

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 20TH November 2023 at 7pm
*or following on from the Development and Planning
Committee meeting, whichever is later*

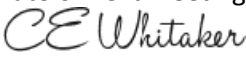
The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

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 18th September 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 6 and 7
- 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 7)
- Budget 2024/2025** – to approve the draft committee budget proposal for the Finance and Policy Committee
- Health, Safety and Facilities** – to receive a monthly report
- Bank Accounts** – to approve the opening of a dedicated account for holding booking security deposits
- Policies** – to receive an update regarding the Policy Review Schedule (to follow)
 - CCTV Policy (to follow)**
- Small Grant Application** – to consider an application from 6th Newmarket Brownies for funding
- IT Upgrade** – to approve the recommendation for Phase 1 of the installation of Cloud-based systems, upgraded hardware and dynamic integrated agenda software
- Correspondence**
- Date of next meeting **Monday 22nd January 2024**

Signed  Cathy Whitaker, Town Clerk

Date 14th November 2023

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 18th September 2023 at the Memorial Hall 7:15pm**

Attendance:

Councillor J Harvey (Chairman)
Councillor P Hulbert

Councillor R Nobbs

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

Minute

- F/23/09/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded**
The Chairman opened the meeting and advised that the Fire Safety Notice was not required and confirmed that proceedings were being recorded.
- F/23/09/2 Apologies for Absence**
Apologies were received from Cllr Drummond, Hood and Yarrow.
- F/23/09/3 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/23/09/4 To Confirm the Minutes of the Meeting Held on 17th July 2023 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 17th July 2023 and the following was agreed:

F/23/09/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 17th July 2023 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/23/09/5 Public Open Session**
No members of the public were present.
- F/23/09/6 Submission of Schedules of Payments for Information CB1 - CB4**
Members reviewed CB1 - CB4 for month 4 and 5 (2023/2024) and the following was agreed:

F/23/09/6.01 Recommendation
That the ratification of the schedules of payments for the period 01/07/2023

Minutes of Finance & Policy Committee held on 18th September 2023

Book Number 7 2023 - 2024

– 31/07/2023 and 01/08/2023 – 31/08/2023 (Cash Book 1 - 4) be received and adopted.

F/23/09/7 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 31/08/2023 (month 5) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/23/09/8 To Receive the Income and Expenditure

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

F/23/09/9 Health and Safety

The monthly Health and Safety report was received and noted.

F/23/09/10 Electricity Contracts for Newmarket Town Council

The electricity contracts for NTC were considered and the following was agreed:

F/23/09/10.01 Recommendation

That delegated power be given to the Town Clerk to accept the cheapest option and that the contracts be switched to a 2-year fixed contract.

F/23/09/11 Small Grants

The following grant applications were considered:

Newmarket Community Arts – Rivers of Light grant

F/23/09/11.01 Recommendation

That the grant application from Newmarket Community Arts for the Rivers of Light event for £1,000 be approved in principle subject to further clarification of the details.

Newmarket BID – Christmas Light Switch-On event grant

F/23/09/11.02 Recommendation

That the grant application from Newmarket BID for the Christmas Light Switch-On event be approved for £500.

F/23/09/12 Policies Review Schedule

An update on the policy review schedule was given and it was noted that NTC does not have a CCTV policy. The following was agreed:

F/23/09/12.01 Recommendation

That a CCTV Policy for 2023/2024 be developed and presented at the next meeting.

F/23/09/13 IT Upgrade

Phase 1 of the installation of Cloud-base systems was considered and further

enquiries will be made.

F/23/09/14 Correspondence
None noted.

F/23/09/15 Date of Next Meeting
Monday 20th November 2023 at the Memorial Hall.

Meeting closed at 7:50pm

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>D/23/09/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/07/2023 – 31/07/2023 and 01/08/2023 – 31/08/2023 (Cash Book 1 - 4) be received and adopted.
<u>D/23/09/10.01 Recommendation</u>	That delegated power be given to the Town Clerk to accept the cheapest option and that the contracts be switched to a 2-year fixed contract.
<u>D/23/09/11.01 Recommendation</u>	That the grant application from Newmarket Community Arts for the Rivers of Light event for £1,000 be approved in principle subject to further clarification of the details.
<u>D/23/09/11.02 Recommendation</u>	That the grant application from Newmarket BID for the Christmas Light Switch-On event for £500 be approved.
<u>D/23/09/12.01 Recommendation</u>	That a CCTV Policy for 2023/22024 be developed and presented at the next meeting.

