



Newmarket TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP
Tel: 01638 667 227. E-mail townclerk@newmarket.gov.uk

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

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Tuesday 30th May 2023 at 6.15pm

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

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

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

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

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

A G E N D A

1. **Welcome** - The Mayor to read the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
2. **Apologies** for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of the previous meeting held 11th May 2023**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Public participation** – an invitation to members of the public to make representations to Councillors.
Resolutions can only be made on items on the agenda
Rules of public participation: no person may for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
7. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
8. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 15th May 2023, & 22nd May 2023 (22nd to follow)
 - b) To receive the minutes and consider and approve any recommendations from the Leisure Services meeting held on 15th May 2023
 - c) To receive the minutes and consider and approve any recommendations from the Finance & Policy meeting held on 15th May 2023
 - d) To receive the minutes and consider and approve any recommendations from the Performance & Audit meeting held on 22nd May 2023 (to follow)
 - e) To receive the minutes and consider and approve any recommendations from the Human Resources meeting held on 22nd May 2023 (to follow)

Distribute to the following for information:

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

9. **Co-option:** To consider whether to advertise to co-opt to fill one vacant position on the Town Council Committee (verbal)
10. **Annual Internal Audit Report:** To receive and note the Auditor's Final Report for the financial year 2022-2023
11. **Annual Governance and Accountability Return 2022/2023 for Newmarket Town Council:**
 - a. To approve the Annual Governance Statement 2022/23
 - b. To approve the Accounting Statements 2022/23
12. **Statement of Accounts:** to receive and approve the Statement of Accounts for Newmarket Town Council for 2022/2023
13. **IT upgrade** - to receive a report and recommendation for a cloud-based system upgrade with dynamic Decisions agenda pack software and hybrid meeting facilities
14. **Small Grant Application:** To receive an application from Newmarket Day Centre for funding
 - a. **Newmarket Day Centre**
 - b. **SERV (Service by Emergency Response Volunteers)** – referred from F&P Committee
15. **Soapbox Derby 2024** – to agree a date for the event
16. **'Pride in Place'** – to receive a report and proposal for a joint application to the UK Shared Prosperity Fund
17. **Guineas** - To receive information regarding the vacant District Council offices (verbal)
18. **Performance & Audit Committee** – To discuss the level of membership for this committee (verbal)
19. **Correspondence**
20. **Date of the next Meeting – 26th June 2023**

Signed: 
Cathy Whitaker, Town Clerk

Date: 23rd May 2023

Distribute to the following for information:

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



Newmarket

TOWN COUNCIL

Minutes of the Annual Meeting of Newmarket Town Council **held on Thursday 11th May 2023 at 6:15 pm at the Memorial Hall**

Attendance:

Councillor P Winter (Town Mayor)
Councillor J Berry
Councillor J Borda
Councillor L Crissall
Councillor A Drummond
Councillor J Harvey
Councillor R Hood
Councillor P Hulbert

Councillor J Jarvis
Councillor R Jones
Councillor E Kavanagh
Councillor J McHugh
Councillor R Nobbs
Councillor S Perry
Councillor A Starkey
Councillor K Yarrow

Also, C Whitaker – Town Clerk, T Symonds - Deputy Town Clerk, J Ashton – Minute Assistant, 1 Member of the Press and 6 Members of the Public.

Minute

23/05/1 Welcome

The Chairman opened the meeting and welcomed returning Councillors Starkey and Nobbs, new Councillors Kavanagh, McHugh, Jarvis and Jones, and on-going councillors from the previous term. The Fire Safety Notice was read out and it was confirmed that proceedings were being recorded and were not being recorded by anyone else.

Cllr Berry joined the meeting

23/05/2 Election of Town Mayor

Town Clerk advised that there was one nomination for the position of Town Mayor. Cllr Harvey nominated Cllr Winter, seconded by Cllr Yarrow. There were no other nominations. A vote was taken and the following was agreed:

23/05/2.01 Resolved

Cllr Winter was duly elected to serve as Town Mayor for Newmarket for 2023/24 Municipal Year and it was confirmed that the declaration of acceptance of office of the Town Mayor was signed.

The Mayor gave thanks for the support from Members for her to serve a second term and would do her very best to continue to progress matters for the town.

23/05/3 Election Of Deputy Town Mayor

The Mayor invited nominations for the position of Deputy Town Mayor. Town Clerk advised that one nomination had been received. Cllr Winter nominated Cllr Harvey, seconded by Cllr Yarrow. There were no other nominations. A vote was taken and the following was agreed:

23/05/3.01 Resolved

Cllr Harvey was duly elected to serve as Deputy Town Mayor for Newmarket for 2023/24 Municipal Year and it was confirmed that the declaration of acceptance of office of the Deputy Town Mayor was signed.

23/05/4 Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllr Clover. Town Clerk asked if Members would allow

Cllr Clover to sign the declaration of acceptance of office at a later date and the following was agreed:

23/05/4.01 Resolved

That Cllr Clover be allowed to sign the declaration of acceptance of office at a later date.

23/05/5 Declaration of Members Interests & to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation

None noted. There were no requests for Member's Dispensation.

23/05/6 To Receive and Confirm the Minutes of the Town Council Meeting held on 24th April 2023 and any Matters Arising.

The minutes of the meeting held on 24th April 2022 were presented and the following was agreed:

21/05/6.01 Resolved

That the minutes of the meeting held on 24th April 2023 be adopted and signed as a correct record by the Town Mayor.

Matters arising:

Page 2 – 23/04/6 – Ward Reports. Cllr Perry reported that she was still working on the actions to resolve the issues with Newmarket Brook and that it was a work in progress. Also, that the Horse Racing Community Day litter pick will now focus on locations around the town; not the YBR which was originally planned and reported.

23/05/7 Public Open Session

No members of the public wished to speak.

23/05/8 Councillor Reports

SCC – Cllr Hood reported that the SCC monthly newsletter had been circulated and highlighted that 99% of pupils had got a preferred placement offer.

Cllr Drummond reported that he will give his report at the Annual Meeting of the Town and explained the role and duties of SCC Cllrs and the SCC Wards and Divisions.

West Suffolk Council (WSC) – Cllr Hood congratulated the newly elected District Members and advised that her SCC email address can be used to report any relevant issues from Cllrs and residents.

Ward – None noted.

Outside bodies – None noted.

23/05/9 Mayors Announcements

The Mayor reported that, in addition to attending committee meetings, working groups and other meetings, her activities included the following:

27th April 2023 – Opened the newly refurbished top floor of Kentford Manor Care Home.

5th May 2023 – Attended a lunch at the Rowley Mile Racecourse for the launch of the

Community Partnership between the Jockey Club and Global Insurance Broker, Gallagher. Then drinks at the National Horse Racing Museum to mark the start of the QIPCO British Champion Series.

7th May 2023 – Attended the County Service of celebration of King Charles III at St Edmundsbury Cathedral. Then attended the Coronation Celebration Service at St Mary's Church, Newmarket.

8th May 2023– Attend the NTC Coronation celebrations at the Severals.

9th May 2023 – Opened the newly refurbished hairdressers at the Newmarket Day Centre.

23/05/10 Committee Terms of Reference and Membership

Committee Terms of Reference

It was noted that the review of the Terms of Reference and delegation arrangement to committees were approved on 23rd January 2023.

Committee Membership

Town Clerk invited Members to indicate which Committees they wished to join and the following was agreed:

23/05/10.01 Resolved

The Town Council agreed to the following Committee membership appointments:

Development & Planning Committee: Cllrs Berry, Drummond, Harvey, Hood, Hulbert, Nobbs and Perry 7 Members

Community Services Committee: Cllrs Borda, Crissall, Harvey, Hulbert, Jarvis, Kavanagh, McHugh, Nobbs, Perry, Winter and Yarrow 11 Members

Leisure Services Committee: Cllrs Borda, Crissall, Harvey, Hulbert, Jarvis, Kavanagh, Nobbs and Winter 8 Members

Finance & Policy Committee: Cllrs Drummond, Harvey, Hood, Hulbert, Nobbs, Yarrow 6 Members

Performance & Audit Committee: Cllrs Harvey, Perry, Winter and Yarrow 4 Members

Human Resources Committee: Cllrs Hood, Drummond and Nobbs (Conservatives). Cllrs Yarrow, Kavanagh and Jarvis (Labour). Cllrs Winter, Harvey and Berry (Independents) 9 Members

Terms of Reference and Committee Budget information will be supplied for the relevant Committee Members. Chairmen and Vice Chairmen will be elected at the first Committee meetings.

