

Membership from May 2023
Councillor Drummond
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 18th September 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:

- film, photograph or make an audio recording of the meeting;
- use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- 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

- 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
- Apologies** – To receive and accept apologies for absence
- Declaration of interests**
 - Councillors are invited to raise any declarations of interest concerning items on the agenda
 - To consider any requests for dispensation
- Minutes of previous meeting held 17th July 2023**
 - To consider and adopt the minutes, as a true record of the proceedings
 - To consider any matters arising
- 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.
- Submission of schedules of payments for information** - To approve cashbooks 1-4 for months 4 and 5
- Bank statements** – To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
- Accounts** – To receive and note the Income & Expenditure for the Finance & Policy Committee for the previous month (month 5)
- Health, Safety and Facilities** – to receive a monthly report
- Electricity Contracts for Newmarket Town Council** – to consider approval of onward contracts
- Small Grants** – to consider small grant applications received (to follow)
 - Newmarket Community Arts- Festival of Light**
 - Newmarket BID** – Christmas Switch-On event
- Policies** – to receive an update regarding the Policy Review Schedule (to follow)
 - CCTV Policy**
- IT Upgrade** – to approve the recommendation for Phase 1 of the installation of Cloud-based systems, upgraded hardware and dynamic integrated agenda software (to follow)
- Correspondence**
- Date of next meeting **Monday 20th November 2023**

Signed  Cathy Whitaker, Town Clerk

Date 12th September 2023

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 17th July 2023 at the Memorial Hall 7:05pm**

Attendance:

Councillor J Harvey (Chairman)
Councillor R Hood

Councillor P Hulbert
Councillor R Nobbs
Councillor K Yarrow

Also Present: T Symonds – Deputy Town Clerk and J Ashton – Minute Assistant, Cllrs Kavanagh, McHugh, Perry and Winter as observers and 1 member of the Public.

Minute

- F/23/07/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded**
The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings were being recorded.
- F/23/07/2 Apologies for Absence**
Apologies were received from Cllr Drummond.
- F/23/07/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation**
None noted. There were no requests for Member's Dispensation.
- F/23/07/4 To Confirm the Minutes of the Meeting Held on 15th May 2023 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 15th May 2023 and the following was agreed:

F/23/07/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 15th May 2023 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

Matters arising:

Page 3 – F/23/05/13 – Information regarding potholes will continue to be reported.
- F/23/07/5 Public Open Session**
No members of the public wished to speak.
- F/23/07/6 Submission of Schedules of Payments for Information CB1 - CB4**
Members reviewed CB1 - CB4 for month 2 and 3 (2023/2024) and the following

was agreed:

F/23/07/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/05/2023 – 31/05/2023 and 01/06/2023 – 30/06/2023 (Cash Book 1 - 4) be received and adopted.

F/23/07/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 30/06/2023 (month 3) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/23/07/8 To Receive the Income and Expenditure

The Income and Expenditure reports for June 2023 were received and noted. The process for disposing toner cartridges will be reviewed.

The final accounts for the Jubilee Clock Tower refurbishment project were received and noted. Congratulations were given for achieving this work.

F/23/07/9 Budget

A report on Quarter 1 was considered and noted.

F/23/07/10 Health and Safety

The monthly Health and Safety report was received and noted.

F/23/07/11 Working Groups

The membership of the Finance & Policy Committee Working Groups was considered and the following was agreed:

F/23/07/11.01 Recommendation

That Cllrs Drummond, Harvey, Hood and Perry be appointed as members of the Policies Review Working Group chaired by Cllr Harvey.

F/23/07/12 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/23/07/13 Social Media Management

A report on external social media management was considered and the following was agreed:

F/23/07/13.01 Recommendation

That subject to further amendments to the contract, that engagement of 'GSWG' on option 1 at £250 per month; adjusted as necessary on months that require more input be approved.

This service will be reviewed as necessary.

F/23/07/14 To Consider Requests for Grant Funding

The request for annual funding sponsorship of the Bill Tutte Memorial fund was considered and the following was agreed:

F/23/05/14.01 Recommendation

That the request for annual funding sponsorship of £1,000 to the Bill Tutte Memorial fund be approved.

F/23/07/15 Correspondence

None noted.

F/23/07/16 Date of Next Meeting

Monday 18th September 2023 at the Memorial Hall.

Meeting closed at 7:32pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>D/23/07/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/05/2023 – 31/05/2023 and 01/06/2023 – 30/06/2023 (Cash Book 1 - 4) be received and adopted.
<u>D/23/07/11.01 Recommendation</u>	That Cllrs Drummond, Harvey, Hood and Perry be appointed as members of the Policies Review Working Group chaired by Cllr Harvey.
<u>D/23/07/13.01 Recommendation</u>	That subject to further amendments to the contract, that engagement of 'GSWG' on option 1 at £250 per month; adjusted as necessary on months that require more input be approved.
<u>D/23/07/14.01 Recommendation</u>	That the request for annual funding sponsorship of £1,000 to the Bill Tutte Memorial fund be approved.

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Date: 12/09/2023

Newmarket Town Council 2023-2024

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Time: 14:01

Cashbook 1

User: CEW

Current Account

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		992,887.22					992,887.22	
correc	Banked: 22/12/2022	50.00						
correc	Nkt Sch of Dance correc	50.00		8.33	565		41.67	Nkt Sch of Dance correc
correction	Banked: 23/12/2022	-50.00						
correction	Nkt Sch of Dance correc	-50.00			565		-50.00	Nkt Sch of Dance VAT correc
correction	Banked: 20/03/2023	-80.00						
	Sales Recpts Page 2516	-80.00	-80.00		101			Sales Recpts Page 2516
correction	Banked: 20/03/2023	80.00						
correction	Triple Threat	80.00		13.33	565		66.67	TT3correction.Aprbkg
correction	Banked: 18/05/2023	-168.00						
correction	Promar International	-168.00		-28.00	565		-140.00	correction to deposit
bacs	Banked: 18/05/2023	168.00						
	Sales Recpts Page 2520	168.00	168.00		101			Sales Recpts Page 2520
bacs	Banked: 03/07/2023	3,000.00						
bacs	West Suffolk Council	3,000.00			1181	301	3,000.00	Summer FSMeals grant
bacs	Banked: 03/07/2023	5,796.00						
	Sales Recpts Page 2512	5,796.00	5,796.00		101			Sales Recpts Page 2512
bacs	Banked: 03/07/2023	-300.00						
bacs	T3 opaid deposit	-300.00		-50.00	565		-250.00	T3 opaid deposit
000176	Banked: 04/07/2023	50.00						
000176	Siriwan Simmons	50.00		8.33	565		41.67	hdep.St Louis.14/7/2023
bacs	Banked: 04/07/2023	63.70						
bacs	West Suffolk Council	63.70		10.62	1005	102	53.08	refund for EM parking pass
correction	Banked: 04/07/2023	-63.70						
correction	West Suffolk Council correc	-63.70		-10.62	1005	102	-53.08	West Suffolk Council correc
bacs	Banked: 04/07/2023	26.00						
	Sales Recpts Page 2514	26.00	26.00		101			Sales Recpts Page 2514
000177	Banked: 05/07/2023	64.80						
	Sales Recpts Page 2509	64.80	64.80		101			Sales Recpts Page 2509
bacs	Banked: 05/07/2023	10.00						
	Sales Recpts Page 2511	10.00	10.00		101			Sales Recpts Page 2511
bacs	Banked: 06/07/2023	187.20						
	Sales Recpts Page 2510	187.20	187.20		101			Sales Recpts Page 2510
bacs	Banked: 07/07/2023	100.00						
bacs	S Mathias-Medeiros	100.00		16.67	565		83.33	hdep.T3
bacs	Banked: 10/07/2023	36.00						
bacs	Compass Fostering	36.00		6.00	565		30.00	hdep/bkg 10/7/23 Compass