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Date: 01/11/2023

Newmarket Town Council 2023-2024

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Time: 14:46

Cashbook 1

User: CEW

Current Account

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		882,765.60					882,765.60	
bacs	Banked: 12/06/2023	100.00						
	Sales Recpts Page 2535	100.00	100.00		101			Sales Recpts Page 2535
bacs	Banked: 12/06/2023	-300.00						
bacs	T3 dep adj(Aug bkg)	-300.00		-50.00	565		-250.00	T3 dep adj(Aug bkg)
bacs	Banked: 12/06/2023	200.00						
bacs	T3 Aug bkg	200.00		33.33	565		166.67	T3 Aug bkg
bacs	Banked: 05/09/2023	136.80						
bacs	Cheffins	136.80			1005	120	136.80	auktion of clock
bacs	Banked: 06/09/2023	345.60						
	Sales Recpts Page 2537	345.60	345.60		101			Sales Recpts Page 2537
bacs	Banked: 08/09/2023	475.20						
	Sales Recpts Page 2536	475.20	475.20		101			Sales Recpts Page 2536
bacs	Banked: 08/09/2023	48.00						
bacs	Engineer the Blue Ltd	48.00		8.00	565		40.00	hdep.EngTheBlue.12/9
bacs	Banked: 08/09/2023	48.00						
bacs	Engineer The Blue Ltd	48.00		8.00	565		40.00	hdep.EngTheBlue.13/9
000181	Banked: 11/09/2023	486.00						
	Sales Recpts Page 2538	486.00	486.00		101			Sales Recpts Page 2538
bacs	Banked: 11/09/2023	312.00						
	Sales Recpts Page 2539	312.00	312.00		101			Sales Recpts Page 2539
bacs	Banked: 13/09/2023	45.00						
bacs	Pulse Finance	45.00		7.50	565		37.50	hdep.Xyla bkg/15/9/23
bacs	Banked: 15/09/2023	40.80						
bacs	Triumphant communications	40.80		6.80	565		34.00	hdep.Eban.15/9
bacs	Banked: 15/09/2023	90.00						
	Sales Recpts Page 2540	90.00	90.00		101			Sales Recpts Page 2540
bacs	Banked: 21/09/2023	290.00						
	Sales Recpts Page 2541	290.00	290.00		101			Sales Recpts Page 2541
bacs	Banked: 26/09/2023	144.00						
	Sales Recpts Page 2542	144.00	144.00		101			Sales Recpts Page 2542
bacs	Banked: 28/09/2023	500.00						
bacs	Verrecchia Ices	500.00			1005	301	500.00	donation to Summer Entertainme
000182	Banked: 29/09/2023	90.00						
000182	BetFred	90.00		15.00	565		75.00	hdep. 28/9 Betfred
bacs	Banked: 29/09/2023	129.60						
	Sales Recpts Page 2543	129.60	129.60		101			Sales Recpts Page 2543

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Newmarket Town Council 2023-2024

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Cashbook 1

User: CEW

Current Account

For Month No: 6

Total Receipts for Month	3,181.00	2,372.40	28.63	779.97
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Cashbook Totals	<u>885,946.60</u>	<u>2,372.40</u>	<u>28.63</u>	<u>883,545.57</u>
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Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
12/06/2023	T3 (august dep correction)	DEP CORREC	-250.00			565		-250.00	T3 (august dep correction)
12/06/2023	T3 deposit adj (august)	DEP ADJ	200.00		33.33	565		166.67	T3 deposit adj (august)
12/06/2023	dep corr	DEP ADJ	250.00			565		250.00	dep corr
12/06/2023	dep adj	DEP ADJ	-300.00		-50.00	565		-250.00	dep adj
12/06/2023	correction	CORREC	300.00		50.00	565		250.00	correction
12/06/2023	correction	CORREC	-200.00		-33.33	565		-166.67	correction
04/09/2023	Bill Tutte Scholarship Fund	BACS	1,000.00			4074	101	1,000.00	Bill Tutte Scholarship Fund
04/09/2023	Newmarket Academy	BACS	1,000.00			4181	307	1,000.00	LEXLINK grant annual
04/09/2023	Total Gas and Power Ltd	3005903109	7.85	7.85		501			Elec BT July 23
04/09/2023	Total Gas and Power Ltd	3006009237	370.42	370.42		501			elec cem
08/09/2023	PPL PRS LTD	SIN2490246	146.13	146.13		501			Radio lic for office
08/09/2023	Pitkin & Ruddock	INV-000086	3,289.20	3,289.20		501			Balance of aircon inst
08/09/2023	Dorans Plumbing	2724	387.60	387.60		501			Adapt outside tap at PAV
08/09/2023	Glasdon UK Ltd	SI8869978	1,516.25	1,516.25		501			2 x bench replacements
08/09/2023	West Suffolk Council	1245428/12	430.00	430.00		501			MH Prem Lic Sept 23/24
08/09/2023	Cooleraid Ltd	1671725	220.50	220.50		501			Sanitization and bottle del
08/09/2023	Mead Contruction (Cambridge) L	53320	780.00	780.00		501			Turner Hall path repair
08/09/2023	Worknest Limited	SINV051831	8,437.90	8,437.90		501			Legal Insurance
08/09/2023	Phillip Green	03/09/23	120.00	120.00		501			August winding
08/09/2023	Abbey Security Services Ltd	39436	768.00	768.00		501			Security Services Aug 2023
08/09/2023	CREATIVE ARTS EAST	LV166/LV16	600.00	600.00		501			Poetry Summer ent
08/09/2023	Wayne Goodman Entertainments	082023-01	800.00	800.00		501			Magic shows activity days
08/09/2023	Lion Learners East Anglia Ltd	601252	262.50	262.50		501			Animal experience
08/09/2023	Working With Wellbeing UK	1009	1,125.00	1,125.00		501			Family Summer Mindfulness
08/09/2023	Mrs Brenda Willison	08092023	30.00	30.00		501			Town Crying - Coronation
08/09/2023	Ken Booth & Co Ltd	425154	16.06	16.06		501			Cleaning supplies for OG
08/09/2023	Thrive Yoga Newmarket	08/09/2023	455.00	455.00		501			13 weeks outdoor yoga sessions
11/09/2023	British Telecom	qo55aq	46.80	46.80		501			Purchase Ledger DDR Payment
12/09/2023	N-CIS	10778	550.97	550.97		501			Purchase Ledger DDR Payment
12/09/2023	card/Grammerly	CC24XXX	118.95			4025	101	118.95	card/Grammerly to be refunded
12/09/2023	card/Grammerly	CC24XXX	-118.95			4025	101	-118.95	card/cashbook correction
14/09/2023	Phs Group Plc	70074789/7	263.32	263.32		501			Sani bins PAV
14/09/2023	Pitkin & Ruddock	INV-000012	1,938.00	1,938.00		501			Chamber air con boxing
14/09/2023	CREATIVE ARTS EAST	LV179	350.00	350.00		501			Alice - Summer Ent
14/09/2023	Summit Cleaning Services	INV-0257	150.48	150.48		501			MH Window Cleaning
20/09/2023	Westcotec Ltd	15169	5,194.80	5,194.80		501			SID Elizabeth Av
20/09/2023	Simpsons Nurseries Ltd	003062	24.58	24.58		501			Covid Beds
20/09/2023	MPB Electrical Contractors Ltd	INV-0177	96.00	96.00		501			Council Chamber lighting
20/09/2023	Cooleraid Ltd	1674517	115.68	115.68		501			Annual cooler rental
20/09/2023	Pitkin & Ruddock	INV-000105	111.00	111.00		501			Maint of AC Equi - IT Room/Cha
20/09/2023	Kallkwik	94637	216.00	216.00		501			Hosting of website Nkt Venues
20/09/2023	Libra Security Ltd	5504	558.36	558.36		501			CCTV Contract 23/24

