

Membership from May 2023
Councillor Drummond (Vice Chair)
Councillor Harvey (Chair)
Councillor Hood
Councillor Hulbert
Councillor Nobbs
Councillor Yarrow

Members = 6
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 17th July 2023 at 7pm
*or following on from the Development and Planning
Committee meeting, whichever is later*

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

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

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

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

1. **Chair 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** – To receive and accept apologies for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of previous meeting held 15th 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 speak for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
6. **Submission of schedules of payments for information** - To approve cashbooks 1-4 for months 2 and 3
7. **Bank statements** – To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
8. **Accounts**
 - a) To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month (month 3)
 - b) To receive the final accounts for the Jubilee Clock Tower refurbishment project
9. **Budget** – To receive a report for Quarter 1 of the 2023/2024 budget (to follow)
10. **Health, Safety and Facilities** – to receive a monthly report
11. **Working Groups** – to review the membership of any Finance & Policy working groups
12. **Policies** – to receive an update regarding the Policy Review Schedule (to follow)
13. **Social Media Management** – to receive a report and proposal for external social media management services
14. **Funding request** – to consider a request for annual funding sponsorship by the Bill Tutte Memorial Fund (to follow)
15. **Correspondence**
16. Date of next meeting **Monday 18th September 2023**

Signed  Cathy Whitaker, Town Clerk

Date 11th July 2023

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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.

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Date: 10/07/2023

Newmarket Town Council 2023-2024

Page: 1

Time: 15:49

Cashbook 1

User: CEW

Current Account

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,108,963.65					1,108,963.65	
bacs	Banked: 03/05/2023	75.00						
	Sales Recpts Page 2479	75.00	75.00		101			Sales Recpts Page 2479
bacs	Banked: 04/05/2023	120.00						
	Sales Recpts Page 2480	120.00	120.00		101			Sales Recpts Page 2480
bacs	Banked: 04/05/2023	120.00						
bacs	Mansfield, DM	120.00		20.00	565		100.00	hdep.Promar.4/5/23
bacs	Banked: 09/05/2023	182.40						
	Sales Recpts Page 2481	182.40	182.40		101			Sales Recpts Page 2481
bacs	Banked: 09/05/2023	48.00						
	Sales Recpts Page 2482	48.00	48.00		101			Sales Recpts Page 2482
bacs	Banked: 09/05/2023	1,255.40						
	Sales Recpts Page 2483	1,255.40	1,255.40		101			Sales Recpts Page 2483
000169	Banked: 10/05/2023	80.00						
000169	The Waffle Hut	80.00		13.33	1026	305	66.67	food stall fee/Waffle Hut
bacs	Banked: 10/05/2023	75.60						
	Sales Recpts Page 2484	75.60	75.60		101			Sales Recpts Page 2484
bacs	Banked: 11/05/2023	94.80						
	Sales Recpts Page 2477	94.80	94.80		101			Sales Recpts Page 2477
bacs	Banked: 11/05/2023	312.00						
	Sales Recpts Page 2485	312.00	312.00		101			Sales Recpts Page 2485
bacs	Banked: 12/05/2023	864.00						
	Sales Recpts Page 2478	864.00	864.00		101			Sales Recpts Page 2478
000170	Banked: 17/05/2023	64.80						
	Sales Recpts Page 2487	64.80	64.80		101			Sales Recpts Page 2487
bacs	Banked: 18/05/2023	168.00						
bacs	DM Mansfield	168.00		28.00	565		140.00	hdep.Promar bkg 4/5/23
bacs	Banked: 18/05/2023	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	hdep.Bluest Blue 21/5/23
bacs	Banked: 22/05/2023	278.40						
bacs	A Dynevor	278.40		46.40	565		232.00	hdep.ComedyNt.25/5/23
bacs	Banked: 22/05/2023	100.00						
bacs	Mathia Medeiros	100.00		16.67	565		83.33	hdep.T3.30/5
bacs	Banked: 22/05/2023	120.00						
	Sales Recpts Page 2488	120.00	120.00		101			Sales Recpts Page 2488
bacs	Banked: 24/05/2023	107.26						
	Sales Recpts Page 2489	107.26	107.26		101			Sales Recpts Page 2489

Continued on Page 2

Receipts for Month 2			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 24/05/2023	700.00						
bacs	LW Gray	700.00			1026	305	700.00	donation/Gray(Fairground)
bacs	Banked: 24/05/2023	477.00						
bacs	EA Chess	477.00		79.50	565		397.50	dep.bkg 3/6/23
000171	Banked: 26/05/2023	36.00						
000171	Betfred	36.00		6.00	565		30.00	hdep.Beffred.24/5/23
000172	Banked: 30/05/2023	257.00						
000172	Teadance 26/5/23	257.00		42.83	1043	301	214.17	teadance income 26/5/23
Total Receipts for Month		5,679.66	3,319.26	276.73			2,083.67	
Cashbook Totals		1,114,643.31	3,319.26	276.73			1,111,047.32	