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Newmarket Town Council 2023-2024

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Cashbook 1

User: CEW

Current Account

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 12/07/2023	60.00						
	Sales Recpts Page 2513	60.00	60.00		101			Sales Recpts Page 2513
000178	Banked: 14/07/2023	81.00						
	Sales Recpts Page 2517	81.00	81.00		101			Sales Recpts Page 2517
bacs	Banked: 17/07/2023	120.00						
	Sales Recpts Page 2519	120.00	120.00		101			Sales Recpts Page 2519
bacs	Banked: 18/07/2023	1,250.00						
bacs	Suffolk County Council	1,250.00			1174	306	1,250.00	SCC Summer/WellBeing grant
bacs	Banked: 20/07/2023	100.80						
	Sales Recpts Page 2522	100.80	100.80		101			Sales Recpts Page 2522
bacs	Banked: 21/07/2023	104.40						
bacs	Hearne MG	104.40		17.40	565		87.00	hdep. Stour Valley. 12/8/23
BACS	Banked: 24/07/2023	133.50						
	Sales Recpts Page 2523	133.50	133.50		101			Sales Recpts Page 2523
BACS	Banked: 25/07/2023	18,677.44						
BACS	HMRC	18,677.44			105		18,677.44	Q1 VAT REFUND
bacs	Banked: 25/07/2023	144.00						
	Sales Recpts Page 2524	144.00	144.00		101			Sales Recpts Page 2524
bacs	Banked: 26/07/2023	432.00						
	Sales Recpts Page 2521	432.00	432.00		101			Sales Recpts Page 2521
000179	Banked: 31/07/2023	209.50						
000179	Teadance income	209.50		34.92	1043	301	174.58	Teadance income 28/7/2023
bacs	Banked: 31/07/2023	120.00						
	Sales Recpts Page 2525	120.00	120.00		101			Sales Recpts Page 2525
Total Receipts for Month		30,402.64	7,363.30	26.98			23,012.36	
Cashbook Totals		<u>1,023,289.86</u>	<u>7,363.30</u>	<u>26.98</u>			<u>1,015,899.58</u>	

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	Current Account	For Month No: 4

Payments for Month 4					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/06/2023	Total Energies correc	CORRECTION	-410.25		-19.54	4012	120	-390.71	correc to code and VAT
23/06/2023	Total Energies correction	CORRCTION	410.25		68.38	4014	120	341.87	repost to correct code/VAT
04/07/2023	GeoXphere Ltd	42UC023-00	840.00	840.00		501			Parish Online subs
04/07/2023	NPB Recyled Furniture	3780548	1,068.00	1,068.00		501			2 picnic tables
04/07/2023	Adams & Eden Restoration	06/07/2023	126.00	126.00		501			Chamber door lock
04/07/2023	Cathy Whitaker	06072023	329.10	329.10		501			Pizzas for Lexlink
04/07/2023	Phillip Green	6/7/23	120.00	120.00		501			June winding
04/07/2023	Abbey Security Services Ltd	39029	846.00	846.00		501			Call outs June 23
04/07/2023	Crash Cleaner Ltd	00062	742.50	742.50		501			W/end cleans
04/07/2023	Ken Booth & Co Ltd	6/7/2	286.54	286.54		501			Cleaning supplies for OG
04/07/2023	Anglia Fabrication & Design Lt	96480	414.60	414.60		501			5 aluminium treadplate panels
04/07/2023	Abbeycroft Leisure	0000005141	1,728.00	1,728.00		501			Annual funding YW Teen Chill
04/07/2023	Dorans Plumbing	2689	80.00	80.00		501			Cleared blockage
04/07/2023	West Suffolk council correc	CORRECTION	-63.70		-10.62	1005	102	-53.08	West Suffolk council correc
04/07/2023	West Suffolk council correctio	CORRECTION	63.70		10.62	1005	102	53.08	West Suffolk council correctio
06/07/2023	Society of Local Council Clerk	BK211162-1	216.00	216.00		501			TC SLCC conf
06/07/2023	Keyways Locksmith Ltd	22600	76.80	76.80		501			Cem shed lock repair
06/07/2023	Penny Sobr	93	270.00	270.00		501			Community butterfly mural work
12/07/2023	N-CIS	10613/4525	555.91	555.91		501			2 x Monthly Line fee
13/07/2023	Cooleraid Ltd	1664744	211.20	211.20		501			Annual cooler rental
13/07/2023	Face It Face Painting	241	700.00	700.00		501			Facepainting balance
13/07/2023	Level Up Print Ltd	980//979	183.90	183.90		501			Cem signage
13/07/2023	Thrill Seekers Ltd	MEM2301	1,750.00	1,750.00		501			Assualt course summer ent
13/07/2023	Saxon Fire Ltd	42011	403.50	403.50		501			Fire exstinguisher servicing
13/07/2023	Suffolk Association of Local C	27507	288.00	288.00		501			Cllr basics training
13/07/2023	West Suffolk Council	1242816	6,682.24	6,682.24		501			WSC Q1 SLA
13/07/2023	Jockey Club Estates	#INJCE0012	16,551.60	16,551.60		501			Instant hedge at cem/outside w
13/07/2023	House of Flags	SI23600687	294.00	294.00		501			Maintenance on flagpoles
13/07/2023	Bury Flyer Ltd	3333	174.00	174.00		501			Newmarket flyer summer ent
20/07/2023	Anglian Water Business Nationa	290307401/	241.17	241.17		501			Apr-Jun 23 Pav water
20/07/2023	MPB Electrical Contractors Ltd	INV-0166	330.62	330.62		501			Supply for air con unit in ern
20/07/2023	Sparr Catering	20/07/2023	918.00	918.00		501			Free school meals s.ent
20/07/2023	Melcon Services Ltd	1745	2,196.00	2,196.00		501			Transport play bark
20/07/2023	SLCC Enterprises Ltd	BK211370-1	126.00	126.00		501			How to use graphic design TS
20/07/2023	Crash Cleaner Ltd	00065/0006	552.18	552.18		501			Weekend cleans
20/07/2023	Anglian Gates	6367	252.00	252.00		501			Cem gates repair
20/07/2023	Ken Booth & Co Ltd	422241	262.44	262.44		501			Vacuum pump pot 6
20/07/2023	FANCY ENTERTAINMENT	20072023	576.00	576.00		501			Storyselling summer ent
21/07/2023	Siemens Fin Svcs	DD	645.36		107.56	4028	101	537.80	office printer q'ly lease
24/07/2023	Staff Salary Account	TOPUP TFR	50,000.00			204		50,000.00	Staff Salary account topup
24/07/2023	HMRC correction	CORRECTION	3,954.18			515		3,954.18	HMRC correction
24/07/2023	HMRC correction	CORRECTION	-3,954.18			515		-3,954.18	HMRC correction