23/05/11 Delegation Arrangements

It was noted that the review of the delegation arrangements to officers was approved on 27th March.

23/05/12 Standing Orders and Financial Regulations

It was noted that the review of the Financial Regulations and Standing Orders were approved on 27th March.

23/05/13 Financial Risk Management Scheme and Internal Controls

It was noted that the review of the Financial Risk Management Scheme and Internal Controls were approved on 27th March.

23/05/14 Subscriptions to other bodies

The Council/staff subscriptions to other bodies were reviewed and the following was agreed:

23/05/14.01 Resolved

That the following subscriptions be approved:

Chamber of Commerce - £300

Institute of Cemetery and Crematorium Management (ICCM) - £95

Suffolk Association of Local Councils (SALC) - £1,750

Community Land Trust - £350

Society of Local Council Clerks (SLCC) - £416

Creative Arts East - £50

23/05/15 To Confirm Town Councillor Representatives on Other bodies and Arrangements for Reporting Back

The following Cllr Representatives on Other bodies were considered and the following was agreed:

23/05/15.01 Resolved

That the following Cllr Representatives on Other bodies be confirmed as:

Love Newmarket BID – Cllr Drummond

Suffolk Police & Crime Commissioner – Cllr Borda

Suffolk Association of Local Councils (SALC) – Cllr Harvey (Deputy Mayor)

West Suffolk Council Town & Parish Forum – Cllr Kavanagh

Town Twinning Association – Cllr Hood (Lexington) and Cllr Borda (Maison Lafitte)

Newmarket Vision Steering Group – Mayor Winter

Newmarket Community Network – Mayor Winter, Deputy Mayor Harvey and Cllr Perry

Forest Heath Parishes Alliance – Cllr McHugh

Forest Heath disability Forum – Cllr Hulbert

MARPA – Cllr Hulbert

Newmarket Rail Group – Cllr Hulbert

23/05/16 To Review Arrangements with other Local Authorities

It was noted that the 2023-2026 Outside Services and Cemetery SLAs were agreed for West Suffolk Council and Jockey Club Estates on 27th February.

23/05/17 To Review the Asset Register

The Asset Register was considered and an amendment regarding the donated cinema kit was tabled. The following was agreed:

23/05/17.01 Resolved

That subject to the amendment being made, the revised Asset Register as at 31/03/2023 was received and approved.

23/05/18 To Confirm Arrangements for Insurance Cover in Respect of all Insurable Risks

The Zurich Insurance Policy was noted. Town Clerk to inform Zurich that the Kiosk and contents no longer need to be covered.

23/05/19 Meeting Dates

The meeting dates from May 2023 to May 2024 were considered and the following was agreed:

23/05/19.01 Resolved

That the meeting dates from May 2023 to May 2024 be approved.

23/05/20 General Power of Competence

Town Clerk reported that qualification for the General Power of Competence had expired but she is studying to gain this qualification and study time has been approved.

23/05/21 Correspondence

None noted.

23/05/22 Date of the next Meeting

Tuesday 30th May 2023 in the Memorial Hall at 6:15pm.

Meeting closed at 6:45 pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>23/05/2.01 Resolved</u>	Cllr Winter was duly elected to serve as Town Mayor for Newmarket for 2023/24 Municipal Year and it was confirmed that the declaration of acceptance of office of the Town Mayor was signed.
<u>23/05/3.01 Resolved</u>	Cllr Harvey was duly elected to serve as Deputy Town Mayor for Newmarket for 2023/24 Municipal Year and it was confirmed that the declaration of acceptance of office of the Deputy Town Mayor was signed.
<u>23/05/4.01 Resolved</u>	That Cllr Clover be allowed to sign the declaration of acceptance of office at a later date.
<u>23/05/10.01 Resolved</u>	The Town Council agreed to the following Committee membership appointments: Development & Planning Committee: Cllrs Berry, Drummond, Harvey, Hood, Hulbert, Nobbs and Perry 7 Members Community Services Committee: Cllrs Borda, Crissall,

	Harvey, Hulbert, Jarvis, Kavanagh, McHugh, Nobbs, Perry, Winter and Yarrow 11 Members Leisure Services Committee: Cllrs Borda, Crissall, Harvey, Hulbert, Jarvis, Kavanagh, Nobbs and Winter 8 Members Finance & Policy Committee: Cllrs Drummond, Harvey, Hood, Hulbert, Nobbs, Yarrow 6 Members Performance & Audit Committee: Cllrs Harvey, Perry, Winter and Yarrow 4 Members Human Resources Committee: Cllrs Hood, Drummond and Nobbs (Conservatives). Cllrs Yarrow, Kavanagh and Jarvis (Labour). Cllrs Winter, Harvey and Berry (Independents) 9 Members
<u>23/05/14.01 Resolved</u>	That the following subscriptions be approved: Chamber of Commerce - £300 Institute of Cemetery and Crematorium Management (ICCM) - £95 Suffolk Association of Local Councils (SALC) - £1,750 Community Land Trust - £350 Society of Local Council Clerks (SLCC) - £416 Creative Arts East - £50
<u>23/05/15.01 Resolved</u>	That the following Cllr Representatives on Other bodies be confirmed as: Love Newmarket BID – Cllr Drummond Suffolk Police & Crime Commissioner – Cllr Borda Suffolk Association of Local Councils (SALC) – Cllr Harvey (Deputy Mayor) West Suffolk Council Town & Parish Forum – Cllr Kavanagh Town Twinning Association – Cllr Hood (Lexington) and Cllr Borda (Maison Lafitte) Newmarket Vision Steering Group – Mayor Winter Newmarket Community Network – Mayor Winter, Deputy Mayor Harvey and Cllr Perry Forest Heath Parishes Alliance – Cllr McHugh Forest Heath disability Forum – Cllr Hulbert MARPA – Cllr Hulbert Newmarket Rail Group – Cllr Hulbert
<u>23/05/17.01 Resolved</u>	That subject to the amendment being made, the revised Asset Register as at 31/03/2023 was received and approved.
<u>23/05/19.01 Resolved</u>	That the meeting dates from May 2023 to May 2024 be approved.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 15th May 2023 at 6.15pm

Attendance:

Councillor R Hood (Chairperson)
Councillor J Berry
Councillor A Drummond
Councillor J Harvey

Councillor P Hulbert
Councillor R Nobbs
Councillor S Perry

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

Minute	Action by
D/23/05/17 <u>To Elect a Chairman</u> Cllr Drummond nominated Cllr Hood. There were no other nominations and a vote was taken. The following was agreed: <u>D/23/05/17.01 Resolved</u> That Cllr Hood be elected as the Chairman of the D&P Committee for 2023/2024 Municipal Year.	
D/23/05/18 <u>To Elect a Vice Chairman</u> Cllr Hood nominated Cllr Drummond. There were no other nominations and a vote was taken. The following was agreed: <u>D/23/05/18.01 Resolved</u> That Cllr Drummond be elected as the Vice Chairman of the D&P Committee for 2023/2024 Municipal Year.	
D/23/05/19 <u>Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chairman opened the meeting and read out the Fire Notice and that the meeting may be filmed or recorded.	
D/23/05/20 <u>Apologies</u> None noted.	
D/23/05/21 <u>Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation</u> None noted. There were no requests for dispensation.	
D/23/05/22 <u>To Confirm the Minutes of the Meeting Held on 2nd May 2023 and any Matters Arising</u>	

Members received the minutes of the Development & Planning Committee held on 2nd May 2023 and the following was agreed:

D/23/05/22/01 Resolved

That the minutes of the Development & Planning Committee held on 2nd May 2023 be adopted and signed as a true record by the Chairman of the Development & Planning Committee.

