578						
Grand Totals:- Income	823,074	823,074	824,219	1,145			99.9%	
Expenditure	15,496	15,496	136,099	120,603	0	120,603	11.4%	
Net Income over Expenditure	807,578	807,578	688,120	(119,458)				
Movement to/(from) Gen Reserve	807,578	807,578						

18:00 Summary Income & Expenditure by Budget Heading as at 30/04/2023

Month No: 1 Committee Report SUMMARY ALL CTES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	823,074	823,074	824,219	1,145			99.9%
Expenditure	15,496	15,496	136,099	120,603	0	120,603	11.4%
Net Income over Expenditure	<u>807,578</u>	<u>807,578</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>807,578</u>	<u>807,578</u>					

Community Services

Income	2,000	2,000	66,930	64,930			3.0%
Expenditure	39,269	39,269	285,312	246,043	0	246,043	13.8%
Net Income over Expenditure	<u>(37,269)</u>	<u>(37,269)</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(37,269)</u>	<u>(37,269)</u>					

Leisure Services

Income	4,644	4,644	43,200	38,556			10.8%
Expenditure	23,193	23,193	234,330	211,137	0	211,137	9.9%
Net Income over Expenditure	<u>(18,549)</u>	<u>(18,549)</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(18,549)</u>	<u>(18,549)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	18,297	18,297	273,108	254,811	0	254,811	6.7%
Net Income over Expenditure	<u>(18,297)</u>	<u>(18,297)</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(18,297)</u>	<u>(18,297)</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	5,500	5,500	0	5,500	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
Grand Totals:- Income	829,718	829,718	934,349	104,631			88.8%
Expenditure	96,256	96,256	934,349	838,093	0	838,093	10.3%
Net Income over Expenditure	<u>733,462</u>	<u>733,462</u>	<u>0</u>	<u>(733,462)</u>			
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>733,462</u>	<u>733,462</u>					

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	3,253	
105	Vat Due	9,255	
201	Current Account	1,108,964	
204	Staff Salary Bank Account	49,570	
208	Barclaycard Account	(4,309)	
210	Petty Cash	150	
	Total Current Assets	1,166,883	
	<u>Current Liabilities</u>		
565	Bookings Deposit	1,614	
	Total Current Liabilities	1,614	
	Net Current Assets		1,165,270
	Total Assets less Current Liabilities		1,165,270
	<u>Represented by :-</u>		
301	Current Year Fund	640,455	
310	General Fund	221,987	
311	EMR Play Equipment	35,449	
312	EMR WSC Covid Town Recovery	5,000	
313	EMR Town Regeneration	18,644	
316	EMR Clocks/Memorials	7,205	
317	EMR Buildings-M Hall Fund	12,190	
318	EMR Buildings - Pavilion Fund	14,563	
319	EMR Disused Churchyard	6,668	
320	EMR Cooper Memorial	2,008	
321	EMR Grants	6,401	
322	EMR Street Lighting	3,500	
323	EMR Allotments	2,839	
324	EMR IT Upgrade Fund	11,661	
325	EMR Public Realm	17,510	
326	EMR Elections	16,428	
327	EMR Legends of the Turf	2,844	
328	EMR Vehicle Replacement	5,760	
330	EMR Cemetery	10,654	
331	EMR Town Improvement	33,840	
332	EMR HR/Recruitment	11,035	
333	EMR Carnival	13,428	
334	EMR Christmas Lights	2,679	
335	EMR Winter Event	6,000	
336	EMR Events-General	6,000	
337	EMR Twinning	8,444	
338	EMR Soapbox Derby	10,200	
339	EMR Town Museum	5,000	
340	EMR RPZ Underwriting Fund	4,000	
341	EMR Water Feature	4,971	
342	EMR Memorial Gardens	13,034	
343	EMR Workwear	472	
344	EMR Asset Sales	3,401	
345	EMR Cinema Kit Fund	1,000	

18:00

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date as at 30/04/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	Total Equity		<u>1,165,270</u>