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Cashbook 1

User: CEW

Current Account

For Month No: 4

Payments for Month 4

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>
24/07/2023	Stellantis FS UK	DD	575.23		95.87	4039	200	479.36	monthly van lease pymt
25/07/2023	Total Gas and Power Ltd	3005957526	888.80	888.80		501			1/6/23 - 27/6/23 MH elec
25/07/2023	Total Gas and Power Ltd	3006009237	38.97	38.97		501			1/6/23 - 30/6/23 cem elec
25/07/2023	Total Gas and Power Ltd	3006079835	8.07	8.07		501			2/5/23 - 1/6/23 elec CT
25/07/2023	Total Gas and Power Ltd	3005903109	7.56	7.56		501			1/6/23 - 30/6/23
27/07/2023	Anglian Water Business Nationa	354535901/	26.22	26.22		501			Newmarket Cemetery water
27/07/2023	Libra Security Ltd	5352	99.00	99.00		501			Pav perm disconnect zone 2
27/07/2023	CPA Horticulture	INV-102631	4,176.90	4,176.90		501			PlayGrade Chip
27/07/2023	Pitkin & Ruddock	INV-000015	3,289.20	3,289.20		501			Pavilion 50% aircon inst
31/07/2023	Barclaycard Account	stmt pmt	2,458.41			208		2,458.41	Pymt Statemnt June
Total Payments for Month			102,606.02	48,927.02	252.27			53,426.73	
Balance Carried Fwd			920,683.84						
Cashbook Totals			<u>1,023,289.86</u>	<u>48,927.02</u>	<u>252.27</u>			<u>974,110.57</u>	

Receipts for Month 4

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:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>150.00</u>	<u>0.00</u>	<u>0.00</u>			<u>150.00</u>	

Date: 12/09/2023

Newmarket Town Council 2023-2024

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Cashbook 2

User: CEW

Petty Cash

For Month No: 4

Payments for Month 4

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>
24/07/2023	HMRC	1108662404	3,954.18			515		3,954.18	PAYE/NICS M4
24/07/2023	HMRC correction	CORREC	-3,954.18			515		-3,954.18	HMRC correction
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			150.00						
Cashbook Totals			150.00	0.00	0.00			150.00	

Date: 12/09/2023

Newmarket Town Council 2023-2024

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Cashbook 3

User: CEW

Staff Salary Account

For Month No: 4

Receipts for Month 4

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 :	10,172.30					10,172.30	
	Banked: 24/07/2023	50,000.00						
TOPUP TFR	Current Account	50,000.00			201		50,000.00	Staff Salary account topup
Total Receipts for Month		50,000.00	0.00	0.00			50,000.00	
Cashbook Totals		<u>60,172.30</u>	<u>0.00</u>	<u>0.00</u>			<u>60,172.30</u>	

Payments for Month 4				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>
24/07/2023	HMRC	1108662404	-3,954.18			515		-3,954.18	correction to cbk3
24/07/2023	hmrc correction	HMRC CORRE	-3,954.18			515		-3,954.18	hmrc correction
24/07/2023	HMRC correction	CORRECTION	7,908.36			515		7,908.36	HMRC correction
24/07/2023	HMRC M4	1108662404	3,954.18			515		3,954.18	PAYE/NICs M4
24/07/2023	Net Salaries M4	BACS	11,155.51			516		11,155.51	Net Salaries M4
27/07/2023	People's Pension WPP M4	DD WPP M4	802.15			514		802.15	People's Pension WPP M4
Total Payments for Month			15,911.84	0.00	0.00			15,911.84	
Balance Carried Fwd			44,260.46						
Cashbook Totals			60,172.30	0.00	0.00			60,172.30	

Receipts for Month 4				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: 31/07/2023	2,458.41						
stmt pmt	Current Account	2,458.41			201		2,458.41	Pymt Statemnt June
Total Receipts for Month		2,458.41	0.00	0.00			2,458.41	
Balance Carried Fwd		432.69						
Cashbook Totals		<u>2,891.10</u>	<u>0.00</u>	<u>0.00</u>			<u>2,891.10</u>	

Date: 12/09/2023

Newmarket Town Council 2023-2024

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :		2,373.43					2,373.43	
01/07/2023	CARD/INDEED	CC24 0696	85.00			4030	101	85.00	CARD/JOB ADVERT
05/07/2023	CARD/AMAZON	CC24 0697	39.59			4037	306	39.59	CARD/BIRD SEED
05/07/2023	CARD/QD	CC24 0698	3.98		0.66	4010	102	3.32	CARD/CANE TOPPERS
07/07/2023	CARD/AMAZON	CC24 0699	59.99		10.00	4038	120	49.99	CARD/CLOCK FOR E.CASSEL ROOM
11/07/2023	CARD/NEWMARKET ELECTRICAL	CC24 0700	8.40		1.40	4036	120	7.00	CARD/LIGHTBULBS
19/07/2023	CARD/AMAZON	CC24 0702	44.90		7.48	4010	102	37.42	CARD/WORKWEAR TK
20/07/2023	CARD/HOMEBASE	CC24 0701	88.00		14.67	4029	200	73.33	CARD/WORKSHOP TOOLS
24/07/2023	CARD/AMAZON	CC24 0703	44.90		7.48	4010	102	37.42	CARD/WORKWEAR ATK
26/07/2023	card/Consortium	CC 240704	13.49		2.25	4023	101	11.24	card/TC files
26/07/2023	card/Ryman Business	CC 240705	12.61		2.10	4023	101	10.51	card/2024 diary TC
26/07/2023	Card/consortium adj	CC 240704	0.01			4023	101	0.01	Card/consortium adj
27/07/2023	card/Adobe	CC 240706	19.97		3.33	4025	101	16.64	card/Acropro monthly subs
28/07/2023	card/QD	CC 240707	3.56			4443	301	3.56	card/refr for TeaDance
28/07/2023	card/Waitrose	CC 240708	14.05			4443	301	14.05	card/refr for TeaDance
29/07/2023	card/Zoom	CC 240709	15.59		2.60	4025	101	12.99	card/monthly subs zoom
31/07/2023	card/Amazon	CC 240710	63.63		11.37	4019	101	20.92	card/keyboard
						4038	120	19.97	card/clock TC office
						4023	101	11.37	card/clipboard
Total Payments for Month			517.67	0.00	63.34			454.33	
Cashbook Totals			2,891.10	0.00	63.34			2,827.76	

Date: 12/09/2023

Newmarket Town Council 2023-2024

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Time: 14:02

Cashbook 1

User: CEW

Current Account

For Month No: 5

Receipts for Month 5

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 :	920,683.84					920,683.84	
bacs	Banked: 02/08/2023	75.60						
	Sales Recpts Page 2526	75.60	75.60		101			Sales Recpts Page 2526
bacs	Banked: 02/08/2023	90.00						
bacs	Pulse Finance (Xyla)	90.00		15.00	565		75.00	hdep.Xyla/Pulse.4/8 & 11/8
bacs	Banked: 04/08/2023	69.60						
bacs	L Plummer	69.60		11.60	565		58.00	hdep.NktSchDance.22/10/23
000180	Banked: 07/08/2023	200.56						
000180	Denise Rogerson	200.56		33.43	1005	211	167.13	reinst.of treeplaque-Bridcage
bacs	Banked: 07/08/2023	576.00						
	Sales Recpts Page 2530	576.00	576.00		101			Sales Recpts Page 2530
bacs	Banked: 08/08/2023	104.40						
	Sales Recpts Page 2529	104.40	104.40		101			Sales Recpts Page 2529
bacs	Banked: 14/08/2023	180.00						
	Sales Recpts Page 2528	180.00	180.00		101			Sales Recpts Page 2528
bacs	Banked: 15/08/2023	120.00						
	Sales Recpts Page 2527	120.00	120.00		101			Sales Recpts Page 2527
sumup	Banked: 23/08/2023	215.47						
sumup	Click Travel	215.47	216.00		101			Sales Recpts Page 2533
					1006	101	5.00	sumup commision offset
					4093	101	-5.53	sumup commission
bacs	Banked: 24/08/2023	60.00						
bacs	Hearne MF	60.00			1005	120	60.00	pyt for damage to toilets
bacs	Banked: 24/08/2023	194.40						
	Sales Recpts Page 2531	194.40	194.40		101			Sales Recpts Page 2531
bacs	Banked: 25/08/2023	417.60						
bacs	David Staff	417.60		69.60	565		348.00	hdep bkg 9/9 D Staff
bacs	Banked: 29/08/2023	144.00						
bacs	Bluest Blue	144.00		24.00	565		120.00	hdep 27/8 bkg Bluest blue
BACS	Banked: 30/08/2023	90.00						
	Sales Recpts Page 2532	90.00	90.00		101			Sales Recpts Page 2532
Total Receipts for Month		2,537.63	1,556.40	153.63			827.60	
Cashbook Totals		923,221.47	1,556.40	153.63			921,511.44	