There were no matters arising.

D/23/05/23 Public Open Session

No members of the public were present.

D/23/05/24 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 1 – Trees and Policy 30 – Shopfronts.

D/23/05/25 Planning Applications

Week Commencing 24/04/2023, and 01/05/2023

D/23/05/25/1 DC/23/0617/HH - Householder planning application - single storey rear extension (following demolition of existing conservatory) - 9 Elizabeth Avenue Newmarket Suffolk.

D/23/05/25.01 Resolved

The Committee voiced no objections subject to no objections from the neighbours due to diminishing of right to light.

Cllr Kavanagh joined the meeting as observer

D/23/05/25/2 DC/23/0627/LB - Application for listed building consent - new access ramp from morning room onto southern terrace with rails - Jockey Club Chambers 101 High Street Newmarket Suffolk.

D/23/05/25.02 Resolved

The Committee voiced no objections subject to the approval of the WSC Listed Buildings Officer.

D/23/05/25/3 DC/23/0641/TPO - TPO 002 (1998) tree preservation order - One Corsican pine (indicated on plan and T1 on order) fell - 106 George Lambton Avenue Newmarket Suffolk.

D/23/05/25.03 Resolved

The Committee actively encourages responsible tree management and objects to the felling of healthy trees. However, in this instance the Committee did not object to this application due to the issues it was causing with neighbouring properties and subject to a replacement being planted before the tree is felled in accordance with the Tree Officer's very thorough report.

D/23/05/25/4 DC/23/0645/LB - Application for listed building consent - a. removal of signage on front and rear elevations, including removal of ATM and night safes and making

good with matching brickwork; b. internal alterations including removal of counter, furniture, equipment, stud partitions / glazed screens and doors - 58 - 60 High Street Newmarket Suffolk.

D/23/05/25.04 Resolved

The Committee strongly objected to the removal of the historic night safe located on the right-hand side of the outside of the building and requests that this remains. Subject to the approval of the WSC Listed Buildings Officer, there were no other objections.

D/23/05/25/5 DC/23/0675/TCA - Trees in a conservation area notification - one Cypress (Tone Cypress T2 on plan) fell, three Sycamores (T5-T7 on plan) cut back overhanging branches on eastern side by 4 metres, one Sycamore (T8 on plan) remove 3 dead branches on eastern aspect, one Sycamore (T10 on plan) remove single branch on south east aspect, one Sycamore (T11 on plan) cut back overhanging branch on eastern aspect by 4 metres, one Sycamore (T16 on plan) cut back overhanging branches on northern aspect by 4 metres, one Sycamore (T17 on plan) remove single branch on northern aspect - Long Cottage Fordham Road Newmarket Suffolk.

D/23/05/25.05 Resolved

The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.

D/23/05/25/6 DC/23/0644/FUL - Planning application - removal of signage on front and rear elevations, including removal of ATM and night safes and making good with matching brickwork - 58 - 60 High Street Newmarket Suffolk.

D/23/05/25.06 Resolved

The Committee strongly objected to the removal of the historical night safe located on the right-hand side of the outside building and subject to the approval of the WSC Listed Buildings Officer, there were no other objections.

D/23/05/25/7 DC/23/0705/TCA - Trees in a conservation area notification - one Indian bean tree (T1 on plan) remove two branches growing over roof and nursery back to large upright growth point; remove lowest large branch growing over nursery and reduce lower branch growing over lawn by up to three metres, one Indian bean tree (T2 on plan) reduce lower large branch over nursery back to growth point near wall, one Indian bean tree (T3 on plan) remove lower branch growing over wall behind Holly, one Indian bean tree (T5 on plan) remove lowest branch growing over gate - Saville House 14 St Marys Square Newmarket Suffolk.

D/23/05/25.07 Resolved

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

D/23/05/26 Amended and Deferred Planning Applications

None noted.

D/23/05/27 Planning Appeals

No new appeals. It was noted that the Queensbury Lodge appeal begins on 16/5/2023.

D/23/05/28 East Cambs Planning Applications

None noted.

D/23/05/29 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during weeks commencing, 24/04/2023 and 01/05/2023

Applications	Description	Address	WS Decision	NTC Decision
DC/23/0331/FUL	Planning application - part single, part two storey rear extension.	York House 18 All Saints Road Newmarket Suffolk	Approved	No objections
DC/23/0284/HH	Householder planning application - single storey rear extension	45 Green Road Newmarket Suffolk	Approved	Objected
DC/22/1699/FUL	Planning application - conversion and partial demolition to create a. ground floor retail unit b.courtyard garden c. seven residential units	Surrey House 41 High Street Newmarket Suffolk	Approved	Objected
NMA(A)/22/0478	Non material amendment to DC/22/0478/FUL - a.unit and associated drive-thru lane to be relocated 600 millimetres to the west b.retainig wall to be removed as a result of the relocation of the unit and associated drive-thru lane, post and rail fence is to be retained c.traffic islands to be made level with the adjacent car park aisles in a newly formed pocket of the car park, to assist with improved circulation d. roof line to be revised to provide a mono-pitch roof shape with gutter at the rear to assist with safe access for maintenance e. curtain wall pattern on unit elevations to be amended, the middle transoms are to be omitted and mullion added	Unit 6 Newmarket Retail Park Oaks Drive Newmarket Suffolk	Approved	Comments not Invited
DC/23/0561/TCA	Trees in a conservation area notification - one Eucalyptus (T1 on plan) overall crown reduction by up to 3.5 metres	2 Rockingham Villas Church Lane Newmarket Suffolk	Approved	No objections
DC/23/0390/HH	Householder planning application - a. pitched roof to front elevation b. single storey side extension c. first floor side extension d. single storey rear extension (following demolition of existing extension)	7 Malcolm Way Newmarket Suffolk	Approved	No objections
DCON(F)/13/0408	Application to discharge conditions 16 (A14 slip road) and 25 (Rayes Lane/Fordham Road horse crossing) of application DC/13/0408/OUT	Hatchfield Farm Fordham Road Newmarket Suffolk	Approved	Comments not Invited
DCON(C)/13/0408	Application to discharge conditions 6 (phasing plan), 17 (construction method statement), 18 (ecological mitigation strategy) and 19 (tree protection)	Hatchfield Farm Fordham Road Newmarket Suffolk	Condition(s) part Discharged	Comments not Invited

	scheme) of DC/13/0408/OUT				
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It was noted that DC/22/1699/FUL had been approved by WSC, based on SCC Highways response to consultation which uses incorrect data and information regarding transport and parking in Newmarket. A letter to SCC Highways has been sent regarding this.

D/23/05/30 Delegation Panel Decisions

None noted.

D/23/05/31 Licensing

None noted.

D/23/05/32 Crown Walk

A report on Crown Walk was presented and the WSC Enforcement Team have been invited to inspect the area. A response is awaited and the Town Clerk is monitoring the situation.

D/23/05/33 Correspondence

None noted.

D/23/05/34 Date of Next Meeting

Monday 22nd May 2023 at the Memorial Hall.