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	SERV (Service by Emergency Resp[onse Volunteers) Suffolk & Cambridgeshire also known as The Bloodrunners
Address	
Telephone	E-mail
Is this application a consortium/partnership bid?	No
If yes, name(s) of other organisations involved:	
Details of main contact person (name, address, phone and email)	Cindy Dickerson, Chairman
Name of Chairman (name, address, phone, email)	As above
Name of Secretary (name, address, phone, email)	Caroline Stanger
Name of Treasurer (name, address, phone, email)	

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

Give consideration to the following:

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

SERV Suffolk and Cambridgeshire (Registered charity 1189346) offers a free delivery service to our local NHS Hospitals, Air Ambulance Services and Human Donated Milk Banks 24 hours a day, every day. We transport blood, blood products, medicines, equipment and donated human milk which is often given to premature and seriously ill infants in the NICU units. We are a small charity with around 160 volunteers who give their time, mostly use their own vehicles and pay for their own fuel. Our costs are paid for entirely by donations from individuals, local companies and organisations or trusts. We do not have any paid staff. We have a very small fleet of vehicles which those volunteers can use at any time should they wish. In particular, we have a Toyota Auris which is based at Addenbrookes and often gets used to deliver blood to our local air ambulance services, deliver medicines and collect donations of milk in and around the Newmarket area.

Unfortunately and shockingly, the Auris was recently targeted by thieves when it was parked outside one of volunteer's house in Newmarket. It was there ready to be used to collect blood for the East Anglian Air Ambulance that evening. Sadly the catalytic convertor was stolen which has given us an unexpected and unplanned bill of around £3500. Having thoughtlessly targeted a charity marked car, they not only took the catalytic convertor valued at £1500 to replace, they caused damage to the exhaust, the underside of the car, the door sill, rear wheel arch and connecting panel. We have also been advised to purchase a catalytic convertor protector at a cost £250.

Given the impact a claim on our insurance would have, the Trustees have decided to cover the cost from charity funds but as this was an unplanned expense, we are now looking to replace those funds. We have already raised £2000 from very kind donors who heard about the theft.

We are seeking the possibility of a donation from Newmarket Town Council towards the cost of replacement of parts damaged and repairs

You may recall that last year SERV Suffolk & Cambridgeshire won the Newmarket Soapbox Derby! Given this was only our second year of entering, this was a huge surprise to all our volunteers involved but such a delight and so much fun! We were also invited to have a stand at this great event and we took the opportunity to talk to many people about what our volunteers do and we were delighted to meet a lady who told us her husband benefited from our service only the previous month by having medicines delivered to him. She was extremely happy to thank our volunteers personally.

As many of our volunteers live in and around Newmarket, your residents benefit indirectly from the service they provide and the delightful connection we have with Newmarket due to the Soapbox Derby, we are hopeful you would be in a position to support our application favourably for a donation towards enabling us to get our charity vehicle back on the road as soon as possible.

3. Amount of grant requested

Amount of grant requested	£1000
Details and amount of matched funding from your group	£500
Details and amount of funding from other sources	£2000
Total cost of project/activity	£3500

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 Auris is regularly used across both Suffolk and Cambridgeshire.

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

Start date	22nd March 2023
End date	ASAP

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

7. How would Newmarket Town Council support be acknowledged?

We would share details of any donation on our social media and website together with sending a formal thank you and certificate. We also intend to go to the Soapbox Derby again this year with the car where we can promote any support given by Newmarket Town Council.