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Cashbook 1

User: CEW

Current Account

For Month No: 5

Payments for Month 5

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>
03/08/2023	CRC Pest Control	5832	600.00	600.00		501			Rabbit control
03/08/2023	Abbey Security Services Ltd	39187/3928	990.00	990.00		501			Security Services July 2023
03/08/2023	Get Social With Grace	INV-1142	150.00	150.00		501			Social Media Management
03/08/2023	Harrisons Packaging	5833917	258.00	258.00		501			Dog waste envirobag
03/08/2023	Cambridge Door Services Ltd	8898	247.74	247.74		501			Repairs to one sliding door
03/08/2023	Face It Face Painting	293	660.00	660.00		501			Face painting additional artis
03/08/2023	Caskade Music	2807231	100.00	100.00		501			Tea Dance music 28 July 23
03/08/2023	Newmarket Plant Hire Ltd	640870	211.20	211.20		501			Metal barriers
03/08/2023	Petty Cash	300823	56.35			210		56.35	PCash reimb. M4 July
04/08/2023	L Plummer	BACS	69.60		11.60	565		58.00	hdep.NktSch.ofDance.22/10
04/08/2023	L Plummer	CORRECTION	-69.60		-11.60	565		-58.00	correc to deposit entry
09/08/2023	Anglian Water Business Nationa	354447001/	2,410.76	2,410.76		501			WATER MHALL/GARDEN
09/08/2023	Crash Cleaner Ltd	67-71/4594	911.22	911.22		501			BUS STOP QUARTERLY CLEAN
09/08/2023	Thurlow Nunn Standen Ltd	N07280	49.99	49.99		501			PETROL FOR MOWER
09/08/2023	PKF Littlejohn LLP	SB20230456	2,520.00	2,520.00		501			EXT AUDIT 22/23 FEE
09/08/2023	Phillip Green	3/08/23	120.00	120.00		501			CLOCKTOWER MAINT JULY
09/08/2023	Abbey Memorials (Stonecraft) L	NMKT WR ME	1,350.00	1,350.00		501			WAR MEM CLEAN DEPOSIT 50%
09/08/2023	The Sign Maker	2307.ANG.0	200.55	200.55		501			MEMORIAL PLAQUE
11/08/2023	N-CIS	10695	555.00	555.00		501			Purchase Ledger DDR Payment
17/08/2023	Aurora Managed Services Ltd	530921	11.88	11.88		501			Office printer copy fees
18/08/2023	Quadiant Finance UK Ltd	2023037685	101.34	101.34		501			FRANKING SYSTEM SEPT-DEC
18/08/2023	MPB Electrical Contractors Ltd	0172	838.80	838.80		501			POWER SUPPLY FOR AIR CON PAV
18/08/2023	Dorans Plumbing	2715	60.00	60.00		501			MHALL TOILET BLOCKAGE
18/08/2023	Anglia Gifts & Promotions	5268	13.14	13.14		501			HI VIS FOR EM
23/08/2023	Stellantis FS UK	DD	575.23		95.87	4039	200	479.36	van lease installment
23/08/2023	Total Gas and Power Ltd	3006009248	275.81	275.81		501			elec Pavilion May-July 23
24/08/2023	People's Pension adj	ADJ	-821.84			514		-821.84	People's Pension adj
24/08/2023	adj to inc pension entry	ADJ	-821.84			514		-821.84	adj to inc pension entry
24/08/2023	adj to inc pension entry	ADJ	821.84			514		821.84	adj to inc pension entry
24/08/2023	Petty Cash	wpp correc	821.84			210		821.84	amendment to wpp error
24/08/2023	Pitkin & Ruddock	INV-000058	2,874.00	2,874.00		501			Air con in E Cassel
24/08/2023	Banner Business Solutions Ltd	SINV037526	90.72	90.72		501			White A4 Paper
24/08/2023	Penny Sobr	95	1,800.00	1,800.00		501			Summer workshops x5
24/08/2023	Collaboration 23 Construction	826	12,360.00	12,360.00		501			Flintwork
24/08/2023	Kallkwik	94361	216.00	216.00		501			Hosting of website 25/09/23 24
24/08/2023	Ivett & Reed	1076676	504.00	504.00		501			Add one name at WM
24/08/2023	West Suffolk Council	1242902	121.24	121.24		501			Parking permit for EM
24/08/2023	West Suffolk Council	1244609	5,031.97	5,031.97		501			Election Expenses 4 May
25/08/2023	Total Gas and Power Ltd	3006009237	40.32	40.32		501			elec cem July 23
29/08/2023	Barclaycard Account	paymt	451.85			208		451.85	July statement payment
29/08/2023	Total Gas and Power Ltd	3005957526	515.64	515.64		501			Elec MH Jun-Jul 23
31/08/2023	Petty Cash	AUG PCASH	46.09			210		46.09	AUG REIMBURSE PC

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Date: 12/09/2023	Newmarket Town Council 2023-2024	Page: 3
Time: 14:02	Cashbook 1	User: CEW
	Current Account	For Month No: 5

Payments for Month 5					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/08/2023	Collaboration 23 Construction	831	1,406.40	1,406.40		501			Moving benches/ceiling tiles
31/08/2023	Ken Booth & Co Ltd	425054	320.63	320.63		501			Cleaning Supplies
31/08/2023	Abbey Memorials (Stonecraft) L	22/631	1,350.00	1,350.00		501			Clean War Memorial Balance
31/08/2023	Sparr Catering	31082023	60.00	60.00		501			Extra FSM for Summer Ent
Total Payments for Month			40,455.87	39,326.35	95.87			1,033.65	
Balance Carried Fwd			882,765.60						
Cashbook Totals			923,221.47	39,326.35	95.87			883,799.25	

Date: 12/09/2023

Newmarket Town Council 2023-2024

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Time: 14:02

Cashbook 2

User: CEW

Petty Cash

For Month No: 5

Receipts for Month 5

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: 03/08/2023	56.35						
300823	Current Account	56.35			201		56.35	PCash reimb. M4 July
	Banked: 24/08/2023	821.84						
wpp correc	Current Account	821.84			201		821.84	amendment to wpp error
	Banked: 31/08/2023	46.09						
AUG PCASH	Current Account	46.09			201		46.09	AUG REIMBURSE PC
Total Receipts for Month		924.28	0.00	0.00			924.28	
Cashbook Totals		<u>1,074.28</u>	<u>0.00</u>	<u>0.00</u>			<u>1,074.28</u>	