Meeting closed at 6:55pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/23/05/17.01 Resolved</u>	That Cllr Hood be elected as the Chairman of the D&P Committee for 2023/2024 Municipal Year.
<u>D/23/05/18.01 Resolved</u>	That Cllr Drummond be elected as the Vice Chairman of the D&P Committee for 2023/2024 Municipal Year.
<u>D/23/05/25.01 Resolved</u>	The Committee voiced no objections subject to no objections from the neighbours due to diminishing of right to light.
<u>D/23/05/25.02 Resolved</u>	The Committee voiced no objections subject to the approval of the WSC Listed Buildings Officer.
<u>D/23/05/25.03 Resolved</u>	The Committee actively encourages responsible tree management and objects to the felling of healthy trees. However, in this instance the Committee did not object to this application due to the issues it was causing with neighbouring properties and subject to a replacement being planted before the tree is felled in accordance with the Tree Officer's very thorough report.
<u>D/23/05/25.04 Resolved</u>	The Committee strongly objected to the removal of the historic

	night safe located on the right-hand side of the outside of the building and requests that this remains. Subject to the approval of the WSC Listed Buildings Officer, there were no other objections.
<u>D/23/05/25.05 Resolved</u>	The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.
<u>D/23/05/25.06 Resolved</u>	The Committee strongly objected to the removal of the historic night safe located on the right-hand side of the outside of the building and requests that this remains. Subject to the approval of the WSC Listed Buildings Officer, there were no other objections.
<u>D/23/05/25.07 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee **Held on Monday 15th May 2023 at 7:00 pm**

Attendance:

Councillor R Nobbs (Chair)
Councillor J Borda
Councillor L Crissall

Councillor J Harvey
Councillor P Hulbert
Councillor E Kavanagh

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

Minute

L/23/05/1 To Elect a Chairman

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

L/23/05/1.01 Resolved

That Cllr Nobbs be elected as the Chairman of the Leisure Services Committee for 2023/2024 Municipal Year.

Cllr Nobbs took the chair

L/23/05/2 To Elect a Vice Chairman

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

L/23/05/2.01 Resolved

That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for 2023/2024 Municipal Year.

L/23/05/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting, read out the fire safety briefing and announced that no fire alarm was planned and that the meeting may be filmed or recorded.

L/23/05/4 Apologies for Absence

Apologies were received from Cllr Winter. Cllr Jarvis was absent.

L/23/05/5 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

None noted. There were no requests for dispensations.

L/23/05/6 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 6th March 2023 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 6th March 2023 and the following was agreed:

Book number 1 2023 -2024

Minutes of Leisure Services Committee held on Monday 15th May 2023

L/23/05/6.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 6th March 2023 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

There were no matters arising.

L/23/05/7 Public Open Session

No members of the public were present.

L/23/05/8 To Receive the Accounts

The accounts for April 2023 were received and noted.

L/23/05/9 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted. The full safety report will be forwarded to the Chair of this committee on a monthly basis from this point.

L/23/05/10 Newmarket in Colour

A report on the Newmarket in Colour project was presented and considered. The following was agreed:

L/23/05/10.01 Recommendation

That the costs for two signs to be purchased to promote the BID Butterfly installation, and that a children's butterfly event be held in the Memorial Hall on 1st July 2023 for £250 plus materials, be approved.

L/23/05/10.02 Recommendation

That the costs to provide two blank screens for murals to be painted on and the artist fees be approved at a total of £1,000.

L/23/05/11 Events Position/s

A Working Group will be set up to look at covering the soon-to-be vacant Events Manager post and other options, comprising of the Town Clerk, Cllrs Harvey, Yarrow, Nobbs and Winter.

L/23/05/12 Review of Event Hire Fees

A report on the hire fees from 1st June 2023 was considered and the following was agreed:

L/23/05/12.01 Recommendation

That the current hire fees be approved to remain the same from 1st June 2023 to 31st May 2024 and be reviewed in April 2024, unless deemed necessary before that time.

L/23/05/13 Events

Coronation Event – a debrief report on this successful event, which was well supported by residents, despite the weather forecast was received.

A vote of thanks was given to the Events Manager and the staff team for all their work on the this very successful event.

Car Boot Sales at the Severals – Car boot sales will be held on the following dates:

28 May: Laureate Academy PTA

25 June: Newmarket Lions Club

2nd July: Exning Scouts

16 July: Newmarket Evening WI

30 July: Newmarket URC Tennis club

13 August: Royal British Legion Newmarket

20 August: Somerset Court Cheveley, raise money for a defibrillator

27 August: Little Buds preschool

Yoga in the Memorial Gardens – a new instructor has been appointed and classes will be held on 31st May, 7th June, 5th July, 2nd August, 14th June, 12th July, 09th August, 21st June, 19th July, 16th August, 28th June, 26th July, 23rd August. Bookings can be made via Eventbrite.

Summer Activities – Five days of activities will be provided over the summer holidays details of the programme will be provided at the next Leisure Services Meeting.

L/23/05/14 Newmarket Venues

A report on the bookings for March and April was presented, noting that £4,248 income was received in March and £4,495 in April 2023: £46,939 Year-To-Date.

Bookings for May 2023 - Elections West Suffolk £478.50, Pavilion Community Arts £63, 1x Private meeting £120, Pavilion Private weekly meeting £67.50, 4x Private meetings: £143.75, Pavilion 3x yoga classes £150, 1x NHS Blood bookings £360, Severals school use £8.33, 1x Charity meeting £120 plus catering £260, Toilets use Joggers Free, 1x Charity meeting £150, Severals outdoor fitness £83.33, 1x Children party £116, 2x Monday's dance events: £192, 1x Sunday dance event £120, Comedy night £174, Children's theatre workshop £83.33, Tea dance event.

Bookings for June 2023 - 3x NHS blood bookings £1,080, Pavilion weekly private meeting £54, 6x private meetings £218.75, Pavilion Community Arts £84, 3-day chess tournament £384.25, Pavilion Charity walk Free, Job fair £156, Severals events £300, 1x Sunday dance event £120, Severals outdoor fitness £99.96, 4x Monday's dance events £384, Tea dance event.

L/23/05/15 Correspondence

None noted.

L/23/05/16 Date of Next Meeting

Monday 3rd July 2023 at the Memorial Hall.

Meeting closed at 7:35pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/23/05/1.01 Resolved</u>	That Cllr Nobbs be elected as the Chairman of the Leisure Services Committee for 2023/2024 Municipal Year.
<u>L/23/05/2.01 Resolved</u>	That Cllr Winter be elected as the Vice Chairman of the Leisure Services Committee for 2023/2024 Municipal Year.
<u>L/23/05/10.01 Resolved</u>	That the costs for two signs to be purchased to promote the BID Butterfly installation, and that a children's butterfly event be held in the Memorial Gardens or Hall on 1st July 2023 for £250 plus materials, be approved.
<u>L/23/05/10.02 Resolved</u>	That the costs to provide two blank screens for murals to be painted on and the artist fees be approved at a total of £1,000.
<u>L/23/05/12.01 Resolved</u>	That the current hire fees be approved to remain the same from 1st June 2023 to 31st May 2024 and be reviewed in April 2024, unless deemed necessary before that time.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 15th May 2023 at the Memorial Hall 7:45pm**

Attendance:

Councillor J Harvey (Chair)
Councillor A Drummond
Councillor R Hood

Councillor P Hulbert
Councillor R Nobbs
Councillor K Yarrow

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

Minute

- F/23/05/1 To Elect a Chairman**
Cllr Yarrow nominated Cllr Harvey. There were no other nominations and a vote was taken. The following was agreed:
- D/23/05/1.01 Resolved**
That Cllr Harvey be elected as the Chairman of the F&P Committee for 2023/2024 Municipal Year.
- F/23/05/2 To Elect a Vice Chairman**
Cllr Harvey nominated Cllr Drummond. There were no other nominations and a vote was taken. The following was agreed:
- D/23/05/2.01 Resolved**
That Cllr Drummond be elected as the Vice Chairman of the F&P Committee for 2023/2024 Municipal Year.
- F/23/05/3 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded**
Not required.
- F/23/05/4 Apologies for Absence**
None noted.
- F/23/05/5 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation**
None noted. There were no requests for Member's Dispensation.
- F/23/05/6 To Confirm the Minutes of the Meeting Held on 20th March 2023 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 20th March 2023 and the following was agreed:

F/23/05/6.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 20th March 2023 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.

F/23/05/7 Public Open Session

No public in attendance.

F/23/05/8 Submission of Schedules of Payments for Information CB1 - CB4

Members reviewed CB1 - CB4 for month 12 (2022/2023) and month 1 (2023/2024) and the following was agreed:

F/23/05/8.01 Recommendation

That the ratification of the schedules of payments for the period 01/03/2023 – 31/03/2023 and 01/04/2023 – 30/04/2023 (Cash Book 1 - 4) be received and adopted.