Payments for Month 2					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/05/2023	Barclaycard Account	BACS	1,151.49			208		1,151.49	pymt of March 23 statement bal
04/05/2023	Phillip Green	04052023	120.00	120.00		501			Mainting and winding of CT
04/05/2023	Iliffe Media Publishing Ltd	I540784	169.45	169.45		501			Coronation Event Promotion
04/05/2023	Ken Booth & Co Ltd	416945	239.48	239.48		501			Janitorial Supplies
04/05/2023	Rialtas Business Solutions Ltd	30450	906.00	906.00		501			Y/END OMEGA
04/05/2023	CRC Pest Control	5556	600.00	600.00		501			Pest Control Services quarterl
04/05/2023	Anglian Water Business Nationa	354535901/	13.53	13.53		501			Newmarket Cemetery
04/05/2023	Get Social With Grace	INV-1002	420.00	420.00		501			Coronation Publicity Social Me
04/05/2023	Saxon Fire Ltd	41827	178.74	178.74		501			Severals Fire Exting SVC
04/05/2023	Dawn Burford	MH23/006	650.00	650.00		501			Coronation Crown Workshop
04/05/2023	Kalkkwik	6637	32.40	32.40		501			Contact Us Emails/404 Bug
04/05/2023	West Suffolk Council (Rates)	72519943	365.00	365.00		501			NB:THIS IS PAID TO WSC REVENUE
04/05/2023	The Racing Centre Ltd	BAR436	1,915.20	1,915.20		501			Canape Selection for Civic Rec
04/05/2023	Daubney Variety and Gala Ltd	INV-0158	2,400.00	2,400.00		501			Spacewheel
04/05/2023	Abbey Security Services Ltd	38777	780.00	780.00		501			Security Services Apr
11/05/2023	Anglian Water Business Nationa	354447001/	389.84	389.84		501			Water Bill Memorial Hall
11/05/2023	The Mighty Macca	11/05/2023	1,250.00	1,250.00		501			Coronation 2 hour performance
11/05/2023	David J Brown (A Light Left On	0005	200.00	200.00		501			Coronation 1hr music entertain
11/05/2023	Conquest Consulation & Securit	1191	1,800.00	1,800.00		501			Coronation security/first aid
11/05/2023	CK Compliance	CKC1588	323.75	323.75		501			PAT testing
11/05/2023	Funk of the Monk Ltd	INV-B HOLI	2,000.00	2,000.00		501			Marquees for Coronation
11/05/2023	CREATIVE ARTS EAST	MEM234	50.00	50.00		501			Annual membership
11/05/2023	F A Valiant & Sons Ltd.,	10673	7,589.56	7,589.56		501			Jubilee Clock Tower certificat
11/05/2023	Whitworth Co-Partnership LLP	23031	692.54	692.54		501			Clock Tower repairs
11/05/2023	Norfolk Sound Systems	0183/0184	1,800.00	1,800.00		501			Balancing payment for Coronati
12/05/2023	N-CIS	10457/4432	551.26	551.26		501			IT Svcs April 2023
16/05/2023	Ballantine Castings Ltd	8078	135.60	135.60		501			Lion Head for Clock Tower
18/05/2023	Artsteelwork	1182	1,440.00	1,440.00		501			No 6 flowers basket older/Memo
18/05/2023	Quadiant Finance UK Ltd	2023022958	101.34	101.34		501			F Machine 1/4ly Maintenance
18/05/2023	Banner Business Solutions Ltd	SINV036580	101.30	101.30		501			Office Stationery
18/05/2023	Get Social With Grace	INV-1032	108.00	108.00		501			Social Media (8 days in May)
18/05/2023	Heelis and Lodge	HL9328	350.00	350.00		501			Internal Audit for March 2023
18/05/2023	XL Displays Ltd	195805	122.40	122.40		501			Desk screen for Town Clerk
18/05/2023	Rotary Club of Newmarket	GRNTROTAR	1,000.00			4076	101	1,000.00	Grant-Rotary Bus Awards

Payments for Month 2					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
22/05/2023	Stellantis FS UK	DD 2531718	575.23		95.87	4039	200	479.36	Van lease installment
24/05/2023	Total Gas and Power Ltd	3006009248	365.00	365.00		501			Sports Pavilion Meter Reading
24/05/2023	Total Gas and Power Ltd	3006009237	90.36	90.36		501			Meter Reading The Cemetery
24/05/2023	Total Gas and Power Ltd	3005957526	455.56	455.56		501			Meter Reading High Street
24/05/2023	Total Gas and Power Ltd	3006050620	184.91	184.91		501			Public toilets High Street
25/05/2023	Iliffe Media Publishing Ltd	1701	169.45	169.45		501			Publicity for ATM
25/05/2023	C.H. Munday Limited	INV-23237	192.96	192.96		501			Chamber wall shield
25/05/2023	Ivett & Reed	1076144	252.00	252.00		501			Grave repair
25/05/2023	Sparr Catering	25/05/2023	195.00	195.00		501			Lunches meeting on 11/5/23
25/05/2023	Dorans Plumbing	2664	211.60	211.60		501			Repairs plumbing
25/05/2023	Jockey Club Estates	#INJCE0012	2,400.00	2,400.00		501			Sponsored roundabout refurbish
25/05/2023	Total Gas and Power Ltd	3006079835	8.07	8.07		501			Meter Reading Clock Tower
25/05/2023	Total Gas and Power Ltd	3005903109	7.56	7.56		501			Meter Reading Bill Tutte
30/05/2023	Barclaycard Account	Statement	3,210.70			208		3,210.70	April statement payment
31/05/2023	Petty Cash	300821	83.81			210		83.81	M2 Petty cash reimbursement
31/05/2023	Newmarket Day Centre	NDC GRANT	900.00			4076	101	900.00	NDC/Small Grant/chairs
31/05/2023	Abbey Security Services Ltd	38938/87	852.00	852.00		501			call outs May
31/05/2023	Caskade Music	2605231	100.00	100.00		501			MUSIC - TEA DANXE 26/05
31/05/2023	Simpsons Nurseries Ltd	2872	202.01	202.01		501			PLANTS & BEDDING
31/05/2023	N-CIS	10480	313.20	313.20		501			KASPERKSY ANTIVIRUS RENEWAL
31/05/2023	Thalia WB ODC Ltd	101216237	552.00	552.00		501			WASTE BINS - CORONATION EVENT
31/05/2023	Cathy Whitaker	24/05/2023	180.00	180.00		501			Bark chips for gardens
Total Payments for Month			41,448.30	34,527.07	95.87			6,825.36	
Balance Carried Fwd			1,073,195.01						
Cashbook Totals			1,114,643.31	34,527.07	95.87			1,080,020.37	

Receipts for Month 2				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: 31/05/2023		83.81						
300821	Current Account	83.81			201		83.81	M2 Petty cash reimbursement
Total Receipts for Month		83.81	0.00	0.00			83.81	
Cashbook Totals		<u>233.81</u>	<u>0.00</u>	<u>0.00</u>			<u>233.81</u>	

Payments for Month 2					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1/05/2023	Petty Cash M2	PETTYCASH	83.81		7.73	4023	101	19.83	PCash/File dividers
						4009	101	15.30	PCash/EM mileage
						4020	102	2.69	PCash/Staff refr
						4443	301	24.52	PCash/Teadance supplies
						4312	305	13.74	PCash/Coronationevent expenses
Total Payments for Month			83.81	0.00	7.73			76.08	
Balance Carried Fwd			150.00						
Cashbook Totals			233.81	0.00	7.73			226.08	