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Newmarket Town Council 2023-2024

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Cashbook 1

User: CEW

Current Account

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/09/2023	Stellantis FS UK	DD	575.23		95.87	4039	200	479.36	Van lease monthly
25/09/2023	Total Gas and Power Ltd	29.80	29.80	29.80		501			elec CTower Jul-Aug 23
25/09/2023	Total Gas and Power Ltd	3005903109	7.81	7.81		501			elec BTutte Aug23
25/09/2023	Total Gas and Power Ltd	3004259050	404.36	404.36		501			Gas MH May-Aug 23
25/09/2023	Total Gas and Power Ltd	3006241140	198.56	198.56		501			PAV Gas May - Aug 23
27/09/2023	Total Gas and Power Ltd	3006009237	61.97	61.97		501			elec cem Aug2023 3 meters
27/09/2023	Total Gas and Power Ltd	3005975752	484.66	484.66		501			gas MH Aug 2023
28/09/2023	Get Social With Grace	INV-1154	300.00	300.00		501			Social media management
28/09/2023	Collaboration 23 Construction	835	420.00	420.00		501			Cem/High St bench fix
28/09/2023	West Suffolk Council	1245860	250.00	250.00		501			Parking Permit TC
28/09/2023	Banner Business Solutions Ltd	SINV037906	62.35	62.35		501			Laminating pouch
28/09/2023	Iliffe Media Publishing Ltd	4336	324.00	324.00		501			Nkt Journal EM recruitment
29/09/2023	Unity Trust Bank	BANKCHARG	6.50			4051	101	6.50	Bank charges
29/09/2023	Barclaycard Account	CreditCard	1,263.36			208		1,263.36	August statement
29/09/2023	Staff Salary Account	a/c topup	30,000.00			204		30,000.00	salary a/c topup
30/09/2023	Petty Cash	000825	12.37			210		12.37	PettyCash reimb. Sept23
30/09/2023	Unity Trust Bank	BANKCHARG	46.20			4051	101	46.20	bank fees
Total Payments for Month			65,825.57	31,921.91	95.87			33,807.79	
Balance Carried Fwd			820,121.03						
Cashbook Totals			885,946.60	31,921.91	95.87			853,928.82	

Date: 01/11/2023

Newmarket Town Council 2023-2024

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Cashbook 2

User: CEW

Petty Cash

For Month No: 6

Receipts for Month 6

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: 30/09/2023	12.37						
000825	Current Account	12.37			201		12.37	PettyCash reimb. Sept23
Total Receipts for Month		12.37	0.00	0.00			12.37	
Cashbook Totals		<u>162.37</u>	<u>0.00</u>	<u>0.00</u>			<u>162.37</u>	

Payments for Month 6					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>
0/09/2023	Petty Cash M6	PETTYCASH	12.37			4078	120	4.17	PCash/event ref
						4020	102	8.20	PCash/staff refr
Total Payments for Month			12.37	0.00	0.00			12.37	
Balance Carried Fwd			150.00						
Cashbook Totals			162.37	0.00	0.00			162.37	

Date: 01/11/2023

Newmarket Town Council 2023-2024

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Cashbook 3

User: CEW

Staff Salary Account

For Month No: 6

Receipts for Month 6

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 :	25,999.64					25,999.64	
	Banked: 29/09/2023	30,000.00						
a/c topup	Current Account	30,000.00			201		30,000.00	salary a/c topup
Total Receipts for Month		30,000.00	0.00	0.00			30,000.00	
Cashbook Totals		<u>55,999.64</u>	<u>0.00</u>	<u>0.00</u>			<u>55,999.64</u>	

Payments for Month 6				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/09/2023	HMRC	BACS	4,757.22			515		4,757.22	PAYE/NICs M6
25/09/2023	People's Pension	DD	11,625.25			514		11,625.25	Pension M6 + adj
25/09/2023	Net Salaries M6	BACS	12,614.55			516		12,614.55	Net Salaries M6
30/09/2023	Unity Trust Bank	BANKCHARG	18.00			4051	101	18.00	Unity Trust Bank fees
Total Payments for Month			29,015.02	0.00	0.00			29,015.02	
Balance Carried Fwd			26,984.62						
Cashbook Totals			55,999.64	0.00	0.00			55,999.64	

Date: 01/11/2023

Newmarket Town Council 2023-2024

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 6

Receipts for Month 6

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>
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	Banked: 29/09/2023	1,263.36						
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CreditCard	Current Account	1,263.36			201		1,263.36	August statement
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Total Receipts for Month		1,263.36	0.00	0.00			1,263.36	
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Balance Carried Fwd		574.52						
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Cashbook Totals		<u>1,837.88</u>	<u>0.00</u>	<u>0.00</u>			<u>1,837.88</u>	
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Date: 01/11/2023