F/23/05/9 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 31/3/2023 (month 12 2022/2023) and the end of 30/04/2023 (month 1 2023/2024) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/23/05/10 To Receive the Income and Expenditure

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

F/23/05/11 To Consider Requests for Grant Funding

SERV - The request from SERV for a donation to cover damage costs to a vehicle used for delivering blood was considered and the following was agreed:

F/23/05.11.01 Recommendation

That the request be deferred and an invitation be sent to attend a full Council meeting to provide further information.

Cllr Nobbs declared an interest in the following item and left the meeting.

Rotary Club of Newmarket - The request from the Rotary Club for a donation to support their 'Local Community Awards' evening was considered and the following was agreed:

F/23/05.11.02 Recommendation

That a grant of £1,000 be donated to the Rotary Club of Newmarket.

Cllr Nobbs returned to the meeting

F/23/05/12 Policies Review Schedule

A list of policies, protocols and appendices to be reviewed 2023/2024 was

presented and the Town Clerk and Chairman would organise a schedule to revisit, review and update the documents in 2023/2024.

F/23/05/13 Health and Safety

The monthly Health and Safety report was received and noted. The state of the roads and potholes was discussed and the following was agreed:

F/23/05/13.01 Recommendation

That NTC start a campaign to gather information on potholes in and around Newmarket and report them to the relevant County Council.

It was noted that the Official unveiling of the Queen Elizabeth II plaque at Clock Tower will be held at noon on 24th May 2023.

F/23/05/14 Correspondence

None noted.

F/23/05/15 Date of Next Meeting

Monday 17th July 2023 at the Memorial Hall.

Meeting closed at 8:27pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>D/23/05/1.01 Resolved</u>	That Cllr Harvey be elected as the Chairman of the F&P Committee for 2023/2024 Municipal Year.
<u>D/23/05/2.01 Resolved</u>	That Cllr Drummond be elected as the Vice Chairman of the F&P Committee for 2023/2024 Municipal Year.
<u>F/21/05/8.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/03/2023 – 31/03/2023 and 01/04/2023 – 30/04/2023 (Cash Book 1 - 4) be received and adopted.
<u>F/23/05.11.01 Recommendation</u>	That the request be deferred and an invitation be sent to attend a full Council meeting to provide further information.
<u>F/21/05/11.02 Recommendation</u>	That a grant of £1,000 be donated to the Rotary Club of Newmarket.
<u>F/21/05/13.01 Recommendation</u>	That NTC start a campaign to gather information on potholes in an around Newmarket and report them to the relevant County Council.

Blank

Annual Internal Audit Report 2022/23

NEWMARKET TOWN COUNCIL

www.newmarket.gov.uk

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During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

10/11/2022 11/05/2023

H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit

Date

11/05/2023

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

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

HEELIS&LODGE

Local Council Services • Internal Audit

Year End Internal Audit Report for Newmarket Town Council – 2022/2023

The following Internal Audit was carried out on the adequacy of systems of control and should be read in conjunction with the **Interim Internal Audit report dated 10/11/2022**. The following recommendations/comments have been made:

Income: £968,430 Expenditure: £1,002,053 Reserves: £431,807

AGAR Completion:

Section One: [Yes – to be signed](#)

Section Two: [Yes – to be signed](#)

Annual Internal Audit Report 2022/2023: [Yes](#)

Certificate of Exemption: [No](#)

Financial regulations

Standing Orders and Financial Regulations

Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Standing Orders in place: [Yes](#)

Reviewed: [27/3/2023 \(Ref: 23/3/12.03\)](#)

Financial Regulations in place: [Yes](#)

Reviewed: [27/3/2023 \(Ref: 23/3/12.04\)](#)

[There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.](#)

[The Council adopted the following policies at the meeting held on 28/11/2022 \(Ref: 22/11/23.06\):](#)

- [• Civility and Respect Pledge](#)*
- [• Dignity at Work Policy](#)*
- [• Bullying and Harassment Statement](#)*

[The Grants and Funding Policy was adopted at a meeting held on 28/11/2022 \(Ref: 22/11/12.07\).](#)

[Committee Terms of Reference are in place and were reviewed and approved at a meeting held on 23/1/2023 \(Ref: F/23/01/12\) and ratified by full Council on 30/1/2023 \(Ref: 23/01/11.05\).](#)

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

Risk Assessment

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

Risk Assessment document in place: Yes
Data Protection registration: Yes (Ref: ZA090217)

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.

Insurance was in place for the year of audit. The Risk Assessment was reviewed at a meeting held on 27/3/2023 (Ref: 23/03/12.05). Internal Controls were reviewed on 27/3/2023 (Ref: 23/03/12.08).

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

The revised Scheme of Delegation to Officers was adopted at a meeting held on 27/3/2023 (Ref: 23/03/12.06).

Bank signatories were reviewed and confirmed at a meeting held on 27/3/2023 (Ref: 23/03/17.01).

Fidelity Cover: £1,000,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £823,069 (2023-2024) Date: 19/12/2022 (Ref: 22/12/12.02)
Precept: £715,210 (2022-2023) Date: 31/1/2022 (Ref: 22/01/20.01)

Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted (2022-2023). The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

The 2023-2024 precept request was verified against budget.

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

Reminder: To minute the precept amount when resolving the precept (Ref: 2023-2024 precept setting).

Income controls

Precept and other income, including credit control mechanisms

Cemetery fees were reviewed and approved for the 2023-2024 financial year (Ref: 30/1/2023 – 23/01/17.01).

Cemetery Regulations for 2023-2024 were adopted (Ref: 30/1/2023 – 23/01/17.02).

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: **Yes**
Employer's Reference: **126/N254**
P60s issued: **Yes**

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and P60s have been produced as part of the 2023 year end process. A selection of payroll entries were examined and followed through for audit trail and accuracy.

Asset control

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

A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £4,545,295. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

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

Bank Balances at 31 March were confirmed as:

Unity Trust Current #1	xxxx4770	£404,116.85
Petty Cash		£150.00
Barclaycard		£nil
Unity Trust Current #2	xxxx9458	£17,617.65

Reserves

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

The Council have adequate general reserves (£221,987) and have identified earmarked reserves (£209,820) in in their year end accounts. General Reserves meet the required minimum of 25% of net turnover (Ref: Risk Management Scheme).

Year-end procedures

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

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

The PWLB balance at 31/3/2023 was £723,712.85.

Internal Audit Procedures

The 2022-2023 Interim Internal Audit report was considered by the Council at a meeting held on 21/11/2022 (Ref: F/22/11/15).

The Council reviewed the effectiveness of Internal Audit on 27/3/2023 (Ref: 23/03/12.08).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 27/3/2023 (Ref: 23/03/12.07).

Additional Comments/Recommendations

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



Heather Heelis
Heelis & Lodge
11 May 2023

Blank

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

NEWMARKET TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

30/05/2023

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2022/23 for

NEWMARKET TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	470,195	465,431	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	655,380	715,210	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	207,624	253,220	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	178,537	209,814	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	89,864	89,864	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	599,367	702,376	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	465,431	431,807	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	432,704	421,836	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	4,534,440	4,545,295	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	780,949	723,713	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE *CE Whitaker*

Date **10/04/2023**

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

30/05/2023

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



Newmarket Town Council

Financial Statements

For the year ending 31st March 2023



**Newmarket Town Council
Council Information
As at 31st March 2023**

Town Mayor

Cllr Philippa Winter

Councillors

Cllr Michael Anderson

Cllr John Berry

Cllr John Borda

Cllr Jackie Clover

Cllr Lisa Crissall

Cllr Julie De-Ath

Cllr Andy Drummond

Cllr Julian Ferries

Cllr Douglas Hall

Cllr John Harvey

Cllr Rachel Hood

Cllr Peter Hulbert

Cllr James Lay

Cllr Chris O'Neill

Cllr Sue Perry

Cllr Philippa Winter

Cllr Kevin Yarrow

Town Clerk

Cathy Whitaker

Responsible Financial Officer

Cathy Whitaker

Auditors

PKF Littlejohn

**Newmarket Town Council
Statement of Accounting Policies
31st March 2023**

Auditors

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

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

Accounting Convention

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

Fixed Assets

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

Revenue Grants

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

Debtors and Creditors

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

Value Added Tax

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

External Loan Repayments

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

Leases

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

Reserves

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

Interest Income

All interest receipts are credited initially to general funds.