Receipts for Month 2				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 :	49,569.93					49,569.93	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>49,569.93</u>	<u>0.00</u>	<u>0.00</u>			<u>49,569.93</u>	

Payments for Month 2				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/05/2023	Net Salaries M2	BACS MAY23	13,294.09			516		13,294.09	Net Salaries M2
24/05/2023	HMRC	1108662402	5,324.17			515		5,324.17	HMRC M2
25/05/2023	People's Pension M2	DD PPMAY23	1,070.49			514		1,070.49	People's Pension M2
Total Payments for Month			19,688.75	0.00	0.00			19,688.75	
Balance Carried Fwd			29,881.18						
Cashbook Totals			49,569.93	0.00	0.00			49,569.93	

Receipts for Month 2				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: 02/05/2023	1,151.49						
BACS	Current Account	1,151.49			201		1,151.49	pymt of March 23 statement bal
	Banked: 30/05/2023	3,210.70						
Statement	Current Account	3,210.70			201		3,210.70	April statement payment
Total Receipts for Month		4,362.19	0.00	0.00			4,362.19	
Balance Carried Fwd		2,833.49						
Cashbook Totals		7,195.68	0.00	0.00			7,195.68	

Payments for Month 2				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			4,309.22					4,309.22	
01/05/2023	CARD/Adobe	CC24 0633	19.97		3.33	4025	101	16.64	CARD/licence May
02/05/2023	CARD/Kitchen& Things	CC24 0631	33.00		5.50	4036	120	27.50	CARD/bunting and hooks
04/05/2023	CARD/All Saints News	CC24 0635	32.30			4028	101	32.30	CARD/newspapers
05/05/2023	CARD/Eurostar	CC24 0636	15.00			4181	307	15.00	CARD/fee for booking change
05/05/2023	CARD/Tindalls	CC24 0637	27.96		4.66	4023	101	23.30	CARD/printing paper
05/05/2023	CARD/Tindalls	CC24 0638	107.10		17.85	4023	101	89.25	CARD/binders/dividers
05/05/2023	CARD/Cartridge People	CC24 0639	113.98		19.00	4018	101	94.98	CARD/printing cartridges
10/05/2023	CARD/Ashridge Trees	CC24 0640	194.28		32.38	4037	204	161.90	CARD/rose bushes
10/05/2023	CARD/Travis Perkins	CC24 0641	21.60		3.60	4029	200	18.00	CARD/crowbar
11/05/2023	CARD/Arco	CC24 0643	24.62		4.10	4037	306	20.52	CARD/jubilee clips
11/05/2023	CARD/Arco	CC24 0644	12.31		2.05	4037	306	10.26	CARD/jubilee clips
11/05/2023	CARD/AJ Products	CC24 0645	510.00		85.00	4038	120	425.00	CARD/clerks table/chairs
11/05/2023	CARD/eBay	CC24 0646	49.95			4037	207	49.95	CARD/weed control
11/05/2023	CARD/Safelincs	CC24 0647	383.95		63.99	4017	120	319.96	CARD/Dorgards
12/05/2023	CARD/Homebase	CC24 0648	83.50		13.92	4029	200	69.58	CARD/workshop tools
12/05/2023	CARD/Huws Gray	CC24 0649	50.57		8.43	4037	204	42.14	CARD/top soil
14/05/2023	CARD/Trainline	CC24 0650	-69.80			4181	307	-69.80	CARD/Refund
14/05/2023	CARD/Trainline	CC24 0650	14.56			4181	307	14.56	CARD/admin fee
14/05/2023	CARD/Trainline	CC24 0651	77.54			4181	307	77.54	CARD/train tickets
14/05/2023	card/Trainline	CC240650CX	14.56			4181	307	14.56	card/ticket admin fee reversal
14/05/2023	adjustment to error trans	CC240650CX	-29.12			4181	307	-29.12	adjustment to error trans
15/05/2023	CARD/Farthings	CC24 0652	75.80		12.63	4036	120	63.17	CARD/tablecloth drycleaning
17/05/2023	card/Huws Gray	CC240653	50.57		8.43	4037	204	42.14	card/Topsoil for Covid mem bed
17/05/2023	card/QD	CC240654	11.94		1.99	4037	306	9.95	card/plantpots
18/05/2023	card/My fotoshop	CC240655	4.00		0.67	4023	101	3.33	card/cllr photos
18/05/2023	card/My fotoshop	CC240656	5.30		0.88	4023	101	4.42	card/cllr photos
18/05/2023	card/ScrewFix	CC240657	19.99		3.33	4037	306	16.66	card/clips for hanging baskets
26/05/2023	card/Printerland	CC240658	919.44		153.24	4018	101	297.00	card/laser printer TC
						4019	101	469.20	card/laser toner full pack TC
29/05/2023	card/Zoom	CC240659	15.59		2.60	4025	101	12.99	card/monthly subscription fee
31/05/2023	card/Chedburgh Plant Centre	CC240660	88.00		14.67	4037	204	73.33	card/planting-covid rem bed
31/05/2023	card/Chedburgh Plant Centre	CC240661	8.00		1.33	4037	306	6.67	card/plants for Mem Gdns
Total Payments for Month			2,886.46	0.00	463.58			2,422.88	
Cashbook Totals			7,195.68	0.00	463.58			6,732.10	