Newmarket Town Council 2023-2024

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 6

Payments for Month 6

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 :			1,263.38					1,263.38	
01/09/2023	card/Adobe	CC240735	19.97		3.33	4025	101	16.64	card/Adobe monthly lic
06/09/2023	card/Wickes	CC240736	21.50		3.58	4029	200	17.92	card/ sanding rolls
08/09/2023	card/All Saints conv store	CC240737	34.60			4028	101	34.60	card/newspaper bill
08/09/2023	card/West Suffolk council	CC24080920	23.00			4025	101	23.00	card/DPS licence change
09/09/2023	card/iHasco	CC240739	30.00			4008	101	30.00	card/RA training course for EM
12/09/2023	card/Homebase	CC240740	47.00		7.83	4037	207	39.17	card/woodstain for benches
12/09/2023	card/Scotsdales	CC240741	19.99		3.33	4029	200	16.66	card/grubber
12/09/2023	card/Grammerley	CC24XXX	118.95			4025	101	118.95	card/Grammerley to be refunded
13/09/2023	card/Argos	CC2220742	18.00		3.00	4038	120	15.00	card/office clock
14/09/2023	card/Homebase	CC240743	32.00		5.33	4036	120	26.67	card/varnish for fire exits MH
18/09/2023	card/Homebase	CC240744	7.00		1.17	4037	211	5.83	card/postcrete for B'Cage plaq
18/09/2023	card/Land Registry	CC240746	3.00			4056	101	3.00	card/title deed
19/09/2023	card/Homebase	CC240747	14.00		2.33	4029	200	11.67	card/sanding discs
20/09/2023	card/Wickes	CC240749	48.50		8.08	4037	306	40.42	card/fence panel
20/09/2023	card/Wolseley	CC240750	50.99		8.50	4036	310	42.49	card/taps-Pav cleaners cupbrd
22/09/2023	card/Amazon	CC240756	-24.04			4038	120	-24.04	card/refund for returned clock
26/09/2023	card/QD	CC0751	17.97		3.00	4029	200	14.97	card/batteries
27/09/2023	card/Screwfix	CC240752	64.98		10.83	4029	200	54.15	card/grasstrimmer
27/09/2023	card/Homebase	CC240753	11.50		1.92	4029	200	9.58	card/painting supplies
29/09/2023	card/Zoom	CC240757	15.59		2.60	4025	101	12.99	card/Zoom
Total Payments for Month			574.50	0.00	64.83			509.67	
Cashbook Totals			1,837.88	0.00	64.83			1,773.05	

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Newmarket Town Council 2023-2024

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Cashbook 1

User: CEW

Current Account

For Month No: 7

Receipts for Month 7

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 :		820,121.03					820,121.03	
bacs	Banked: 04/07/2023	-26.00						
	Sales Recpts Page 2555	-26.00	-26.00		101			Sales Recpts Page 2555
tfr-NO34	Banked: 04/07/2023	26.00						
	Sales Recpts Page 2556	26.00	26.00		101			Sales Recpts Page 2556
bacs	Banked: 04/10/2023	144.00						
	Sales Recpts Page 2545	144.00	144.00		101			Sales Recpts Page 2545
bacs	Banked: 05/10/2023	208.80						
bacs	Linton Jazz	208.80		34.80	565		174.00	hdep.LintonJazz. 14/10
bacs	Banked: 05/10/2023	380.00						
	Sales Recpts Page 2546	380.00	380.00		101			Sales Recpts Page 2546
bacs	Banked: 05/10/2023	132.00						
bacs	Thierry Pennec	132.00		22.00	565		110.00	hdep.Bodycare Sports.14/10
bacs	Banked: 09/10/2023	345.60						
	Sales Recpts Page 2549	345.60	345.60		101			Sales Recpts Page 2549
bacs	Banked: 10/10/2023	200.00						
bacs	BGG Enter	200.00		33.33	565		166.67	hdep.BGG Enter.bingo27/10
bacs	Banked: 10/10/2023	-200.00						
bacs	BGG Enter correction	-200.00		-33.33	565		-166.67	BGG Enter correction
000183	Banked: 11/10/2023	64.12						
	Sales Recpts Page 2547	64.12	64.12		101			Sales Recpts Page 2547
bacs	Banked: 11/10/2023	1,296.00						
	Sales Recpts Page 2548	1,296.00	1,296.00		101			Sales Recpts Page 2548
bacs	Banked: 11/10/2023	200.55						
bacs	Spencer, D	200.55		33.42	4037	211	167.13	SPENCER rem plaque-Birdcage
bacs	Banked: 16/10/2023	278.40						
	Sales Recpts Page 2550	278.40	278.40		101			Sales Recpts Page 2550
bacs	Banked: 17/10/2023	129.60						
	Sales Recpts Page 2551	129.60	129.60		101			Sales Recpts Page 2551
bacs	Banked: 20/10/2023	5,625.00						
	Sales Recpts Page 2554	5,625.00	5,625.00		101			Sales Recpts Page 2554
bacs	Banked: 24/10/2023	142.80						
	Sales Recpts Page 2559	142.80	142.80		101			Sales Recpts Page 2559
000184	Banked: 24/10/2023	30.00						
000184	S Mayes	30.00		5.00	565		25.00	SM. deposit bkg 21/10
bacs	Banked: 25/10/2023	432.00						
	Sales Recpts Page 2553	432.00	432.00		101			Sales Recpts Page 2553

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Newmarket Town Council 2023-2024