Pensions

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

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

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

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

Newmarket Town Council
Fixed Assets For The Year Ended 31st March 2023

At 31 March the following assets were held:

	2023 Value £	2022 Value £	Change
Freehold Land and Buildings			
K E VII Memorial Hall	£ 2,609,263	£ 2,609,263	£ -
Chapel Workshops	£ 170,352	£ 170,352	£ -
Sports Pavilion - The Severals	£ 554,455	£ 554,455	£ -
Field Terrace Allotments	£ 1	£ 1	£ -
New Cheveley Road Allotments	£ 1	£ 1	£ -
The Severals Allotments	£ 1	£ 1	£ -
All Saints Churchyard	£ 1	£ 1	£ -
St Mary's Churchyard	£ 1	£ 1	£ -
Land at 45 Field Terrace Road	£ 1	£ 1	£ -
Public Toilets	£ 1	£ 1	£ -
	£ 3,334,077	£ 3,334,077	£ -
Vehicles and Equipment			
Office & Memorial Hall Furniture & Equipment	£ 151,396	£ 151,396	£ -
Memorial Hall Stage Lighting etc	£ 36,142	£ 36,142	£ -
Grounds Maintenance Tools & Equipment	£ 7,797	£ 7,298	£ 499
Signage	£ 6,392	£ 6,392	£ -
Display Cases	£ 2,952	£ 2,952	£ -
Play Equipment	£ 170,540	£ 167,190	£ 3,350
Computer Hardware - fixed and portable	£ 6,514	£ 6,514	£ -
P A System	£ 2,857	£ 2,857	£ -
Speed Device	£ 5,748	£ 5,748	£ -
Telephone Hardware	£ 1,327	£ 1,327	£ -
Severals Pavilion Furniture and Equipment	£ 18,524	£ 18,524	£ -
Artificial Cricket Wicket	£ 5,610	£ 5,610	£ -
Cricket Roller	£ 7,500	£ 7,500	£ -
Rotavator	£ 499	£ 499	£ -
Fiat Doblo Cargo Van CV61 PTX	£ -	£ 8,032	-£ 8,032
CCTV equipment	£ 7,625	£ 7,625	£ -
Flagpole	£ 950	£ 950	£ -
Clock Tower Lighting System	£ 18,750	£ 18,750	£ -
Cemetery Automated Gate Equipment	£ 5,753	£ 5,753	£ -
Navaho Information Screen	£ -	£ 1,707	-£ 1,707
EV Charging point	£ 1,645	£ -	£ 1,645
Portable wheelchair ramp	£ 110	£ -	£ 110
Picnic Tables / Parasols	£ 2,848	£ -	
Soapbox jumps	£ 2,950	£ -	
Gazebos	£ 2,089	£ -	
	£ 466,518	£ 462,766	
Infrastructure Assets			
Planters	£ 23,073	£ 23,073	£ -
Benches	£ 34,924	£ 34,924	£ -
Bus Shelters (11)	£ 61,305	£ 61,305	£ -
Street Lights (184)	£ 92,000	£ 92,000	£ -
Bins	£ 4,813	£ 3,894	£ 919
Shed	£ 662	£ 662	£ -
Container Storage (Mem Hall backyard)	£ 4,109	£ -	£ 4,109
Water Feature	£ 80,682	£ 80,682	£ -
Cycle Racks	£ 8,942	£ 8,942	£ -
Cemetery Shed	£ 4,026	£ 4,026	£ -
Christmas Lights Infrastructure	£ 16,985	£ 16,985	£ -
Fencing (Mem Gdns)	£ 4,200	£ -	£ 4,200
Grit Bins	£ 180	£ 180	£ -
Ice Cream Shed	£ -	£ 2,125	-£ 2,125
	£ 335,901	£ 328,798	£ 7,103

Newmarket Town Council
Fixed Assets For The Year Ended 31st March 2023

Community Assets

Civic Regalia	£	3,677	£	3,677	£	-
Cooper Memorial	£	96,061	£	96,061	£	-
Clock Tower	£	266,971	£	266,971	£	-
War Memorial	£	42,087	£	42,087	£	-
Bill Tutte	£	1	£	1	£	-
Queens Statue	£	1	£	1	£	-
Cemetery	£	1	£	1	£	-
	£	408,799	£	408,799	£	-
	£	4,545,295	£	4,534,440	£	10,855

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

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

Fixed Assets - Additions and Disposals for the year ended 31st March 2023

	Additions		Removals		Change	
	£	22,719	£	11,864	£	10,855
Soapbox Jumps	£	2,950	£	-	£	2,950
NTC branded parasols	£	1,898	£	-	£	1,898
Inclusive picnic tables	£	950	£	-	£	950
Mower	£	499	£	-	£	499
Portable wheelchair ramp	£	110	£	-	£	110
NTC branded gazebos	£	2,089	£	-	£	2,089
Bin	£	919	£	-	£	919
Container storage unit	£	4,109	£	-	£	4,109
Rocker play equipment	£	1,280	£	-	£	1,280
Crawl tunnel play equipment	£	1,600	£	-	£	1,600
Rain pad play equipment	£	470	£	-	£	470
Metal fencing (Mem Gdn)	£	4,200	£	-	£	4,200
EV Charging Point (Mem Hall)	£	1,645	£	-	£	1,645
Memorial Gdn Kiosk	£	-	£	2,125	-£	2,125
Navaho Information Screen	£	-	£	1,707	-£	1,707
Doblo Van	£	-	£	8,032	-£	8,032

Newmarket Town Council
Income and Expenditure Account for the Year Ended 31st March 2023

31st March 22		31st March 23
655,380	Income Summary	715,210
655,380	Precept Received	715,210
	Sub Total	
	Operating Income	
67,629	Administration	6,676
31,863	Memorial Hall	24,711
150	Outside Services	436
10,298	General Town Planting	10,347
65,418	Cemetery	87,119
431	Memorials	-
6,244	Public Conveniences	3,300
0	General Town Maintenance	4,329
900	Allotments	900
2,396	Arts	2,860
1,670	Winter Event	8,870
11075	Entertainments	14,829
120	Carnival	5,289
0	Memorial Gardens	56,158
2,705	Twinning	623
6,365	The Severals Sports Facilities	22,228
360	Miscellaneous income	4,546
207,624	Total Income	253,221
	Running Costs	
174,398	Administration	136,757
181,330	Staff Costs	212,755
2,732	Health & Safety	2,761
0	Capital	0
129,143	Memorial Hall	146,255
75,417	Outside Services	87,074
30,610	General Town Planting	22,457
71,337	Cemetery	109,735
615	Disused Churchyards	4,201
4251	Memorials	972
8,760	Clocks	2,412
1900	Bus Shelters	1,550
47,079	General Town Maintenance	38,720
3,761	Public Conveniences	5,824
4,000	Neighbourhood Plan	0
0	The Queens Statue	1474
2000	Allotments	0
15,094	Studlands	27,975
4,903	Arts	6,315
5,578	Winter Event	14,785
20843	Entertainments	33,877
1,338	Tourism	2,434
CONT.		CONT.