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,073,195.01					1,073,195.01	
correction	Banked: 25/04/2023	-62.26						
correction	Xyla/Pulse Finance	-62.26		-10.38	565		-51.88	corr to deposit Xyla 15/3
bacs	Banked: 25/04/2023	62.26						
	Sales Recpts Page 2508	62.26	62.26		101			Sales Recpts Page 2508
cor hdep	Banked: 26/04/2023	-144.00						
cor hdep	Bluest Blue	-144.00		-24.00	565		-120.00	hdep corr.BluestBlue 23/4
bacs	Banked: 26/04/2023	144.00						
	Sales Recpts Page 2507	144.00	144.00		101			Sales Recpts Page 2507
bacs	Banked: 02/06/2023	168.00						
	Sales Recpts Page 2495	168.00	168.00		101			Sales Recpts Page 2495
bacs	Banked: 02/06/2023	120.00						
	Sales Recpts Page 2496	120.00	120.00		101			Sales Recpts Page 2496
bacs	Banked: 07/06/2023	432.00						
	Sales Recpts Page 2492	432.00	432.00		101			Sales Recpts Page 2492
bacs	Banked: 07/06/2023	26.00						
	Sales Recpts Page 2494	26.00	26.00		101			Sales Recpts Page 2494
bacs	Banked: 07/06/2023	364.80						
	Sales Recpts Page 2497	364.80	364.80		101			Sales Recpts Page 2497
bacs	Banked: 07/06/2023	96.00						
	Sales Recpts Page 2498	96.00	96.00		101			Sales Recpts Page 2498
bacs	Banked: 07/06/2023	85.80						
bacs	Nkt&District Car Club	85.80		14.30	565		71.50	hdep/CarClub1/7/23
bacs	Banked: 08/06/2023	478.50						
	Sales Recpts Page 2490	478.50	478.50		101			Sales Recpts Page 2490
bacs	Banked: 08/06/2023	350.00						
	Sales Recpts Page 2493	350.00	350.00		101			Sales Recpts Page 2493
sumup	Banked: 09/06/2023	32.95						
sumup	Clarity	32.95	28.80		101			Sales Recpts Page 2499
					4093	101	5.00	sumup pymt inv 6942
					1006	101	-0.85	sumup pymt inv 6942
bacs	Banked: 12/06/2023	95.70						
	Sales Recpts Page 2491	95.70	95.70		101			Sales Recpts Page 2491
bacs	Banked: 12/06/2023	300.00						
bacs	Mathias-Medeiros	300.00		50.00	565		250.00	hdep.T3.August23
bacs	Banked: 12/06/2023	90.00						
bacs	DM Mansfield	90.00		15.00	565		75.00	hdep.12/6/23.Promar

Receipts for Month 3			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 12/06/2023	75.80						
	Sales Recpts Page 2502	75.80	75.80		101			Sales Recpts Page 2502
bacs	Banked: 14/06/2023	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	deposit
bacs	Banked: 14/06/2023	157.50						
	Sales Recpts Page 2504	157.50	157.50		101			Sales Recpts Page 2504
bacs	Banked: 15/06/2023	36.00						
bacs	Compass Fostering	36.00		6.00	565		30.00	hdep.Compass.15/6
bacs	Banked: 15/06/2023	120.00						
	Sales Recpts Page 2503	120.00	120.00		101			Sales Recpts Page 2503
000173	Banked: 21/06/2023	81.00						
	Sales Recpts Page 2500	81.00	81.00		101			Sales Recpts Page 2500
bacs	Banked: 22/06/2023	3,300.00						
	Sales Recpts Page 2501	3,300.00	3,300.00		101			Sales Recpts Page 2501
000174	Banked: 23/06/2023	50.00						
000174	CA	50.00			1005	101	50.00	sale of equipment
bacs	Banked: 23/06/2023	241.50						
bacs	Parish Giving Scheme	241.50		40.25	565		201.25	hdep bkg 8/11/2023ParishGiving
000175	Banked: 26/06/2023	147.00						
000175	Teadance 23/6/23	147.00		24.50	1043	301	122.50	Teadance 23/6/23
bacs	Banked: 26/06/2023	500.00						
bacs	Mathias Medeiros	500.00		83.33	565		416.67	dep. Aug T3
bacs	Banked: 28/06/2023	534.00						
bacs	Offshoot Foundation	534.00		89.00	565		445.00	hdep.31/7/23.OffshootFoundatio
bacs	Banked: 28/06/2023	106.60						
bacs	Newmarket School of Dance	106.60		17.77	565		88.83	hdep.NktSchDance.15/7/23
bacs	Banked: 30/06/2023	120.00						
	Sales Recpts Page 2505	120.00	120.00		101			Sales Recpts Page 2505
BACS	Banked: 30/06/2023	260.15						
	Sales Recpts Page 2506	260.15	260.15		101			Sales Recpts Page 2506
Total Receipts for Month		8,513.30	6,480.51	329.77			1,703.02	
Cashbook Totals		1,081,708.31	6,480.51	329.77			1,074,898.03	