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Cashbook 1

User: CEW

Current Account

For Month No: 7

Receipts for Month 7

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>
bacs	Banked: 25/10/2023	135.00						
bacs	Vaccination UK Ltd	135.00		22.50	565		112.50	hdep.18/11/23.Vac UK Ltd
bacs	Banked: 26/10/2023	7,000.00						
bacs	WSC Public Mental Health Fund	7,000.00			1181	101	7,000.00	Grant for teen shelter
bacs	Banked: 26/10/2023	36.00						
	Sales Recpts Page 2561	36.00	36.00		101			Sales Recpts Page 2561
bacs	Banked: 27/10/2023	432.00						
	Sales Recpts Page 2552	432.00	432.00		101			Sales Recpts Page 2552
bacs	Banked: 27/10/2023	15,374.35						
bacs	HMRC	15,374.35			105		15,374.35	VAT refund for Q2
bacs	Banked: 27/10/2023	135.00						
	Sales Recpts Page 2560	135.00	135.00		101			Sales Recpts Page 2560
000185	Banked: 30/10/2023	9.00						
000185	Nkt Choir	9.00		1.50	1001	120	7.50	balance of room hire
000186	Banked: 30/10/2023	220.50						
000186	Teadance 27 Oct23	220.50		36.75	1043	301	183.75	Teadance 27 Oct23
bacs	Banked: 30/10/2023	33.20						
	Sales Recpts Page 2558	33.20	33.20		101			Sales Recpts Page 2558
bacs	Banked: 30/10/2023	100.80						
	Sales Recpts Page 2563	100.80	100.80		101			Sales Recpts Page 2563
Total Receipts for Month		32,884.72	9,574.52	155.97			23,154.23	
Cashbook Totals		853,005.75	9,574.52	155.97			843,275.26	

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Newmarket Town Council 2023-2024

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Cashbook 1

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Current Account

For Month No: 7

Payments for Month 7

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>
02/10/2023	Total Gas and Power Ltd	3006050620	157.40	157.40		501			Purchase Ledger DDR Payment
02/10/2023	Total Gas and Power Ltd	3006079835	15.10	15.10		501			Purchase Ledger DDR Payment
05/10/2023	F A Valiant & Sons Ltd.,	10855	2,668.68	2,668.68		501			CT rel of retention
05/10/2023	Dorans Plumbing	2742	138.60	138.60		501			Leak at the PAV
05/10/2023	Thurflow Nunn Standen Ltd	451669/451	102.36	102.36		501			Gen equip supplies
05/10/2023	West Suffolk Council	1246605	6,576.64	6,576.64		501			Q2 WCS SLA
05/10/2023	Odin Events Limited	INV-3023	2,040.00	2,040.00		501			Giant snow globe hire
05/10/2023	Anglia Fabrication & Design Lt	96835	117.60	117.60		501			Repair to gates at Cem
05/10/2023	Keyways Locksmith Ltd	22856	115.20	115.20		501			4 x Suffolk no.1 padlocks
05/10/2023	Get Social With Grace	INV-1186	300.00	300.00		501			Social media management
05/10/2023	Abbey Security Services Ltd	39639/3955	1,566.00	1,566.00		501			Annual keyholding MH/PAV
05/10/2023	Phillip Green	02102023	120.00	120.00		501			Sept mount
05/10/2023	Newmarket BID Ltd	CN505546	600.00	600.00		501			Xmas light switch on spons
05/10/2023	Jockey Club Estates	#INJCE0013	15,000.00	15,000.00		501			JCS SLA Q2
05/10/2023	Thierry Pennec	BACS	132.00		22.00	565		110.00	hdep.bkg14/10.Bodyworks Sports
05/10/2023	Thierry Pennec correction	CORRECTION	-132.00		-22.00	565		-110.00	Thierry Pennec correction
10/10/2023	BGG Enter	BACS	200.00		33.33	565		166.67	hdep.BGG Bingo.27/10
10/10/2023	BGG Enter correction	CORRECTION	-200.00		-33.33	565		-166.67	BGG Enter correction
11/10/2023	Newmarket BID	BUTTERFLY	100.00			4037	306	100.00	butterfly BID for charity
12/10/2023	Suffolk County Council	9536475	315.00	315.00		501			50% cont 2 traffic surveys
12/10/2023	Anglian Drainage Ltd	3416	390.00	390.00		501			CCTV drain survey
12/10/2023	D L Flooring Services	23055	370.00	370.00		501			MH fire exit flooring
12/10/2023	Real Reindeer Ltd	1562	1,740.00	1,740.00		501			Reindeer for xmas event
12/10/2023	Ken Booth & Co Ltd	428051	321.26	321.26		501			Cleaning supplies
12/10/2023	Whitworth Co-Partnership LLP	23245	134.75	134.75		501			CT prof services final
12/10/2023	N-CIS	10865/4699	551.94	551.94		501			Monthly IT svcs
17/10/2023	Newmarket Community Arts	NCARTSRL24	1,000.00			4076	101	1,000.00	Grant-RiverOfLight2024
19/10/2023	Harrisons Packaging	5887911	258.00	258.00		501			Dog waste bags
19/10/2023	Dorans Plumbing	2751	132.10	132.10		501			Disabled toilet and drains
19/10/2023	MPB Electrical Contractors Ltd	INV-0182	132.00	132.00		501			Faulty emergency light
19/10/2023	Lubbe & Sons (Bulbs) Ltd	2231277	7,063.20	7,063.20		501			Mechanical planting Aut 23
19/10/2023	Woolpit Nurseries Ltd	INV 10454	2,154.00	2,154.00		501			Winter planting
21/10/2023	Siemens FS	DD	645.36		107.56	4028	101	537.80	office printer lease payment
23/10/2023	Stellantis FS UK	DD	575.23		95.87	4039	200	479.36	van lease payment
25/10/2023	Total Gas and Power Ltd	3006079835	15.44	15.44		501			CT elec Sep 23
25/10/2023	Total Gas and Power Ltd	3005903109	7.56	7.56		501			BT elec Sep 23
25/10/2023	Total Gas and Power Ltd	3006009237	52.63	52.63		501			Cem elec Sept 23
25/10/2023	Total Gas and Power Ltd	3005957526	440.17	440.17		501			MH elec Sept 23
26/10/2023	Anglian Water Business Nationa	12666286/1	895.55	895.55		501			Cem water Jul - Oct 23
26/10/2023	Sparr Catering	19/10/2023	57.00	57.00		501			3rd Oct - Diocese of Peterboro
26/10/2023	Anglian Drainage Ltd	3445	1,428.00	1,428.00		501			Drain repair and cleaning
26/10/2023	Tudor Environmental	IN0280831	293.65	293.65		501			Grass mesh for benches
26/10/2023	Massey & Harris (Engineering)	INV-104533	8,977.20	8,977.20		501			Rope set and pendulum seat