Newmarket Town Council
Income and Expenditure Account for the Year Ended 31st March 2023

1,410	Carnival	19,374
27,235	Memorial Gardens	83,829
521	Twinning	5963
18,509	Christmas	20,676
35,006	The Severals Sports Facilities	13,876
<u>867,770</u>	Total Expenditure	<u>1,002,051</u>

31st March 22	General Fund Analysis	31st March 23
287,666	Opening Balance	131,321
<u>863,004</u>	Plus : Income for Year	<u>968,430</u>
1,150,670		1,099,751
<u>867,768</u>	Less : Expenditure for Year	<u>1,002,053</u>
282,902		97,698
<u>151,582</u>	Transfers TO / FROM Reserves	<u>124,290</u>
<u>131,321</u>	Closing Balance	<u>221,987</u>

Newmarket Town Council
Balance Sheet For The Year Ended 31st March 2023

31st March 2022	Long Term Assets	31st March 2023
	0 NIL	0
<u>0</u>		<u>0</u>
	Current Assets	
1,614	Debtors	1,614
33,754	Vat Due	33,754
225	Prepayments	225
410,050	Current Account	410,050
22,504	Staff Salary Bank Account	22,504
150	Petty Cash	150
30	Creditors	30
<u>468,327</u>	Total Assets	<u>468,327</u>
	Current Liabilities	
0	Creditors	0
0	Accruals	0
1,182	Barclaycard Year End	1,182
250	Bookings Deposits	250
1,464	Year End BACS payment	1,464
<u>2,896</u>		<u>2,896</u>
<u>465,431</u>	Total Assets Less Current Liabilities	<u>465,431</u>
	Represented By	
131,321	General Fund	221,987
35,449	EMR Play Equipment	35,449
1,788	EMR WSC Covid town Recovery	5,000
41,680	EMR Town Regeneration	18,644
7,205	EMR Clocks/Memorials	7,205
19,632	EMR Buildings-M Hall Fund	3,190
9,563	EMR Buildings - Pavilion Fund	9,563
2,836	EMR Disused Churchyard	1,668
2,008	EMR Cooper Memorial	2,008
4,801	EMR Grants	3,401
3,500	EMR Street Lighting	3,500
2,839	EMR Allotments	2,839
12,000	EMR Public Realm	2,010
16,428	EMR Elections	16,428
2,844	EMR Legends of the Turf	2,844
3,260	EMR Vehicle Replacement	760
31,859	EMR Cemetery	4,709
28,840	EMR Town Improvement	28,840
33,889	EMR Human Resources	11,035

Newmarket Town Council
Balance Sheet For The Year Ended 31st March 2023

15,267	EMR Carnival	8,428
2,679	EMR Christmas Lights	2,679
6,000	EMR Winter Event	6,000
6,000	EMR Events-General	6,000
6,043	EMR Twinning	4,543
10,000	EMR Soapbox Derby	5,200
4,971	EMR Water Feataure	4,971
18,857	EMR Memorial Gardens	8,034
472	EMR Workwear	472
3,401	EMR Asset Sales	3,401
0	EMR Cinema Kit Fund	1,000
<u>465,432</u>		<u>431,808</u>

The above statement represents fairly the financial position of the authority as at 31st March 23 and reflects its Income and Expenditure during the year.

Signed :

Chairman _____ Date : ____ 31/5/2023

Signed

Responsible Financial Officer CE Whitaker Date : ____ 31/5/2023

Newmarket Town Council
Notes To the Accounts For The Year Ended 31st March 2023

1 Agency Work

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

During the year, the council undertook a Service Level Agreement with West Suffolk Council and Jockey Club Estates

2 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity.

Details are shown under the following broad categories.

	2022		2023
Recruitment Advertising	£ 6,307	£	-
Council Website	£ 887	£	549
Marketing	£ 249	£	3,252
	£ 7,443	£	3,801

4 Tenancies

During the year the following tenancies were held

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

5 Pensions

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

6 Aged Debtors

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

Balance	Mar-23	Feb-23	Jan-23	Prior Months	On Account Payments
1,619.00	2,755.00	0.00	0.00	75.00	-1210.00

7 Loans

As at the close of business on 31st March 2023 the following loans to the council were outstanding

Lender	Loan Period	Amount	PWLB Loan no.
Public Works Loans Board	25 Years from 21st June 2010	£322,017	497649
Public Works Loans Board	25 Years from 21st December 2009	£234,003	496617
Public Works Loans Board	25 Years from 21st December 2009	£73,827	496304
Public Works Loans Board	9 Years from 21 December 2018	£93,867	508087

8 Capital Commitments

The Council has no capital commitments as at 31st March 2023 not otherwise provided for in these accounts.

9 Contingent Liabilities

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

10 Post Balance Sheet Events

There are no significant post balance sheet events since the preparation of these accounts, up to the date of their final adoption at the Town Council Meeting on 31st May 2023 which would have a material impact on the amounts and results reported herein.

11 S106

S106 funding to the value of £46,938 was received by Newmarket Town Council from West Suffolk Council in the financial year to 31st March 2023.

12 Reserves

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



Report to	Full Council
Subject	IT upgrade
Purpose	Information
Classification	Unrestricted
Meeting date	30th May 2023
Item number	13
Written By	Cathy Whitaker CLERK
Summary: This report outlines details and costs for IT upgrade including:- a: Move to cloud-based operation, including hardware and Wi-Fi upgrade b: Cloud Agenda Pack Creation software c: Council Meeting Hybrid facility d: Councillor devices (tablets)	
1.	Introduction
a.	Cloudy-IT are in partnership with NALC and working with an increasing number of councils to assist with their use of digital tools to improve efficiency and communication within the workplace and the community.
b.	Thetford Town Council is using the system already. Contact has been made and a visit to view the system in operation is being arranged for the Town Clerk and Deputy Town Clerk. Contact to be made via email/telephone with other non-local councils using the system.
2.	Context
a.	NTC needs to adopt modern working IT practices to keep up with the council sector operations.
b.	The current file-server based system has some limitations; eg: accessibility and security of data.
c.	Current systems are slow; improved staff time management would be achieved with upgrade.
3.	Proposal/Options
a.	QH-02034-0/QH-02042-0/ QH-02147-0: Core upgrade package, migration to the Microsoft 365 Cloud. Includes all security, backup and compliance/GDPR tools and training and access to E-Learning platform. Support covered for staff and councillors. Hardware and Rialtas Accounts Cloud setup. Full upgrade of connectivity in the building, including high speed internet - 330mb download (6 x faster than currently), new switches and Wi-Fi access points to improve coverage and security and also provide easy to access guest and public network. See the attached key facts guide for further information. £15,690 one-time Licences and support fees: £7,719 annually NB: Offset by current provider fees of £3,317
b.	QH-02039-0: Advanced agenda and meeting management software designed to optimise how you produce WCAG (Web Content Accessibility Guidelines) compliant Agendas and minutes and also improve the efficiency of your meetings. Integrates fully into Microsoft 365 and Teams and allows for hybrid meetings, and when paired with tablets it reduces your carbon footprint and reliance on printed agendas. Includes installation, setup, training and support. £2,500 one-time Annual licence: £1,875 annually

c.	QH-02146-0: Zero touch solution for broadcasting council meetings as well as hosting hybrid meetings. This solution is simple to use and very effective, giving high quality audio and video, with full training and support provided.	£6,620 one-time
d.	QH-02040-0: Managed tablets from Cloudy to ensure the most optimal councillor experience when accessing agenda packs, email and documents. Included is full training and onboarding for councillors, ensuring as successful deployment as possible. Councillor Devices with setup, hardware and training: Annual management with remote access:	£10,012 one-time £432 annually
4.	Financial/Resource Implications	
a.	IT Upgrade EMR - £11,661	
b.	Current year budget account - £6,500	
5.	Next Steps/Recommendations	
a.	To consider in principle Phase 1: Proceed with Cloudy-IT for options a and b for cloud-based system, agenda pack creation software within current financial year (23/24)	
b.	To consider in principle Phase 2 : Plan for hybrid and broadcasting of council meetings and councillor devices, options c and d, in the next financial year (24/25)	
c.	TC and DTC to carry out site visit to Thetford TC and verbal contact with other councils.	
d.	Cloudy IT to attend F&P committee meeting on 17 th July to present system and take questions.	