Payments for Month 3					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/06/2023	Pitkin & Ruddock	B00021125	9,537.60	9,537.60		501			Air conditioning 2 offices
08/06/2023	Collaboration 23 Construction	806	336.00	336.00		501			Cleaning ivy at the Cemetery
08/06/2023	Phillip Green	07/06/2023	120.00	120.00		501			Winding in May of CT
08/06/2023	Penny Sobr	90	901.56	901.56		501			Butterfly Mural for Newmarket
08/06/2023	Saniclean Drain & Plumbing Ser	5407	360.00	360.00		501			High pressure water jetting dr
08/06/2023	Cooleraid Ltd	1656694	164.40	164.40		501			12 Bottles and 4 Sanitization
08/06/2023	St John Ambulance	SP23003089	253.44	253.44		501			Coronation first aid cover
08/06/2023	Latta Hire Limited	177611	1,404.00	1,404.00		501			Portable toilets for Coronatio
08/06/2023	Simpsons Nurseries Ltd	002897	257.89	257.89		501			Rosemary/tub/basket for WM
08/06/2023	Newmarket Plant Hire Ltd	636566	537.29	537.29		501			Generator for food vendor Coro
08/06/2023	Allied Mechanical Services Ltd	62602/1121	499.91	499.91		501			MH hot water issues
08/06/2023	R J Lift Services Ltd	237141/237	1,232.52	1,232.52		501			Platform Wheelchair Lift Annua
12/06/2023	British Telecom	VP11560570	46.80	46.80		501			Red care line
12/06/2023	N-CIS	10536/4484	554.76	554.76		501			2xMonthly Line fee/IVR
15/06/2023	Level Up Print Ltd	941	192.00	192.00		501			Gates Signage/NTC Mural Signag
15/06/2023	Locus Services Ltd	23066	474.00	474.00		501			Graffiti Removal
15/06/2023	Anglia Gifts & Promotions	5200	52.68	52.68		501			2 Hoodies for TK/ATK
20/06/2023	Total Gas and Power Ltd	3004259050	1,973.25	1,973.25		501			MH Gas Feb -May 23
20/06/2023	Total Gas and Power Ltd	3006241140	485.55	485.55		501			PAV Gas Feb-May 23
21/06/2023	Lock Doctor	LD16062303	45.00	45.00		501			Locksmith Nkt Cem shed door
21/06/2023	Libra Security Ltd	5280	189.00	189.00		501			Removal of camera in office
21/06/2023	Iliffe Media Publishing Ltd	3382	672.00	672.00		501			Recruitment - EM
21/06/2023	Adams & Eden Restoration	21/06/2023	3,106.80	3,106.80		501			Rear firedoor repairs
21/06/2023	MPB Electrical Contractors Ltd	INV-0161	330.00	330.00		501			CT/MH/WM repair/lights
21/06/2023	R J Lift Services Ltd	335435/239	190.44	190.44		501			Lift repair
21/06/2023	School Stage	INV-5165	3,317.78	3,317.78		501			Theatre Service & EICR electri
21/06/2023	PRO-SCAPE LTD	23917	600.00	600.00		501			Clocktower beds
21/06/2023	West Suffolk Council	1241754	1,260.00	1,260.00		501			PAV Pre lic 2/5/23 1/5/24
21/06/2023	NPB Recyled Furniture	3610009	1,308.00	1,308.00		501			2 benches covid garden
21/06/2023	Lawson HIS Limited	851683	100.67	100.67		501			SIDS Jumpstart
21/06/2023	PWLB	BACS	44,931.75			4080	120	44,931.75	PWLB loan repay
22/06/2023	Stellantis FS UK	DD	575.23		95.87	4039	200	479.36	van hire fees
23/06/2023	Total Gas and Power Ltd	3005957526	410.25	410.25		501			Memorial Hall Statement
23/06/2023	Total Gas and Power Ltd	3006009237	51.88	51.88		501			Cemetery Statment
26/06/2023	Total Gas and Power Ltd	3006079835	7.88	7.88		501			Clock Tower Statement
26/06/2023	Total Gas and Power Ltd	3005903109	7.81	7.81		501			Bill Tutte Memorial Statement
26/06/2023	Mathias Medeiros	BACS	500.00		83.33	565		416.67	hdep/Bkg dep T3 Aug 23
26/06/2023	corr. Mathias Medeiros	CORREC	-500.00		-83.33	565		-416.67	corr. Mathias Medeiros
28/06/2023	Ken Booth & Co Ltd	421064	159.19	159.19		501			Cleaning supplies
28/06/2023	Woolpit Nurseries Ltd	INV 10428	6,804.41	6,804.41		501			Hanging baskets/Seasonal plant

Payments for Month 3					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>
28/06/2023	FANCY ENTERTAINMENT	3067916757	1,788.00	1,788.00		501			Fairy/Pirate Storytelling summ
28/06/2023	Caskade Music	2306231	100.00	100.00		501			Tea Dance keyboard music
28/06/2023	West Suffolk Council	1241956	250.00	250.00		501			Parking permit - OG cleaner
29/06/2023	Barclaycard Account	DD	3,080.46			208		3,080.46	May statement payment
30/06/2023	Petty Cash	300822	94.04			210		94.04	M2 Petty Csh reimbursement
30/06/2023	Unity Trust Bank	BANKCHARG	6.00			4051	101	6.00	Q'ly handling charge
30/06/2023	Unity Trust Bank	BANKCHARG	50.85			4051	101	50.85	Service charge q'ly
Total Payments for Month			88,821.09	40,082.76	95.87			48,642.46	
Balance Carried Fwd			992,887.22						
Cashbook Totals			1,081,708.31	40,082.76	95.87			1,041,529.68	

Receipts for Month 3				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: 30/06/2023		94.04						
300822	Current Account	94.04			201		94.04	M2 Petty Csh reimbursement
Total Receipts for Month		94.04	0.00	0.00			94.04	
Cashbook Totals		<u>244.04</u>	<u>0.00</u>	<u>0.00</u>			<u>244.04</u>	

Payments for Month 3					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>
0/06/2023	Petty Cash M3	PETTYCASH	94.04		6.82	4023	101	2.92	PCash/wrap paper
						4009	101	21.00	PCash/EM mileage
						4016	120	10.37	PCash/cleaning supplies
						4078	120	37.53	PCash/EM leaver recep
						4020	102	1.29	PCash/office refr
						4443	301	3.28	PCash/teadance refr
						4036	202	10.83	PCash/cem key cutting
Total Payments for Month			94.04	0.00	6.82			87.22	
Balance Carried Fwd			150.00						
Cashbook Totals			244.04	0.00	6.82			237.22	

Receipts for Month 3				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 :	29,881.18					29,881.18	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>29,881.18</u>	<u>0.00</u>	<u>0.00</u>			<u>29,881.18</u>	

Payments for Month 3				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>
22/06/2023	People's Pension M3	DD	1,070.63			514		1,070.63	People's Pension M3
23/06/2023	HMRC M3	1108662403	5,290.43			515		5,290.43	HMRC M3
23/06/2023	Net Salaries M3	BACS	13,329.82			516		13,329.82	Net Salaries M3
30/06/2023	Unity Trust Bank	BANKCHARG	18.00			4051	101	18.00	Q'ly Service Charge
Total Payments for Month			19,708.88	0.00	0.00			19,708.88	
Balance Carried Fwd			10,172.30						
Cashbook Totals			29,881.18	0.00	0.00			29,881.18	

Receipts for Month 3			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 29/06/2023	3,080.46						
DD	Current Account	3,080.46			201		3,080.46	May statement payment
Total Receipts for Month		3,080.46	0.00	0.00			3,080.46	
Balance Carried Fwd		2,373.43						
Cashbook Totals		<u>5,453.89</u>	<u>0.00</u>	<u>0.00</u>			<u>5,453.89</u>	