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Newmarket Town Council 2023-2024

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Cashbook 1

User: CEW

Current Account

For Month No: 7

Payments for Month 7

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>
26/10/2023	Newmarket Plant Hire Ltd	647037	96.05	96.05		501			Auger hire
30/10/2023	All Saint's PCC	WARMSPACE	1,000.00			4076	101	1,000.00	grant for Warm Space
30/10/2023	Barclaycard Account	Sept stmt	674.50			208		674.50	Pynt for Sept statement
31/10/2023	Petty Cash	300826	42.59			210		42.59	PC M7 reimbursement
Total Payments for Month			59,380.76	55,343.08	203.43			3,834.25	
Balance Carried Fwd			793,624.99						
Cashbook Totals			853,005.75	55,343.08	203.43			797,459.24	

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	Petty Cash	For Month No: 7

Receipts for Month 7				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: 31/10/2023	42.59					
300826	Current Account	42.59			201		42.59 PC M7 reimbursement
Total Receipts for Month		42.59	0.00	0.00			42.59
Cashbook Totals		<u>192.59</u>	<u>0.00</u>	<u>0.00</u>			<u>192.59</u>

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Newmarket Town Council 2023-2024

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Petty Cash

For Month No: 7

Payments for Month 7

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>
23/10/2023	Net Salaries M7	BACS	12,614.16			516		12,614.16	Net Salaries M7
23/10/2023	salaries adj wrong cbk	ADJ	-12,614.16			516		-12,614.16	salaries adj wrong cbk
31/10/2023	Petty Cash M7	PCASH M7	42.59		6.40	4078	120	1.99	PCash/event refr
						4020	102	2.14	PCash/staff refr
						4440	301	32.06	PCash/Halloween event
Total Payments for Month			42.59	0.00	6.40			36.19	
Balance Carried Fwd			150.00						
Cashbook Totals			192.59	0.00	6.40			186.19	

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Newmarket Town Council 2023-2024

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Cashbook 3

User: CEW

Staff Salary Account

For Month No: 7

Receipts for Month 7

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 :	26,984.62					26,984.62	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>26,984.62</u>	<u>0.00</u>	<u>0.00</u>			<u>26,984.62</u>	

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Newmarket Town Council 2023-2024

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Cashbook 3

User: CEW

Staff Salary Account

For Month No: 7

Payments for Month 7

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>
23/10/2023	Net Salaries adj to CB number	ADJ	-12,614.16			516		-12,614.16	Net Salaries adj to CB number
23/10/2023	Net Salaries adj to CB no	ADJ	12,614.16			516		12,614.16	Net Salaries adj to CB no
23/10/2023	Net Salaries M7	BACS	12,614.16			516		12,614.16	Net Salaries M7
23/10/2023	HMRC M7	1108662407	4,757.61			515		4,757.61	HMRC M7
26/10/2023	Peoples Pension WPP M7	DD	1,327.61			514		1,327.61	Peoples Pension WPP M7
Total Payments for Month			18,699.38	0.00	0.00			18,699.38	
Balance Carried Fwd			8,285.24						
Cashbook Totals			26,984.62	0.00	0.00			26,984.62	

Date: 01/11/2023

Newmarket Town Council 2023-2024

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 7

Receipts for Month 7

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: 30/10/2023	674.50						
Sept stmt	Current Account	674.50			201		674.50	Pymt for Sept statement
Total Receipts for Month		674.50	0.00	0.00			674.50	
Balance Carried Fwd		779.48						
Cashbook Totals		<u>1,453.98</u>	<u>0.00</u>	<u>0.00</u>			<u>1,453.98</u>	

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Newmarket Town Council 2023-2024

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Cashbook 4

User: CEW

Barclaycard Account

For Month No: 7

Payments for Month 7

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 :			574.52					574.52	
02/10/2023	card/RBL	CC24 0754	100.00		16.67	4079	101	83.33	card/Poppy wreaths x 2
02/10/2023	card/Adobe	CC24 0755	19.97		3.33	4025	101	16.64	card/Adobe lic monthly
04/10/2023	card/Tindalls	CC24 0758	21.00		3.50	4023	101	17.50	card/file dividers
05/10/2023	card/Post Office	CC24 0759	9.90			4022	101	9.90	card/postage for MLF
09/10/2023	card/Homebase	CC24 0760	94.00		15.67	4037	207	78.33	card/supplies for bench refurb
11/10/2023	card/Wolseley	CC24 0761	70.50		11.75	4036	310	58.75	card/tap for PAV kitchen
12/10/2023	card/Wickes	CC24 0763	33.00		5.50	4029	200	27.50	workshop heater/side cutter
12/10/2023	card/The Sign Maker	CC24 0762	200.55		33.43	4037	211	167.12	card/replacement tree plaque
13/10/2023	card/Post Office	CC24 0764	9.90			4022	101	9.90	card/postage for MLF
17/10/2023	card/Homebase	CC24 0765	31.00		2.50	4037	306	16.00	card/grass seed MemGdns
						4029	200	12.50	card/grass seed & equip.
19/10/2023	card/Suffolk CC	CC24 0766	150.00			4311	304	150.00	card/lic for BT xmas tree
19/10/2023	card/Site King	CC24 0767	36.48		6.08	4010	102	30.40	card/work trousers
20/10/2023	card/Amazon	CC24 0768	6.49		1.08	4017	120	5.41	card/strikeplates-fire exits
27/10/2023	card/Waitrose	CC24 0769	13.65		1.33	4443	301	12.32	card/teadance supplies
27/10/2023	card/QD	CC24 0770	13.44			4443	301	13.44	card/teadance supplies
27/10/2023	card/Iceland	CC24 0771	15.00			4443	301	15.00	card/teadance supplies
29/10/2023	card/Zoom	CC24 0772	15.59		2.60	4025	101	12.99	card/Zoom monthly lic
30/10/2023	card/Amazon	CC24 0773	38.99			4037	306	38.99	card/seedmix
Total Payments for Month			879.46	0.00	103.44			776.02	
Cashbook Totals			1,453.98	0.00	103.44			1,350.54	