Payments for Month 5					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/07/2023	Petty Cash M4 July	PETTYCASH	56.35		6.38	4078	120	3.98	PCash/Event refr
						4020	102	12.77	PCash/Staff refr
						4440	301	4.05	PCash/Event supplies
						4181	307	29.17	PCash/LexLink reception
14/08/2023	Net Salaries M5	BACS	-12,662.92			516		-12,662.92	Net Salaries M5 - REV
24/08/2023	Net Salaries M5	BACS	12,662.92			516		12,662.92	Net Salaries M5
24/08/2023	People's Pension M5	DD	821.84			514		821.84	People's Pension M5
31/08/2023	Petty Cash M5	PETTYCASH	46.09		6.14	4023	101	11.67	PettyCash/File dividers
						4016	120	8.18	PettyCash/Cleaning supplies
						4020	102	4.72	PettyCash/Staff refr
						4443	301	5.82	PettyCash/teadance raffleprize
						4019	101	4.58	PettyCash/USB splitter
						4036	120	2.49	PettyCash/CCTV signage
						4036	310	2.49	PettyCash/CCTV signage
Total Payments for Month			924.28	0.00	12.52			911.76	
Balance Carried Fwd			150.00						
Cashbook Totals			1,074.28	0.00	12.52			1,061.76	

Date: 12/09/2023

Newmarket Town Council 2023-2024

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Cashbook 3

User: CEW

Staff Salary Account

For Month No: 5

Receipts for Month 5

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 :	44,260.46					44,260.46	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>44,260.46</u>	<u>0.00</u>	<u>0.00</u>			<u>44,260.46</u>	

Payments for Month 5				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>
01/08/2023	card/Adobe	CC240734	19.97		3.33	4025	101	16.64	card/Adobe Acropro lic
01/08/2023	card/Adobe correction	CC240734 X	-19.97		-3.33	4025	101	-16.64	card/Adobe correction
24/08/2023	HMRC	1108662405	4,776.06			515		4,776.06	PAYE/NIC M5
24/08/2023	People's Pension M5	DD	821.84			514		821.84	People's Pension M5
24/08/2023	Net Salaries M5	BACS	12,662.92			516		12,662.92	Net Salaries M5
Total Payments for Month			18,260.82	0.00	0.00			18,260.82	
Balance Carried Fwd			25,999.64						
Cashbook Totals			44,260.46	0.00	0.00			44,260.46	

Date: 12/09/2023

Newmarket Town Council 2023-2024

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 5

Receipts for Month 5

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: 29/08/2023	451.85						
paymt	Current Account	451.85			201		451.85	July statement payment
Total Receipts for Month		451.85	0.00	0.00			451.85	
Balance Carried Fwd		1,263.38						
Cashbook Totals		<u>1,715.23</u>	<u>0.00</u>	<u>0.00</u>			<u>1,715.23</u>	

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			432.69					432.69	
01/08/2023	CARD/SAFETYSIGNS4LESS	CC24 0711	19.18		3.20	4036	208	15.98	CARD/TOILET SIGN
01/08/2023	card/Adobe	CC240734	19.97		3.33	4025	101	16.64	card/Adobe lic fee
07/08/2023	CARD/EBAY	CC24 0712	72.99			4037	207	72.99	CARD/WEED CONTROL
08/08/2023	CARD/AMAZON	CC24 0714	9.98		1.67	4019	101	8.31	CARD/SOCKET ADAPTORS
08/08/2023	CARD/AMAZON	CC24 0715	40.79		6.80	4029	200	33.99	CARD/QUEUE BARRIER
08/08/2023	CARD/CEILINGTILESUK	CC24 0716	201.60		33.60	4036	120	168.00	CARD/TILES FOR MH
10/08/2023	CARD/SPINDRIFTSPRAYERS	CC24 0717	30.22		5.04	4037	207	25.18	CARD/SPARE PARTS
14/08/2023	CARD/AMAZON	CC24 0718	9.95		1.66	4028	103	8.29	CARD/FIRST AID SUPPLIES
14/08/2023	CARD/AMAZON	CC24 0719	5.75		0.96	4028	103	4.79	CARD/FIRST AID SUPPLIES
14/08/2023	CARD/AMAZON	CC24 0720	5.09		0.85	4028	103	4.24	CARD/FIRST AID SUPPLIES
14/08/2023	CARD/AMAZON	CC24 0721	9.99		1.66	4028	103	8.33	CARD/FIRST AID SUPPLIES
15/08/2023	CARD/INSIGHTSECURITY	CC24 0722	17.04		2.84	4037	306	14.20	CARD/ANTICLIMB STRIPS
17/08/2023	CARD/SCREWFIX	CC24 0723	12.48		2.08	4029	200	10.40	CARD/SANDING SHEETS
18/08/2023	CARD/HOMEBASE	CC24 0724	2.50		0.42	4029	200	2.08	CARD/DUSTPAN & BRUSH
22/08/2023	card/Amazon	CC240725	7.69		1.28	4023	101	6.41	card/diary DTC
22/08/2023	card/Safelincs Fire & Safety	CC240727	199.18		33.20	4017	120	165.98	card/doorguards
23/08/2023	card/B&M	CC240726	8.00		1.33	4036	208	6.67	card/swing bin
23/08/2023	card/Wolseley	CC240728	402.65		67.11	4036	310	335.54	card/Disabled tap replacement
24/08/2023	card/LCN.com	CC240729	360.00		60.00	4059	101	300.00	card/NNP website wordpress upg
24/08/2023	card/LCN.com	CC240730	-190.00		-31.67	4059	101	-158.33	card/refund against NNPwebsite
25/08/2023	card/Homebase	CC240731	12.00		2.00	4037	306	10.00	card/rose spray
25/08/2023	card/Post Office	CC240732	9.90			4022	101	9.90	card/MLF flyer postage
30/08/2023	card/ZOOM	CC240733	15.59		2.60	4025	101	12.99	card/zoom monthly subs
Total Payments for Month			1,282.54	0.00	199.96			1,082.58	
Cashbook Totals			1,715.23	0.00	199.96			1,515.27	

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Newmarket Town Council 2023-2024

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Detailed Income & Expenditure by Budget Heading as at 31/8/2023