Payments for Month 3				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			2,833.49					2,833.49	
01/06/2023	card/Toolstation	CC24 0662	25.99		4.33	4029	200	21.66	card/grafitti removal equip.
01/06/2023	card/Adobe	CC24 0669	19.97		3.33	4025	101	16.64	card/Adobe monthly lic
02/06/2023	card/Indeed.com	CC24 0666	221.00			4030	101	221.00	card/EM post adv-Indeed.com
02/06/2023	card/Amaxon	CC24 0663	20.24		3.37	4038	120	16.87	card/stepladder TC office
05/06/2023	card/Travis Perkins	CC24 0664	98.53		16.42	4440	301	82.11	card/boards-Bfly workshop
06/06/2023	card/NALC	CC24 0665	39.22		6.54	4008	101	32.68	card/NALC trng-TC
06/06/2023	card/Zero Waste Recycling	CC24 0667	49.80		8.30	4018	101	41.50	card/cartridge recycling
08/06/2023	card/Post office	CC24 0668	9.90			4022	101	9.90	card/twinning postage
09/06/2023	car/NHRM	CC24 0670	105.00		17.50	4064	101	87.50	card/lvg gift
12/06/2023	CARD/QD STORES	CC24 0671	3.99		0.66	4038	120	3.33	CARD/DOG BOWL
13/06/2023	CARD/SIMPLY SAFES	CC24 0672	1,018.00		169.67	4038	120	848.33	CARD/FIREPROOF SAFE
14/06/2023	CARD/RIDGEONS	CC24 0673	107.87		17.98	4036	306	89.89	CARD/SLEEPERS/FIXINGS
16/06/2023	CARD/ARGOS	CC24 0674	19.99		3.33	4038	120	16.66	CARD/RADIO
19/06/2023	CARD/THURLOW NUNN	CC24 0675	25.00		4.17	4036	306	20.83	CARD/PETROL FOR MOWER
19/06/2023	CARD/POST OFFICE	CC24 0676	9.90			4022	101	9.90	CARD/POSTAGE OF FLYER
21/06/2023	CARD/ICELAND	CC24 0677	11.05			4443	301	11.05	CARD/TEA DANCE SUPPLIES
21/06/2023	CARD/QD STORES	CC24 0678	14.90			4443	301	14.90	CARD/TEA DANCE FOOD
21/06/2023	card/Iceland	CC24 0677	-11.05			4443	301	-11.05	card/reversal error trans
21/06/2023	card/Iceland	CC24 0677	9.55			4443	301	9.55	card/teadance supplies
22/06/2023	CARD/SHOE DOCTOR	CC24 0679	6.50		1.08	4036	208	5.42	CARD/KEY CUTTING
22/06/2023	CARD/FURNTIURE@WORK	CC24 0680	218.40		36.40	4038	120	182.00	CARD/OFFICE CHAIR
22/06/2023	CARD/AMAZON	CC24 0686	23.99		4.00	4018	101	19.99	CARD/PRINTER CARTRIDGE
22/06/2023	CARD/LCN	CC24 0688	237.60		39.60	4059	101	198.00	CARD/DOMAIN RENEWALS
22/06/2023	card/LCN	CC24 688	237.60		39.60	4059	101	198.00	card/2yr-renew-domain&Wordpres
22/06/2023	card/LCN	CC24 688	-237.60		-39.60	4059	101	-198.00	card/reversal of dbl post
26/06/2023	CARD/TINDALLS	CC24 0681	4.95		0.82	4181	307	4.13	CARD/POSTCARDS
26/06/2023	CARD/QD STORES	CC24 0682	3.96		0.66	4181	307	3.30	CARD/FUDGE
28/06/2023	CARD/PAPERSTORE	CC24 0683	62.62		10.44	4023	101	52.18	CARD/PLACENAME HOLDERS
28/06/2023	CARD/AMAZON	CC24 0684	71.95		11.99	4029	200	59.96	CARD/SANDER
28/06/2023	CARD/AMAZON	CC24 0687	15.99		2.66	4023	101	13.33	CARD/WHITEBOARD PENS
28/06/2023	card/Kitchen&Things	CC24 0692	93.50		15.58	4181	307	77.92	card/LexLink gift mugs/etc
28/06/2023	card/Kitchen&Things	CC24 0692	-93.50		-15.58	4181	307	-77.92	card/reversal of error trans
28/06/2023	card/Paperstore	CC24 0683	-62.62		-10.44	4023	101	-52.18	card/reversal error trans
29/06/2023	card/Amazon	CC24 0685	51.28		8.54	4038	120	42.74	water dispensers for events
29/06/2023	card/HuwsGray	CC24 0689	30.65		5.11	4037	202	25.54	card/Hose parts for cem
29/06/2023	card/Shoe Doctor	CC24 0690	6.50		1.08	4036	310	5.42	card.keycut-Pav shutters
29/06/2023	card/Zoom	CC24 0691	15.59		2.60	4025	101	12.99	card/Zoom monthly subs
30/06/2023	card/Nkt Electrical Wholesale	CC24 0693	18.96		3.16	4036	120	15.80	card/lightbulbs-chamber
30/06/2023	card/WHSmith	CC24 0694	11.98		2.00	4440	301	9.98	card/stationery B'fly WShop
30/06/2023	card/WHSMith	CC24 0695	40.93		6.82	4440	301	34.11	card/stationery-B'fly WShop
30/06/2023	card/Paperstore	CC24 0683	62.32		10.38	4023	101	51.94	card/placename holders

Total Payments for Month	2,620.40	0.00	392.50	2,227.90
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Cashbook Totals	<u>5,453.89</u>	0.00	392.50	<u>5,061.39</u>
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10/07/2023

