



Report to	Finance & Policy Committee
Subject	Small Grant Applications
Purpose	Decision
Classification	Unrestricted
Meeting date	18th September 2023
Item number	11
Written By	Cathy Whitaker CLERK

Summary: This report outlines two applications for a small grant.

1.	Applicants
a.	Newmarket Community Arts – Support of the Rivers of Light event 2024 - £1,000
b.	Newmarket BID - £1,000 – Sponsorship of Switch-On event November 2023 - £1,000
2.	Financial/Resource Implications
a.	The Grants account for the current year budget sits at £2,100.
b.	The Grants Ear-Marked Reserve account sits at £6,401.
5.	Next Steps/Recommendations
a.	Committee to consider the above requests and financial information provided and make a decision regarding the applications.



Grant Application Form

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

1. Your Organisation

Name of Organisation	Love Newmarket BID
Address	Suite 9, Rookery House, The Guineas Shopping Centre, Newmarket, CB8 8EQ
Telephone 07809 907185	E-mail manager@newmarketbid.com
Is this application a consortium/partnership bid?	Yes
If yes, name(s) of other organisations involved:	Light Switch On organized by Love Newmarket BID. We have also asked for Sponsorship from Tattersalls and The Jockey Club
Details of main contact person (name, address, phone and email)	Natalie Robinson, as above
Name of Chairman (name, address, phone, email)	Steve Elsom, steve@number4consulting.co.uk
Name of Secretary (name, address, phone, email)	n/a
Name of Treasurer (name, address, phone, email)	n/a

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

The Love Newmarket Christmas Light Switch on event is being held on Friday 17th November 2023.

We expect over 5000 people to attend the event where we will have a stage with live entertainment, plus a funfair and food stalls lining the High Street.

The grant will be used to help promote the event to a local and wider audience through social media and print advertising. The Town Council logo will be included on all promotional activities, including our Reindeer Trail leaflets that will be available throughout November and December.

The Light Switch On is a highlight of the Newmarket event calendar, and has always been greatly enjoyed by families as a lovely way to kickstart the festive period.

3. Amount of grant requested

Amount of grant requested	£1000
Details and amount of matched funding from your group	£10,000
Details and amount of funding from other sources	£1000- sponsorships
Total cost of project/activity	£12,000

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

Newmarket High Street

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

Start date	Mid October 2023
End date	End December 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
2022	Sponsorship for Christmas Light Switch On	£1000

7. How would Newmarket Town Council support be acknowledged?

Logo and named mentions across all printed and social media activities both in the run up to event, and afterwards with the inclusion in the reindeer trail booklet.

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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)	Natalie Robinson
Name	Natalie Robinson
Date	05/09/23

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

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Date received	
Date presented to F&P committee	
Decision	
Notes	



Grant Application Form

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

1. Your Organisation

Name of Organisation	Newmarket Community Arts
Address	
Telephone 07957442084	E-mail newmarketcommunityarts@gmail.com
Is this application a consortium/partnership bid?	Yes / No
If yes, name(s) of other organisations involved:	
Details of main contact person (name, address, phone and email)	Louise Eatock (Details as above)
Name of Chairman (name, address, phone, email)	Louise Eatock
Name of Secretary (name, address, phone, email)	Debbie Clarke
Name of Treasurer (name, address, phone, email)	Kevin Yarrow

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

Give consideration to the following:

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

Rivers of Light 2024

Follow the success of last year's event we would like to build and develop Rivers of Light for 2024. Last year we had around 200 people attend our workshops and many more turned out for the parade including local dance groups, choirs, musicians and Morris Dancers as well as the parade being lead by Newmarket's own Samba Band – New Samba.

In 2024, we plan to work with more community groups in the lead up to the event and to have a focus on making some more larger figures and puppets for the parade. We will hire an arts educator to deliver quality workshops to

community groups as well as holding open public workshops.

We are applying for a grant from Newmarket Town Council because we feel that Rivers of Light is very beneficial to the town. As a voluntary community group we rely on grants and funds from other organizations to deliver our projects. The grant money will be used to cover the cost of materials and delivering the workshops.

The grant will benefit the people of Newmarket by bringing them together through the arts, teaching new skills and connecting communities through the lantern parade. It will also connect people to their environment through the project's link to our rare and ancient chalk stream. As a direct result of Rivers of Light 2023, a group of well-respected ecologists and experts from the Rivers Trust, Cambridge University and Anglia Water and elsewhere have begun working together to see how best to improve and protect the chalk stream.

3. Amount of grant requested

Amount of grant requested	£ 1000
Details and amount of matched funding from your group	£ 500
Details and amount of funding from other sources	£ 1000
Total cost of project/activity	£ 2500

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.

We will be holding workshops with local Brownie, Cubs, Scouts and Guides groups as well as working with Teen Chill Youth Club as well as others. We will hold public workshops at The Racing Centre.

The parade will take place from George Lampton playing field and will end at Studlands Park Social Club on Saturday 24th February.

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

Start date	1st January 2024
End date	Parade date Sat 24th February 2024

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
2023	Rivers of Light 2023	£1000

7. How would Newmarket Town Council support be acknowledged?

NTC will be included on all posters and social media posts and press releases.

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)	Louise Eatock
Name	Louise Eatock
Date	14.8.23

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

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Date received	24/8/2023
Date presented to F&P committee	18/9/2023
Decision	
Notes	

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Report to	Finance & Policy Committee
Subject	CCTV Policy
Purpose	Information
Classification	Unrestricted
Meeting date	18th September 2023
Item number	12a
Written By	Cathy Whitaker CLERK

Summary: This report outlines the need for a policy regarding the CCTV systems and procedures. NTC has not had a CCTV policy historically.

1.	Introduction
a.	There is council-own CCTV at the Memorial Hall, Pavilion, Cemetery buildings; recently upgraded and installed and maintained by Libra.
b.	There is WSC-owned CCTV in the Memorial Gardens and on areas of the Yellow Brick Road; commissioned by NTC, installed and maintained by WSC under the WSC/SLA Service Level
2.	Context
a.	Libra systems – needs NTC policy coverage – consideration of current law.
b.	WSC systems – covered by WSC policies.
3.	Proposal/Options
a.	Along with CCTV there are other ‘monitoring and surveillance workplace policy’ related matters; many likely to be unnecessary at NTC. Examples given by Unison in its Monitoring and surveillance workplace policies document are:- alcohol and drugs, Covid/infectious disease, phone/email/internet usage, CCTV, Smart Phone Apps, tracking devices, biometrics.
b.	Included also needs to be policy matter related to the general public.
c.	A policy is required to protect employer and employees – avoiding adverse impact on both, keep within current law (ie. Human Rights Act 1998, GDPR 2018, Protection of Freedoms Act 2012), give certainty and assurance to employees
4.	Financial/Resource Implications
a.	No financial cost.
b.	Office and councillor time resource.
5.	Next Steps/Recommendations
a.	F&P Policies Working Group to meet to consider and bring draft policy proposal to next committee meeting (20/11/23) – using the UNISON guideline document and model policies.

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Report to	Full Council
Subject	IT upgrade
Purpose	Information
Classification	Unrestricted
Meeting date	18th September 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.	Contact with Thetford Town Council has been made as a reference.
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 approve the go-ahead for Phase 1: Proceed with Cloudy-IT for options a and b for cloud-based system, agenda pack creation software as soon as practical.	
b.	To approve the go-ahead for Phase 2 : Plan for hybrid and broadcasting of council meetings and councillor devices (if wanted by councillors), options c and d for April 2024.	

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 cloudvit.co.uk/councils/ or call us on 01280 814684

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