Month No: 5

Committee Report Finance & Policy M5

	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	0	50	0	(50)			0.0%	
1006 Sumup Commission offset	5	15	50	35			30.0%	
1103 Rent Receivable	0	0	100	100			0.0%	
Administration :- Income	5	65	1,150	1,085			5.7%	0
4008 Staff Training	0	318	3,000	2,682	2,682	10.6%		
4009 Staff Travel	0	36	250	214	214	14.5%		
4018 Software/Computer Consumables	0	626	2,500	1,874	1,874	25.0%		
4019 New IT System/Hardware	13	331	5,000	4,669	4,669	6.6%		
4021 Telephone	194	850	2,000	1,150	1,150	42.5%		
4022 Postage	10	30	1,000	970	970	3.0%		
4023 Stationery	94	420	2,000	1,580	1,580	21.0%		
4025 Subscriptions&Licences	167	5,898	6,000	102	102	98.3%		
4026 Insurance	0	0	9,500	9,500	9,500	0.0%		
4028 Office Maintenance	254	4,503	12,500	7,997	7,997	36.0%		
4030 Recruitment Advertising	0	866	1,000	134	134	86.6%		
4051 Bank Charges/Interest	0	75	300	225	225	24.9%		
4056 Legal Expenses	0	3	12,000	11,997	11,997	0.0%		
4057 Audit & Accountancy Fees	2,100	3,205	3,850	645	645	83.2%		
4058 Professional Fees	0	0	2,000	2,000	2,000	0.0%		
4059 web site	322	547	1,000	453	453	54.7%		
4060 Councillors Training	0	240	600	360	360	40.0%		
4061 Councillors Expenses	0	0	200	200	200	0.0%		
4062 Civic Regalia	0	0	325	325	325	0.0%		
4064 Town Mayor's Allowance	0	88	1,000	913	913	8.8%		
4074 Grant - Bill Tutte Scholarship	0	0	1,000	1,000	1,000	0.0%		
4075 Grant to CAB	0	5,000	5,000	0	0	100.0%		
4076 Grants	0	1,900	4,000	2,100	2,100	47.5%		
4077 Marketing	125	1,355	3,000	1,645	1,645	45.2%		
4079 Remembrance Event Expenses	0	0	2,500	2,500	2,500	0.0%		
4090 Biodegradable Dog Poo Bags	215	215	500	285	285	43.0%		

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4093 Sumup Commission	6	7	50	43		43	14.1%	
4097 Election Costs	5,032	5,032	5,032	0		0	100.0%	
4113 Rolling Capital Reserve	0	0	10,000	10,000		10,000	0.0%	
4114 Other Projects / Reserves	0	0	10,143	10,143		10,143	0.0%	
4118 Youth Strategy	0	1,728	6,728	5,000		5,000	25.7%	
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	1,075	4,300	3,225		3,225	25.0%	
Administration :- Indirect Expenditure	8,531	41,590	125,402	83,812	0	83,812	33.2%	0
Net Income over Expenditure	(8,526)	(41,525)	(124,252)	(82,727)				
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	0	500	500		500	0.0%	
4028 Office Maintenance	26	26	100	74		74	25.6%	
4058 Professional Fees	0	0	2,500	2,500		2,500	0.0%	
Health & Safety :- Indirect Expenditure	26	26	3,100	3,074	0	3,074	0.8%	0
Net Expenditure	(26)	(26)	(3,100)	(3,074)				
Finance & Policy :- Income	5	823,134	824,219	1,085			99.9%	
Expenditure	8,557	41,615	128,502	86,887	0	86,887	32.4%	
Movement to/(from) Gen Reserve	(8,552)	781,519						
Grand Totals:- Income	5	823,134	824,219	1,085			99.9%	
Expenditure	8,557	41,615	128,502	86,887	0	86,887	32.4%	
Net Income over Expenditure	(8,552)	781,519	695,717	(85,802)				
Movement to/(from) Gen Reserve	(8,552)	781,519						

12/09/2023

Newmarket Town Council 2023-2024

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13:58 Summary Income & Expenditure by Budget Heading as at 31/8/2023

Month No: 5

Committee Report SUMMARY M5

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	5	823,134	824,219	1,085			99.9%
Expenditure	8,557	41,615	128,502	86,887	0	86,887	32.4%
Net Income over Expenditure	<u>(8,552)</u>	<u>781,519</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(8,552)</u>	<u>781,519</u>					

Community Services

Income	167	23,955	66,930	42,975			35.8%
Expenditure	16,832	112,492	292,909	180,417	0	180,417	38.4%
Net Income over Expenditure	<u>(16,665)</u>	<u>(88,536)</u>					
plus Transfer from EMR	5,000	32,967					
less Transfer to EMR	0	2,000					
Movement to/(from) Gen Reserve	<u>(11,665)</u>	<u>(57,569)</u>					

Leisure Services

Income	2,434	21,429	43,200	21,771			49.6%
Expenditure	11,197	133,709	234,330	100,621	0	100,621	57.1%
Net Income over Expenditure	<u>(8,764)</u>	<u>(112,280)</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(8,764)</u>	<u>(112,280)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	18,498	92,314	273,108	180,794	0	180,794	33.8%
Net Income over Expenditure	<u>(18,498)</u>	<u>(92,314)</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(18,498)</u>	<u>(92,314)</u>					

Development & Planning

12/09/2023

Newmarket Town Council 2023-2024

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13:58

Summary Income & Expenditure by Budget Heading as at 31/8/2023

Month No: 5

Committee Report SUMMARY M5

	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	2,606	868,519	934,349	65,830			93.0%
Expenditure	55,083	380,130	934,349	554,219	0	554,219	40.7%
Net Income over Expenditure	<u>(52,478)</u>	<u>488,389</u>	<u>0</u>	<u>(488,389)</u>			
plus Transfer from EMR	5,000	32,967					
less Transfer to EMR	0	2,000					
Movement to/(from) Gen Reserve	<u>(47,478)</u>	<u>519,356</u>					

12/09/2023

Newmarket Town Council 2023-2024

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Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date as at 31/8/23

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	3,366	
105	Vat Due	11,274	
201	Current Account	882,766	
204	Staff Salary Bank Account	26,000	
208	Barclaycard Account	(1,263)	
210	Petty Cash	150	
	Total Current Assets	922,291	
	<u>Current Liabilities</u>		
501	Creditors	425	
565	Bookings Deposit	1,670	
	Total Current Liabilities	2,095	
	Net Current Assets	920,196	
	Total Assets less Current Liabilities	920,196	
	<u>Represented by :-</u>		
301	Current Year Fund	395,382	
310	General Fund	252,954	
311	EMR Play Equipment	35,449	
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	24,517	
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	16,200	
337	EMR MLF Twinning	8,444	
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	
	Total Equity	920,196	

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Health, Safety and Facilities update for F&P 18 09 2023

prepared by Deputy Town Clerk

We are working towards ensuring legal compliance and minimising the risks and liability faced by Newmarket Town Council. This will help to ensure the H&S for all staff and also for all those that we have legal responsibility for.

Additional information about happenings since the previous report:

Memorial Hall/Garden

The gardens were closed for a day for graffiti removal (sanding) and cleaning of the splashpad in July, and also for the topping up of the bark chippings, and reattaching of the ropes where the entry link was missing

Reports of anti-social behaviour in the gardens was noted on social media and reported to the police

The Tailor Trailer suffered a break in - damage to locks, theft of stock, and vandalism, and was taken away for repairs and stronger locks/internal CCTV. A further attempt was reported by the operator in their final week, though it was unsuccessful

The zipline chain and seat were replaced & the missing bolt from the springer was replaced by the installer

Retaining timbers around the zipline need replacing if deemed necessary, though not essential

Air conditioning was installed in the Sir Ernest Cassel meeting room, and a loose duct sorted during servicing of older units

Several broken and water-damaged ceiling tiles were replaced in the main hall

Annual LOLER lift inspections were done

Quotes are being sought for flooring replacement where the repairs were done at the back of the stage (and an area in the pavilion)

The damaged fire door into the event storage cupboard replacement was attempted, but new one was incorrect size

A group hiring the building left two of the toilets clogged – one was beyond our capability and a plumber had to be called to rectify the situation

Pavilion

The sliding doors had the stop-strip wrenched off meaning the doors could not be securely locked (there are two sets of metal shutters which kept the building protected). Repairs were complex and time consuming

Air conditioning was installed

The showers received an extensive de-scaling and disinfection

The shot bolt securing the outside storage area door snapped and jammed the door (having been replaced 18 months ago). A new bolt was added inside the door with a corresponding hole drilled into the concrete floor as a more robust solution