Newmarket Town Council 2023-2024

Page 1

15:59

Detailed Income & Expenditure by Budget Heading as at 30/6/2023

Month No: 3

Committee Report Finance & Policy M3

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & Policy</u>								
<u>100 Precept</u>								
1176 Precept Received	0	823,069	823,069	0			100.0%	
Precept :- Income	0	823,069	823,069	0			100.0%	0
Net Income	0	823,069	823,069	0				
<u>101 Administration</u>								
1003 Banner Income	0	0	1,000	1,000			0.0%	
1005 Misc Income	50	50	0	(50)			0.0%	
1006 Sumup Commission offset	(1)	4	50	46			8.3%	
1103 Rent Receivable	0	0	100	100			0.0%	
Administration :- Income	49	54	1,150	1,096			4.7%	0
4008 Staff Training	33	33	3,000	2,967		2,967	1.1%	
4009 Staff Travel	21	36	250	214		214	14.5%	
4018 Software/Computer Consumables	61	626	2,500	1,874		1,874	25.0%	
4019 New IT System/Hardware	0	297	5,000	4,703		4,703	5.9%	
4021 Telephone	155	499	2,000	1,501		1,501	25.0%	
4022 Postage	20	20	1,000	980		980	2.0%	
4023 Stationery	68	293	2,000	1,707		1,707	14.6%	
4025 Subscriptions&Licences	1,427	4,864	6,000	1,136		1,136	81.1%	
4026 Insurance	0	0	9,500	9,500		9,500	0.0%	
4028 Office Maintenance	1,334	3,355	12,500	9,145		9,145	26.8%	
4030 Recruitment Advertising	781	781	1,000	219		219	78.1%	
4051 Bank Charges/Interest	75	75	300	225		225	24.9%	
4056 Legal Expenses	0	3	12,000	11,997		11,997	0.0%	
4057 Audit & Accountancy Fees	0	1,105	3,850	2,745		2,745	28.7%	
4058 Professional Fees	0	0	2,000	2,000		2,000	0.0%	
4059 web site	198	225	1,000	775		775	22.5%	
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	88	88	1,000	913		913	8.8%	
4075 Grant to CAB	0	5,000	5,000	0		0	100.0%	
4076 Grants	0	1,900	5,000	3,100		3,100	38.0%	
4077 Marketing	0	1,085	3,000	1,915		1,915	36.2%	
4079 Remembrance Event Expenses	0	0	2,500	2,500		2,500	0.0%	
4090 Biodegradable Dog Poo Bags	0	0	500	500		500	0.0%	
4093 Sumup Commission	(5)	(4)	50	54		54	(8.7%)	

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4097 Election Costs	0	0	10,000	10,000		10,000	0.0%	
4113 Rolling Capital Reserve	0	0	10,000	10,000		10,000	0.0%	
4114 Other Projects / Reserves	0	0	5,175	5,175		5,175	0.0%	
4118 Youth Strategy	0	0	6,728	6,728		6,728	0.0%	
4180 Civic Functions	0	2,245	2,124	(121)		(121)	105.7%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 CCTV WSC SLA Monitoring	0	0	4,300	4,300		4,300	0.0%	
Administration :- Indirect Expenditure	4,256	27,524	125,402	97,878	0	97,878	21.9%	0
Net Income over Expenditure	(4,206)	(27,470)	(124,252)	(96,782)				
103 Health & Safety								
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	49	823,123	824,219	1,096			99.9%	
Expenditure	4,256	27,524	128,502	100,978	0	100,978	21.4%	
Movement to/(from) Gen Reserve	(4,206)	795,599						
Grand Totals:- Income	49	823,123	824,219	1,096			99.9%	
Expenditure	4,256	27,524	128,502	100,978	0	100,978	21.4%	
Net Income over Expenditure	(4,206)	795,599	695,717	(99,882)				
Movement to/(from) Gen Reserve	(4,206)	795,599						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	49	823,123	824,219	1,096			99.9%
Expenditure	4,256	27,524	128,502	100,978	0	100,978	21.4%
Net Income over Expenditure	(4,206)	795,599					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	(4,206)	795,599					

Community Services

Income	8,130	10,130	66,930	56,800			15.1%
Expenditure	9,220	61,333	292,909	231,576	0	231,576	20.9%
Net Income over Expenditure	(1,090)	(51,203)					
plus Transfer from EMR	18,644	18,644					
less Transfer to EMR	2,000	2,000					
Movement to/(from) Gen Reserve	15,554	(34,559)					

Leisure Services

Income	3,068	11,696	43,200	31,504			27.1%
Expenditure	67,949	105,329	234,330	129,001	0	129,001	44.9%
Net Income over Expenditure	(64,881)	(93,632)					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	(64,881)	(93,632)					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	19,944	57,933	273,108	215,175	0	215,175	21.2%
Net Income over Expenditure	(19,944)	(57,933)					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	(19,944)	(57,933)					

Development & Planning

Summary Income & Expenditure by Budget Heading as at 30/6/2023

Month No: 3

Committee Report SUMMARY M3

	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	11,248	844,949	934,349	89,400			90.4%
Expenditure	101,369	252,119	934,349	682,230	0	682,230	27.0%
Net Income over Expenditure	<u>(90,122)</u>	<u>592,831</u>	<u>0</u>	<u>(592,831)</u>			
plus Transfer from EMR	18,644	18,644					
less Transfer to EMR	2,000	2,000					
Movement to/(from) Gen Reserve	<u>(73,478)</u>	<u>609,475</u>					

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	7,764	
105	Vat Due	18,677	
201	Current Account	992,887	
204	Staff Salary Bank Account	10,172	
208	Barclaycard Account	(2,373)	
210	Petty Cash	150	
	Total Current Assets	1,027,277	
	<u>Current Liabilities</u>		
565	Bookings Deposit	2,639	
	Total Current Liabilities	2,639	
	Net Current Assets		1,024,638
	Total Assets less Current Liabilities		1,024,638
	<u>Represented by :-</u>		
301	Current Year Fund	499,824	
310	General Fund	238,631	
311	EMR Play Equipment	35,449	
312	EMR WSC Covid Town Recovery	5,000	
313	EMR Town Regeneration	(0)	
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 MLF 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	5,401	
345	EMR Cinema Kit Fund	1,000	

16:01

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date as at 30/6/23

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	Total Equity		<u>1,024,638</u>

NEWMARKET TOWN COUNCIL
ACCOUNTS FOR JUBILEE CLOCK TOWER REFURBISHMENT PROJECT

AS AT 4/7/2023

INITIAL BUDGET SET AT	£	60,925
AFP - Health & Safety Principal Designer (CDM - Construction Design Management Regulations 2015)	£	600
WHITWORTH - Chartered Architects & Chartered Building Surveyors - Project Management	£	4,379
FA VALIANT & SON BUILDING LTD - Building Contractors	£	58,933
BALLANTINE CASTINGS - Architecttural Engineering Construction - Casting of Lion's Head	£	113
HIBBITT & SONS MASONARY LTD - Stonemasons - Commemorative Ledger Stone	£	4,497
TOTAL PROJECT SPEND	£	68,522
OVER BUDGET AMOUNT	-£	7,597.00
<i>Made up of £2,610 underestimate of ledger stone cost / £4,987 extra works required on project progression</i>		
<i>Project spread over two budget years: overspends absorbed within the relevant year's budget cost code</i>		

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Health, Safety and Facilities update for F&P 17 07 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

Air conditioning has now been installed in the two offices, and servicing performed on the 2 others, along with the boxing in of the unit in the chamber

Stage lighting and rigging equipment has been serviced.