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Newmarket Town Council 2023-2024

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Detailed Income & Expenditure by Budget Heading as at 31/10/2023

Month No: 7

FP Accounts M7

Finance & Policy100 Precept

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
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101 Administration

1003 Banner Income	0	0	1,000	1,000		0.0%	
1005 Misc Income	5,625	5,675	0	(5,675)		0.0%	
1006 Sumup Commission offset	0	15	50	35		30.0%	
1103 Rent Receivable	0	0	100	100		0.0%	
1181 Grant Received WSC	7,000	7,000	0	(7,000)		0.0%	7,000
Administration :- Income	12,625	12,690	1,150	(11,540)		1103.5%	7,000
4008 Staff Training	0	784	3,000	2,216	2,216	26.1%	
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	0	331	5,000	4,669	4,669	6.6%	
4021 Telephone	153	1,154	2,000	846	846	57.7%	
4022 Postage	20	50	1,000	951	951	5.0%	
4023 Stationery	18	489	2,000	1,511	1,511	24.5%	
4025 Subscriptions&Licences	167	6,675	6,000	(675)	(675)	111.3%	
4026 Insurance	0	233	9,500	9,267	9,267	2.5%	
4028 Office Maintenance	1,383	6,836	12,500	5,664	5,664	54.7%	
4030 Recruitment Advertising	0	1,136	1,000	(136)	(136)	113.6%	
4051 Bank Charges/Interest	0	146	300	154	154	48.5%	
4056 Legal Expenses	0	3,898	12,000	8,102	8,102	32.5%	
4057 Audit & Accountancy Fees	0	3,205	3,850	645	645	83.2%	
4059 web site	0	727	1,000	273	273	72.7%	
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	1,000	1,000	0	0	100.0%	
4075 Grant to CAB	0	5,000	5,000	0	0	100.0%	
4076 Grants	2,500	4,400	4,000	(400)	(400)	110.0%	
4077 Marketing	0	1,605	3,000	1,395	1,395	53.5%	
4079 Remembrance Event Expenses	83	83	2,500	2,417	2,417	3.3%	
4090 Biodegradable Dog Poo Bags	215	430	500	70	70	86.0%	

Continued over page

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Newmarket Town Council 2023-2024

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Detailed Income & Expenditure by Budget Heading as at 31/10/2023

Month No: 7

FP Accounts M7

	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	0	7	50	43		43	14.1%	
4097 Election Costs	0	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%	(5,000)
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	1,075	2,150	4,300	2,150		2,150	50.0%	
Administration :- Indirect Expenditure	5,613	55,332	123,402	68,070	0	68,070	44.8%	(5,000)
Net Income over Expenditure	7,012	(42,642)	(122,252)	(79,610)				
6000 plus Transfer from EMR	(5,000)	(5,000)						
6001 less Transfer to EMR	7,000	7,000						
Movement to/(from) Gen Reserve	(4,988)	(54,642)						
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	0	500	500		500	0.0%	
4028 Office Maintenance	0	26	100	74		74	25.6%	
4058 Professional Fees	0	2,500	2,500	0		0	100.0%	
Health & Safety :- Indirect Expenditure	0	2,526	3,100	574	0	574	81.5%	0
Net Expenditure	0	(2,526)	(3,100)	(574)				
Finance & Policy :- Income	12,625	835,759	824,219	(11,540)			101.4%	
Expenditure	5,613	57,858	126,502	68,644	0	68,644	45.7%	
Net Income over Expenditure	7,012	777,901	697,717	(80,184)				
plus Transfer from EMR	(5,000)	(5,000)						
less Transfer to EMR	7,000	7,000						
Movement to/(from) Gen Reserve	(4,988)	765,901						
Grand Totals:- Income	12,625	835,759	824,219	(11,540)			101.4%	
Expenditure	5,613	57,858	126,502	68,644	0	68,644	45.7%	
Net Income over Expenditure	7,012	777,901	697,717	(80,184)				
plus Transfer from EMR	(5,000)	(5,000)						
less Transfer to EMR	7,000	7,000						
Movement to/(from) Gen Reserve	(4,988)	765,901						

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Newmarket Town Council 2023-2024

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Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date AS AT 31/10/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	3,957	
105	Vat Due	8,407	
201	Current Account	793,625	
204	Staff Salary Bank Account	8,285	
208	Barclaycard Account	(779)	
210	Petty Cash	150	
	Total Current Assets		813,645
	<u>Current Liabilities</u>		
565	Bookings Deposit	1,059	
	Total Current Liabilities		1,059
	Net Current Assets		812,586
	Total Assets less Current Liabilities		812,586
	<u>Represented by :-</u>		
301	Current Year Fund	287,772	
310	General Fund	240,954	
311	EMR Play Equipment	35,449	
314	EMR Youth Strategy	12,000	
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	
329	EMR Shopfront Imp Grant Scheme	5,625	
330	EMR Cemetery	10,654	
331	EMR Town Improvement	18,892	
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 Tourism	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		812,586

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Newmarket Town Council 2023-2024

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Summary Income & Expenditure by Budget Heading as at 31/10/2023