Cemetery

Full details of the topple testing results have now been received from the contractor and we are attempting to contact deed holders. Signs have been put in the cemetery notice boards, and individual labels may have to be attached to each of the failed memorials requesting owners to contact us

Two broken benches were removed and replacement with two new recycled plastic ones is imminent. A further one near the wooden shed had slats broken and also had to be disposed of

Item 9

Elsewhere

Highways have installed the replacement pole and a solar-powered SID should be sited soon

The COVID memorial beds at the War Memorial now have their cement bases ready for the plaques. The two commemorative benches are in place

The War Memorial received a clean. Some of the lettering requires re-blackening – quotes awaited

A programme of refurbishing the High Street benches has begun. Two at a time are being removed to the Memorial Hall and sanded/re-stained/metalwork repainted. A contractor is providing new fixings and securing them in their original positions

Townclerk

From: Rob Halstead <rob@vr-energy.co.uk>
Sent: 24 August 2023 15:59
To: Townclerk
Subject: Newmarket Town Council - Electricity Renewal Quotations
Attachments: Newmarket Town Council - Electricity Quotation 24.08.2023 (related meters).pdf;
Newmarket Town Council - Electricity Quotation 24.08.2023.pdf

Hi Cathy, I hope you are well.

Please find attached refreshed renewal offers. Page 1 is a summary for all meters and the individual rates for each are shown on the following pages

I have separated 2 of the meters from the main tender (The Cemetery) because there is a night only meter which a) not many suppliers will quote for and b) you have to sign it with the corresponding day one with the same supplier

All this means is that there is one other option for the other meters from British Gas Lite

Overall costs are slightly lower than where there were in April but the wholesale energy market has remained relatively flat since then and I don't believe we will see much if any improvement now this year. In fact prices are expected to rise ahead of winter.

My recommendation at the moment is to consider a 2 year option. With energy prices expected to stay high for some time the 2 year contract is the most balanced option.

There is not a huge incentive to move from Total. Moving the night only meter and it's related day one to British Gas would save around £500 a year but for the other meters only EDF is better on the 1 year option by £300.

To take advantage of the lower cost you could switch just 2 of the meters to BG and keep the rest with Total, although it is generally easier to keep them all with one supplier

As we head closer to winter there is more potential for prices to rise so I would recommend looking to get contracts agreed fairly soon

Let me know what you think once you have had a look over the details

Regards

Rob

Rob Halstead
Director

07522 414054
www.vr-energy.co.uk

Quotation Date
 24/08/2023

Newmarket Town Council Electricity Quotation



ENERGY

Renewal Date 01/01/2024

Annual Consumption 102643

Number of meters 6

Current Contract

36 months

01/01/2021

24.00

16.28

15.01

£16,999

	Supplier	Start Date	Duration	Standing Charge p p/day	Day Rate p/kWh	Eve/Wkd Rate p/kWh	Estimated Annual Cost	Saving based on current suppliers equivalent offer
Recommended Offer	Total Energies	01/01/2024	24 months	119.61	28.01	22.25	£30,977	
Current Supplier	Total Energies	01/01/2024	12 months 24 months 36 months	117.60 119.61 120.06	28.22 28.01 27.78	22.67 22.25 22.07	£31,157 £30,977 £30,750	
	British Gas	01/01/2024	12 months 24 months 36 months	60.00 62.00 65.00	28.46 28.67 28.60	25.27 25.66 25.35	£31,399 £32,005 £32,101	-£243 -£1,027 -£1,350
	EDF	01/01/2024	12 months 24 months 36 months	42.50 42.50 42.50	28.73 29.33 30.08	28.20 28.80 29.50	£30,824 £31,440 £32,172	£333 -£463 -£1,421
	SSE	01/01/2024	12 months 24 months	138.30 135.69	29.74 31.00	25.58 26.59	£33,187 £34,395	-£2,030 -£3,417
	British Gas Lite	01/01/2024	12 months 24 months 36 months	40.00 42.00 45.00	28.46 28.67 28.60	25.27 25.66 25.35	£30,961 £31,567 £31,663	£195 -£589 -£912

PLEASE NOTE

Prices are normally only valid until 4pm on the day of offer. You will be notified once a supplier accepts your signed agreement.

If savings are shown they are calculated using estimates on current consumption data and are not guaranteed. Actual savings will depend on future consumption.

All offers are subject to in-day market movement and will need to be validated prior to requesting contract paperwork.

The charges are subject to You (the customer) accepting the suppliers Terms & Conditions - the offers being valid at the time of acceptance - your credit being accepted by the chosen supplier.

Prices do not include VAT or CCL (Climate Change Levy)

VR Energy Ltd can accept no responsibility for any information provided by You (the customer) or supplier being incorrect. Furthermore the final decision regarding which contract to accept is Yours (the customer)

VR Energy Ltd's service and management fees are included as an uplift into the unit rates or standing charge of the prices quoted. This commission is claimed direct from the chosen supplier.

MPAN 10 5000 1121 721 Bill Tutte Memorial

Consumption 16019

		Supplier	Start Date	Duration	Standing Charge p p/day	Day Rate p/kWh	Estimated Annual Cost
	Total Energies		01/01/2024	12 months	85.75	27.07	£4,650
				24 months	86.74	26.82	£4,614
				36 months	87.12	26.60	£4,579
	British Gas		01/01/2024	12 months	60.00	27.58	£4,637
				24 months	62.00	28.06	£4,721
				36 months	65.00	28.06	£4,732
	EDF		01/01/2024	12 months	25.00	28.90	£4,721
				24 months	25.00	29.50	£4,817
				36 months	25.00	30.20	£4,929
	SSE		01/01/2024	12 months	141.93	28.98	£5,161
				24 months	139.04	30.22	£5,349
	British Gas Lite		01/01/2024	12 months	40.00	27.58	£4,564
				24 months	42.00	28.06	£4,648
				36 months	45.00	28.06	£4,659

MPAN

10 5000 0167 655

Clock Tower

Consumption

837

		Supplier	Start Date	Duration	Standing Charge p p/day	Day Rate p/kWh	Estimated Annual Cost
	Total Energies		01/01/2024	12 months	102.30	27.07	£600
				24 months	103.68	26.82	£603
				36 months	104.30	26.60	£603
	British Gas		01/01/2024	12 months	60.00	26.48	£441
				24 months	62.00	25.99	£444
				36 months	65.00	25.55	£451
	EDF		01/01/2024	12 months	60.00	27.90	£453
				24 months	60.00	28.50	£458
				36 months	60.00	29.30	£464
	SSE		01/01/2024	12 months	47.45	28.98	£416
				24 months	46.78	30.22	£424
	British Gas Lite		01/01/2024	12 months	40.00	26.48	£368
				24 months	42.00	25.99	£371
				36 months	45.00	25.55	£378

MPAN
Consumption

10 1279 2045 472
24890

Convenience

		Supplier	Start Date	Duration	Standing Charge p/day	Day Rate p/kWh	Eve/Wkd Rate p/kWh	Estimated Annual Cost
MPAN Consumption	10 1279 2045 472 24890	Convenience	01/01/2024	12 months	78.77	30.51	22.68	£7,296
				24 months	79.61	30.39	22.26	£7,248
				36 months	79.88	30.14	22.07	£7,191
		British Gas	01/01/2024	12 months	60.00	30.80	24.24	£7,395
				24 months	62.00	31.44	24.57	£7,539
				36 months	65.00	31.70	24.29	£7,574
		EDF	01/01/2024	12 months	25.00	29.90	28.20	£7,406
				24 months	25.00	30.50	28.80	£7,556
				36 months	25.00	31.20	29.50	£7,730
		SSE	01/01/2024	12 months	141.38	31.26	25.71	£7,882
				24 months	138.87	32.56	26.59	£8,165
		British Gas Lite	01/01/2024	12 months	40.00	30.80	24.24	£7,322
				24 months	42.00	31.44	24.57	£7,466
				36 months	45.00	31.70	24.29	£7,501