The fire door surrounds and flooring at the back of the stage/into the gardens has been repaired.

Further repairs were needed to the passenger lift.

The fire door into the event storage cupboard was damaged and is awaiting replacement.

Fire alarm servicing has taken place at the Memorial Hall.

Fire extinguisher servicing has taken place at the Memorial Hall and cemetery buildings.

Vandalism in the public toilets meant they were closed due to blockages and flooding. Drains were rodded twice.

A push-to-open pad has been installed on the rear chamber door for easy egress from inside but secure from outside

Cemetery

Parts of the watering system installed to maintain the "instant hedging" screening to the spoil area were stolen and had to be replaced

A key was snapped in the shed lock which had to be drilled out. Both locks (keyed-alike) have been replaced

An investigation has begun into the gate options for disabled access

Town Keeper and Assistant Town Keeper to begin to investigate strapped memorials to notify families, having begun to receive more detailed information from the contractor

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/should be within the next few weeks.*

The COVID memorial beds at the War Memorial have been created – now waiting for benches and plaques to complete it.

Graffiti was sprayed on the side of the pavilion facing the War Memorial. A company was contracted to remove it.

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KEY:

Obsolete – no longer required (Red)

Active – ongoing activity / progress being made (Green)

Dormant – past activity, now paused/stalled (Amber)

Inactive – no past activity / working group not started (Blue)

<i>Working Group</i>	<i>Type</i>	<i>Status</i>	<i>Progress</i>	<i>Membership</i>	<i>Leader</i>	<i>Terms of Ref</i>	<i>Report To</i>	<i>Officer</i>	<i>Action / Comments</i>
Policies Review	T&F	Active	Ongoing schedule of policy review	AD, DH, JH, RH, SP	JH	To review policies as resolved and report back	FP	TC	MEETING 15/2/23. Following May elections, a schedule of review will be drafted to spread the work over the year. ON-GOING

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Report to	Finance & Policy Committee
Subject	Social Media management
Purpose	Decision
Classification	Unrestricted
Meeting date	17th July 2023
Item number	13
Written By	Cathy Whitaker CLERK

Summary: This report outlines a proposal for external social media management agreement.

1.	Introduction
a.	With the departure of our Event Manager, it is recognised that some parts of that role will need to be 'contracted out' or transferred to other staff members.
2.	Context
a.	Social media management will be done by a contractor, although there will still be a significant amount of input time from the entire team to co-ordinate and feed information and to approve and confirm content.
3.	Proposal/Options
a.	To start an agreement with 'Get Social with Grace' from 1 st August as per the attached quote.
b.	To have the basic option, with the option to switch on a monthly basis between options as required.
4.	Financial/Resource Implications
a.	£250 per month for Option 1. Switching to other bands as required.
b.	To be funded from 4077/101 Marketing & Publicity.
5.	Next Steps/Recommendations
a.	To approve engagement of 'GSWG' on option 1 at £250 per month; adjusted as necessary on months that require more input.
b.	To keep a review on this service as necessary.

Social media proposal: Newmarket Town Council

SOCIAL MEDIA MANAGEMENT

- Social media content for your Facebook, Instagram and Twitter pages.
- The focus will be to increase brand awareness of the events and services that NTC provides, whilst building a rapport and community with your audience.
- Content provided can include the promotion of upcoming events and services that the NTC offers; behind-the-scenes news and updates; the story of the town council and history of Newmarket; staff introductions; promotion of other events and news related to the local area; posts relevant to holidays and national trending days; discussion posts and polls that will drive engagement; giveaways/competitions in collaboration with local businesses; much more.
- I respond to comments, messages and queries where possible.

PRICE OPTIONS

Option 1:

- 3 posts per week on all pages
- £20 advertising on Facebook/Instagram per month

Price: £250 per month (+vat)

Option 2:

- 4 posts per week on all pages
- £30 advertising on Facebook/Instagram per month

Price: £280 per month (+vat)

Option 3:

- 5 posts per week on all pages
- £40 advertising on Facebook/Instagram per month
- Monthly reports

Price: £350 per month (+vat)

This quote is valid for 30 days. Please review our Terms of Business attached.

Warm regards,

Grace

Terms of Business – with Get Social with Grace (GSWG)

Client Name: Newmarket Town Council

Monthly social media activity contract term: On a monthly rolling term with 30 days' notice of termination by either party.

Supplier: Get Social with Grace

Outside costs such as software subscriptions, advertising costs and stock photos will be charged for separately following prior approval by the client.

Work to be undertaken:

As specified in the above proposal.

Additional work:

If the client requests additional work, GSWG will provide a quotation for the client's approval. The quoted price will take into account whether the client is giving reasonable notice before the work is required to commence.

Get Social with Grace responsibilities:

To undertake the work as specified above.

Invoices will be issued on the first working day of every month (unless otherwise agreed by both parties).

Client's responsibilities:

To provide information if applicable (data, copy, images, content, news, updates) within time period agreed by both parties.

If there is a delay in content/data being provided by the client that results in GSWG not able to complete work for the client, GSWG retains the right to charge the fees for the set contract days/times.

Payment terms are within 7 days of invoice date issued by GSWG, to be paid by bank transfer unless otherwise agreed by GSWG.

All images and content provided must be original or royalty-free, with permission from others (if necessary) to use on social media.

Holiday/leave

GSWG reserves the right to take time off for holidays, giving 1 month's notice to the client. GSWG will endeavour to complete work in advance of taking the leave; otherwise will complete the work on their return within 1 month.

Copyright

Copyright on all original designs provided by GSWG remains the property of GSWG until completion of the contract (including implementation per these conditions) and full payment of all related fees.

GSWG is not responsible for proofreading final copy or other materials. GSWG will make every effort to ensure correct spelling, grammar and punctuation, but the client is ultimately responsible for final approval of all copy.

Termination

In the event of termination, GSWG will be paid for all expenses incurred and all fees for work done up to date of termination. All concepts and work produced up to date of termination remain the property of GSWG until payment has been made.

Projects/work placed on hold will automatically be billed for work completed and are subject to termination - a revised quotation will be provided if projects/work are kept on hold for 30 days or more.

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