365 CLERK MODERNISATION KEY FACTS



This document covers the key points of your migration to Microsoft 365 by CloudyIT. As recommended in the Practitioners Guide 2021, our Microsoft 365 hosted cloud solution is designed to ensure Parish and Town Councils meet all key recommendations and can also exceed them.

By moving all key services to the Microsoft 365 Cloud we will remove the need to host your council data and applications on-premises on either servers or your desktops, ensuring your data will be in one easy-to-access, secure location.

Below is a list of the key services and features of your new system:

OFFICERS' LICENCES

- (Office-based) Microsoft 365 Business Premium Licences
 - Includes advanced monitoring and cloud security
 - Device management
- (Non-office-based) Microsoft 365 Business Basic licences
- Windows Defender Antivirus for devices (Cloud managed)
- SharePoint / Teams for council data
- Data Safe Cloud Encrypted backup of all data to separate secure cloud, unlimited retention period
- All data complies with GDPR and stored in the UK
- End User Support from 8am – 5.30pm, Monday – Friday, Excluding bank holidays
- Microsoft business voice phone system for calling from Microsoft Teams

COUNCILLORS' LICENCES

- Microsoft 365 Business Basic licences
- 5 hours prepaid support hours from 8am – 5.30pm Monday – Friday, Excluding bank holidays

ALL USERS

- Access to Decision Agenda and meeting management solution
- Hybrid meetings hosted using Microsoft Teams
- Device management of tablets and PCs
- Access to Cloudy Learning and development portal
- Access to apps to improve council productivity and communication

MIGRATION SCHEDULE

Phase	Time Period	Description
Architecture Phase	1 – 4 weeks	Planning and scoping, and confirmation of the project
Delivery Phase	2 – 8 weeks from architecture phase sign off	Delivery of the project and training of officers and councillors
Enhancement Phase	4 – 12 weeks from delivery phase sign off	Project wrap up and sign posting of next steps

* the above are estimates based upon a standard CloudyIT Microsoft 365 Cloud Deployment and time may vary from project to project.

** the above features will vary depending on your setup and configuration.

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For more information visit cloudyit.co.uk/councils/ or call us on **01280 814684**

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Report to	Full Council
Subject	Small Grant application – Newmarket Day Centre
Purpose	Decision
Classification	Unrestricted
Meeting date	30th May 2023
Item number	14
Written By	Cathy Whitaker CLERK

Summary: This report outlines details of a small grant application from NDC.

1.	Introduction
a.	The Day Centre is refitting the lounge area with new chairs and looking for funding.
2.	Context
a.	The small grants were considered at F&P Committee on 15 th May. This application was received after that date, but their project begins in July. Therefore, this is being brought before full council due to timing issues.
3.	Proposal/Options
a.	The request is for £2,300.
b.	Suggest £900 to provide a set of four tub chairs.
4.	Financial/Resource Implications
a.	NTC has a grants budget for the current year of £5,000 and an EMR for Grants of £6,401.
b.	Currently, council has approved grants to the value of £1,000, with another request being considered for £1,000 (although a lesser figure may be decided).
5.	Next Steps/Recommendations
a.	Consider approval of a grant to NDC of £900 for four new chairs.



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 Day Centre
Address	
Telephone	E-mail
Is this application a consortium/partnership bid?	Yes / No - No
If yes, name(s) of other organisations involved:	N/A
Details of main contact person (name, address, phone and email)	
Name of Chairman (name, address, phone, email)	Dr John Calvert,
Name of Secretary (name, address, phone, email)	
Name of Treasurer (name, address, phone, email)	Terry Wood,

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

At the Newmarket Day Centre we had several refurbishment projects starting in 2021. This year we are looking to redo our kitchen area along with our main dining hall. The friendship group have been raising funds for the dining area, (tables and chairs) but we have a soft lounge area which looks very run down and neglected. The seating area is also very low down for some of our clients to get in and out of the seats currently. We are hoping with your support to be able to purchase more practical soft lounge chairs for this area. We are hoping with the new look café and dining hall that the breakout area we will be able to host more clients in a comfortable and safe environment. With your help if we could purchase 8 soft chairs the Day Centre would then raise funds for an additional 4 chairs.



Range	Description	Area	Amount	Cost Each	Total Cost
Perla	Perla Tub Chair	Soft	4	£221.57	£886.28
Asprey	Asprey High Back Chair	Soft	4	£336.97	£1,347.88
					£2,234.16

3. Amount of grant requested

Amount of grant requested	£ 2,300
Details and amount of matched funding from your group	0
Details and amount of funding from other sources	£14,500
Total cost of project/activity	£15,700

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.

Newmarket Day Centre – CB88NT

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

Start date	July 2023
End date	July 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

7. How would Newmarket Town Council support be acknowledged?

We would like press coverage in the Newmarket Journal as part of our ongoing refurbishment of the Newmarket Day Centre.

YES

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>Caroline Sykes</i>
Name	Caroline Sykes
Date	9 th May 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	
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For internal use only	
Date received	
Date presented to F&P committee	
Decision	
Notes	

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Report to	Town Council
Subject	Soapbox Derby 2024
Purpose	Decision
Classification	Unrestricted
Meeting date	30 May
Item number	Item 15
Written By	Events manager

Summary: This report outlines a proposal to alter the Soapbox date in 2024.

Councillors are asked to **CONSIDER** and **APPROVE** the **RECOMMENDATIONS** outlined in this report:

1. Reasons for changing the date
2. New date

1.	Introduction
a.	After three successful Soapbox Derbies, the council is gearing up to deliver the fourth event in 2024.
2.	Context
a.	A debrief meeting was organised with the Jockey Club in November 2022. We reviewed facts and exchanged ideas on how to improve the event. The Jockey Club suggested an alteration in the date. The proposed date is 15 th June 2024
3.	Proposal/Options
a.	The date is not clashing with racing days.
b.	Jockey Club has more resources to support the event in June compared to August.
c.	Schools are still in session; hence more families are able to attend the event.
4.	Financial/Resource Implications
a.	We anticipate the supplier's cost to be lower on a non-bank holiday weekend.
b.	
5.	Next Steps/Recommendations
a.	Accept Jockey Club's suggestion to confirm the new date on the 15 th of June 2024, and for the foreseeable future, the Soapbox to be organised for the middle of June.
b.	
	Additional documents:

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Report to	Full Council
Subject	Joint funding application to UK Shared Prosperity Fund – ‘Pride in Place’
Purpose	Decision
Classification	Unrestricted
Meeting date	30th May 2023
Item number	16
Written By	Cathy Whitaker CLERK

Summary: This report outlines details of the first year of the ‘improvement to town centres’ funding from the UKSPF and gives a proposal for consideration of a joint application by NTC and Love Newmarket BID.

1.	Introduction
a.	Following consultation from WSC, NTC and the BID have been advised that an application to improve the High Street in relation to shop frontages would be relevant.
b.	A funding initiative to assist owners to improve their shop fronts would likely be owned and administered by the BID, with requirements regarding a tight application criteria and monitoring system to ensure full compliance with the shop front policies.
2.	Context
a.	There is a WSC shop front policy and shop front standards are included in the Newmarket Neighbourhood Plan document.
b.	In reality many of the units do not achieve these standards and a scheme of funding to assist specific improvement could assist with this.
3.	Proposal/Options
a.	Scheme 1: Shop front improvement scheme – for those owners that wish to do some structural changes
b.	Scheme 2: Shop front painting scheme – for those owners that wish to do smaller upgrades
4.	Financial/Resource Implications
a.	The UKSPF can provide 40% of the total funding for the scheme(s), with the BID and NTC funding the remainder.
b.	NTC and BID to collaborate with application and grant process.
c.	WSC (40%) application for £7,500. NTC and BID contributions of £5,625 each. With NTC’s contribution being funded from the Town Improvement EMR 331. Total scheme fund available £18,750.
5.	Next Steps/Recommendations
a.	NTC and BID to collaborate on an application to UKSPF for a shop-front improvement fund scheme, to be administered by the BID, with NTC involvement.
b.	NTC to approve match-funding to the value of £5,625 for the scheme, funded from EMR 331, Town Improvement EMR.

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