MPAN
Consumption

10 1279 2045 700
48657

High Street

	Supplier	Start Date	Duration	Standing Charge p p/day	Day Rate p/kWh	Eve/Wkd Rate p/kWh	Estimated Annual Cost
	Total Energies	01/01/2024	12 months	180.06	30.49	22.67	£14,352
			24 months	184.14	30.38	22.25	£14,267
			36 months	184.54	30.13	22.06	£14,155
	British Gas	01/01/2024	12 months	60.00	32.83	26.29	£15,238
			24 months	62.00	33.61	26.74	£15,577
			36 months	65.00	33.81	26.41	£15,608
	EDF	01/01/2024	12 months	25.00	29.90	28.20	£14,392
			24 months	25.00	30.50	28.80	£14,683
			36 months	25.00	31.20	29.50	£15,024
	SSE	01/01/2024	12 months	369.43	31.26	25.44	£15,708
			24 months	361.93	32.56	26.59	£16,292
	British Gas Lite	01/01/2024	12 months	40.00	32.83	26.29	£15,165
			24 months	42.00	33.61	26.74	£15,504
			36 months	45.00	33.81	26.41	£15,535

MPAN 10 5000 0189 997 Several's Project

Consumption 9892

		Supplier	Start Date	Duration	Standing Charge p p/day	Day Rate p/kWh	Estimated Annual Cost
	Total Energies		01/01/2024	12 months	123.86	27.07	£3,130
				24 months	126.10	26.82	£3,114
				36 months	126.52	26.60	£3,093
	British Gas		01/01/2024	12 months	60.00	26.57	£2,847
				24 months	62.00	26.90	£2,887
				36 months	65.00	26.90	£2,898
	EDF		01/01/2024	12 months	60.00	27.90	£2,979
				24 months	60.00	28.50	£3,038
				36 months	60.00	29.30	£3,117
	SSE		01/01/2024	12 months	82.15	28.98	£3,167
				24 months	80.77	30.22	£3,284
	British Gas Lite		01/01/2024	12 months	40.00	26.57	£2,774
				24 months	42.00	26.90	£2,814
				36 months	45.00	26.90	£2,825

MPAN 10 1279 2043 865 The Cemetary

Consumption 2348

		Supplier	Start Date	Duration	Standing Charge p p/day	Day Rate p/kWh	Estimated Annual Cost
	Total Energies		01/01/2024	12 months	134.89	27.07	£1,128
				24 months	137.40	26.82	£1,131
				36 months	137.98	26.60	£1,128
	British Gas		01/01/2024	12 months	60.00	26.48	£841
				24 months	62.00	25.99	£837
				36 months	65.00	25.55	£837
	EDF		01/01/2024	12 months	60.00	27.90	£874
				24 months	60.00	28.50	£888
				36 months	60.00	29.30	£907
	SSE		01/01/2024	12 months	47.45	28.98	£854
				24 months	46.78	30.22	£880
	British Gas Lite		01/01/2024	12 months	40.00	26.48	£768
				24 months	42.00	25.99	£764
				36 months	45.00	25.55	£764

Newmarket Town Council Electricity Quotation

Quotation Date
24/08/2023



ENERGY

Renewal Date 01/01/2024

Annual Consumption 10926

Number of meters 2

Current Contract Total Energies 01/01/2021 36 months 21.50 16.18 12.32 £1,566

Renewal Date	Supplier	Start Date	Duration	Standing Charge p/day	Day Rate p/kWh	Night Rate p/kWh	Estimated Annual Cost	Saving based on current suppliers equivalent offer
01/01/2024	British Gas	01/01/2024	24 months	62.00	25.99	22.06	£2,927	£496
Current Supplier								
Total Energies								
01/01/2024	British Gas	12 months	100.07	27.07	24.41	24.41	£3,441	
		24 months	101.62	26.82	24.14	24.14	£3,423	
		36 months	102.10	26.60	23.98	23.98	£3,408	
01/01/2024	British Gas	12 months	60.00	26.48	21.93	21.93	£2,908	£532
		24 months	62.00	25.99	22.06	22.06	£2,927	£496
		36 months	65.00	25.55	21.87	21.87	£2,924	£484
01/01/2024	EDF	12 months	56.50	27.90	27.90	27.90	£3,461	-£20
		24 months	56.50	28.50	28.50	28.50	£3,526	-£103
		36 months	56.50	29.30	29.30	29.30	£3,614	-£205
01/01/2024	SSE	12 months	53.15	28.98	23.89	23.89	£3,082	£359
		24 months	52.97	30.22	25.19	25.19	£3,221	£202

PLEASE NOTE

Prices are normally only valid until 4pm on the day of offer. You will be notified once a supplier accepts your signed agreement. If savings are shown they are calculated using estimates on current consumption data and are not guaranteed. Actual savings will depend on future consumption. All offers are subject to in-day market movement and will need to be validated prior to requesting contract paperwork. The charges are subject to You (the customer) accepting the suppliers Terms & Conditions - the offers being valid at the time of acceptance - your credit being accepted by the chosen supplier. Prices do not include VAT or CCL (Climate Change Levy) V R Energy Ltd can accept no responsibility for any information provided by You (the customer) or supplier being incorrect. Furthermore the final decision regarding which contract to accept is Yours (the customer) V R Energy's service and management fees are included as an uplift into the unit rates or standing charge of the prices quoted. Our standard rate is 1.0p/kWh for electricity, 1.0p/kWh for gas. Commission is claimed direct from the chosen supplier.

MPAN 10 1279 2044 098

Consumption 1633

		Supplier	Start Date	Duration	Standing Charge p p/day	Day Rate p/kWh	Estimated Annual Cost
	Total Energies		01/01/2024	12 months	123.86	27.07	£894
				24 months	126.10	26.82	£898
				36 months	126.52	26.60	£896
	British Gas		01/01/2024	12 months	60.00	26.48	£651
				24 months	62.00	25.99	£651
				36 months	65.00	25.55	£654
	EDF		01/01/2024	12 months	60.00	27.90	£675
				24 months	60.00	28.50	£684
				36 months	60.00	29.30	£697
	SSE		01/01/2024	12 months	47.45	28.98	£646
				24 months	46.78	30.22	£664

MPAN 10 1279 2044 326

Consumption 9293

	Supplier	Start Date	Duration	Standing Charge p p/day	Night Rate p/kWh	Estimated Annual Cost
Total Energies		01/01/2024	12 months	76.29	24.41	£2,546
			24 months	77.14	24.14	£2,525
			36 months	77.68	23.98	£2,512
British Gas		01/01/2024	12 months	60.00	21.93	£2,257
			24 months	62.00	22.06	£2,276
			36 months	65.00	21.87	£2,270
EDF		01/01/2024	12 months	53.00	27.90	£2,786
			24 months	53.00	28.50	£2,842
			36 months	53.00	29.30	£2,916
SSE		01/01/2024	12 months	58.84	23.89	£2,435
			24 months	59.15	25.19	£2,557

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