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
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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	Cindy Dickerson
Date	27 March 2023

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

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



Grant Application Form

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

1. Your Organisation

Name of Organisation	Rotary Club of Newmarket
Address	[Redacted]
Telephone	E-mail As below
Is this application a consortium/partnership bid?	Yes / No
If yes, name(s) of other organisations involved:	Jockey Club Estates, Newmarket Journal, The Racing Centre, Tesco, Newmarket Charitable Foundation, Goldings, Godolphin, BRS, NHRM, Tattersalls
Details of main contact person (name, address, phone and email)	[Redacted]
Name of Chairman (name, address, phone, email)	As above
Name of Secretary (name, address, phone, email)	Lenore Anderson [Redacted]
Name of Treasurer (name, address, phone, email)	Peter Moore [Redacted]

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

Give consideration to the following:

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

RNLCA's : Rotary Newmarket Local Community Awards

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

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

Open to all within the CB8 postcode, both groups and individuals of all ages and vocations. Award categories include Volunteer, Carer, Fundraiser, plus added categories, an over-arching award of most outstanding, with a possible 14 awards in total. The awards will recognize our citizens who actually have kept/keep our community going and alive by their deeds naturally and instinctively, without thinking, and without reward. Each nomination received, will receive a letter of acknowledgement. Unplaced nominations will each receive a certificate of recognition, runners up will also receive gifts of certificate, glass award and cash or gift voucher whilst winners of each category will be invited to receive gifts of a certificate, glass award, cash or gift voucher, bottle of champagne and flowers at JCE. They will also, with their permission, be put forward to our Rotary UK's Community Awards finals 2023.

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

3. Amount of grant requested

Amount of grant requested	£1,000.00
Details and amount of matched funding from your group	£0,000.00
Details and amount of funding from other sources	£2,500.00
Total cost of project/activity	£4,000.00

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

'The Jockey Club'

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

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

Start date	1st September 2023
End date	1st September 2023

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

Year	Purpose	Amount
2021	31 st July, Rotary Newmarket Local Community Awards	£1,000.00
2022	1 st July, Rotary Newmarket Local Community Awards	£1,000.00

7. How would Newmarket Town Council support be acknowledged?

Event advertising regularly featured in Newmarket Journal (+ Newmarket Flyer, CB8 magazine)
Town Council representative to be one of our voting/shortlisting panel
Town Council logo to feature on all awarded certificates
Mayor to be one of our awards presenting committee, comprising Rotary, Newmarket Journal, Tesco, Lord Lieutenancy Office + one other
Mayor to be invited to give a recognition speech

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

Your accounts	Yes
Budget projections for the activity	Yes
The constitutional document that governs your organisation	Yes
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)	<i>Alan Shand</i>
Name	Alan Shand
Date	3/3/2023

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	



Health, Safety and Facilities update for F&P 15 05 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 cooker in the main kitchen has had safety checks and a service.

Air conditioning is in the process of being installed in the two offices.

Stage lighting and rigging equipment has a service booked for next month.

The new crawl tunnel in the refurbished play area was redesigned and replaced after potential finger traps were highlighted.

The splashpad has undergone the summerisation process and water tests and is ready to be switched on when appropriate.

The public toilets need some work as the plumbing has sprung a leak in one of the cubicles, and has had to be isolated until repair work can be done.

Quotes are being sought for some work needed to the fire door surrounds and flooring at the back of the stage/into the gardens.

Annual Portable Appliance Testing (PAT) has been completed at the Memorial Hall and pavilion.

Elsewhere

The new solar-powered SID installation was attempted, but it was found that our existing poles were insufficient. A new pole is being installed by Suffolk Highways. *Update – still waiting for Highways to install.*

Our Town Keeper has attended a Safe Use of Pesticides refresher training course and we have been given permission from Suffolk Highways to take over the weed control in the High Street and adjacent passages. We are trialling acetic acid.

Our Keeper has also taken over maintenance of the War Memorial gardens and is in the process of creating two new flowerbeds as a commemorative area for those who lost their lives due to COVID.

The clocktower work was completed and the scaffolding removed. Hoardings came down last week after the plaque had been installed and an unveiling ceremony will take place on 24th May.

A flagpole was installed at the Queen with Mare and Foal statue on Birdcage Walk.

Worknest attended and gave the Town Keeper and Assistant Town Keeper some basic Health and Safety information and training.

Blank