Month No: 7

SUMMARY ACCOUNTS ALL COMMITTEES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	12,625	835,759	824,219	(11,540)			101.4%
Expenditure	5,613	57,858	126,502	68,644	0	68,644	45.7%
Net Income over Expenditure	<u>7,012</u>	<u>777,901</u>					
plus Transfer from EMR	-5,000	-5,000					
less Transfer to EMR	7,000	7,000					
Movement to/(from) Gen Reserve	<u>(4,988)</u>	<u>765,901</u>					

Community Services

Income	13,196	37,151	66,930	29,779			55.5%
Expenditure	43,492	163,856	294,909	131,053	0	131,053	55.6%
Net Income over Expenditure	<u>(30,296)</u>	<u>(126,704)</u>					
plus Transfer from EMR	0	32,967					
less Transfer to EMR	0	2,000					
Movement to/(from) Gen Reserve	<u>(30,296)</u>	<u>(95,737)</u>					

Leisure Services

Income	4,029	29,194	43,200	14,006			67.6%
Expenditure	13,992	158,883	234,330	75,447	0	75,447	67.8%
Net Income over Expenditure	<u>(9,963)</u>	<u>(129,688)</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(9,963)</u>	<u>(129,688)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	18,732	140,467	273,108	132,641	0	132,641	51.4%
Net Income over Expenditure	<u>(18,732)</u>	<u>(140,467)</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(18,732)</u>	<u>(140,467)</u>					

Development & Planning

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Newmarket Town Council 2023-2024

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14:43 Summary Income & Expenditure by Budget Heading as at 31/10/2023

Month No: 7

SUMMARY ACCOUNTS ALL COMMITTEES

	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	263	263	5,500	5,238	0	5,238	4.8%
Movement to/(from) Gen Reserve	<u>(263)</u>	<u>(263)</u>					
Grand Totals:- Income	29,850	902,105	934,349	32,244			96.5%
Expenditure	82,092	521,326	934,349	413,023	0	413,023	55.8%
Net Income over Expenditure	<u>(52,242)</u>	<u>380,779</u>	<u>0</u>	<u>(380,779)</u>			
plus Transfer from EMR	-5,000	27,967					
less Transfer to EMR	7,000	9,000					
Movement to/(from) Gen Reserve	<u>(64,242)</u>	<u>399,746</u>					

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	2021/2022	2021/2022	2022/2023	2022/2023	2023/2024	2023/2024	2023/2024	2024/2025	% change
		Budget	Actual	Budget	Actual	Budget	Year to Date as at 30/9/2023	Projected Actual at 31/3/2024	Proposed Budget
101 Administration									
4008 Staff Training	£ 2,500.00	£ 2,310.00	£ 3,000.00	£ 1,891.00	£ 3,000.00	£ 784.00	£ 2,000.00	£ 2,000.00	-33%
4009 Staff Travel	£ 250.00	£ 100.00	£ 250.00	£ 195.00	£ 250.00	£ 36.00	£ 150.00	£ 250.00	0%
4018 Software/Computer Consumables	£ 1,500.00	£ 1,222.00	£ 2,500.00	£ 583.00	£ 2,500.00	£ 626.00	£ 2,500.00	£ 2,500.00	0%
4019 New IT System/Hardware	£ 2,030.00	£ 1,451.00	£ 5,000.00	£ 2,264.00	£ 5,000.00	£ 331.00	£ 5,000.00	£ 10,000.00	100%
4021 Telephone and Fax	£ 2,000.00	£ 1,300.00	£ 2,000.00	£ 2,093.00	£ 2,000.00	£ 1,002.00	£ 2,000.00	£ 2,500.00	25%
4022 Postage	£ 2,100.00	£ 541.00	£ 2,100.00	£ 329.00	£ 2,100.00	£ 30.00	£ 350.00	£ 750.00	-25%
4023 Stationery	£ 2,000.00	£ 1,777.00	£ 2,000.00	£ 1,172.00	£ 2,000.00	£ 472.00	£ 1,750.00	£ 1,750.00	-13%
4025 Subscriptions&Licences	£ 5,700.00	£ 5,765.00	£ 5,700.00	£ 7,309.00	£ 6,000.00	£ 6,508.00	£ 8,500.00	£ 8,550.00	43%
4026 Insurance	£ 8,308.00	£ 8,308.00	£ 10,000.00	£ 9,316.00	£ 9,500.00	£ 233.00	£ 9,500.00	£ 10,000.00	5%
4028 Office Maintenance	£ 11,500.00	£ 12,317.00	£ 11,500.00	£ 15,161.00	£ 12,500.00	£ 5,453.00	£ 13,250.00	£ 13,250.00	6%
4030 Recruitment Advertising	£ 9,000.00	£ 6,307.00	£ 500.00	£ -	£ 1,000.00	£ 1,136.00	£ 1,000.00	£ 1,000.00	0%
4051 Bank Charges/Interest	£ 200.00	£ 323.00	£ 200.00	£ 266.00	£ 300.00	£ 146.00	£ 300.00	£ 300.00	0%
4056 Legal Expenses	£ 21,975.00	£ 21,976.00	£ 10,000.00	£ 11,385.00	£ 12,000.00	£ 3,898.00	£ 12,000.00	£ 12,000.00	0%
4057 Audit & Accountancy Fees	£ 2,955.00	£ 2,955.00	£ 3,850.00	£ 2,858.00	£ 3,850.00	£ 3,205.00	£ 3,205.00	£ 3,850.00	0%
4058 Professional Fees	£ -	£ -	£ 200.00	£ 10,333.00	£ 2,000.00	£ -	£ 1,000.00	£ 2,000.00	0%
4059 web site	£ 1,000.00	£ 887.00	£ 1,000.00	£ 549.00	£ 1,000.00	£ 727.00	£ 1,000.00	£ 1,000.00	0%
4060 Councillors Training	£ 550.00	£ 1,000.00	£ 500.00	£ 500.00	£ 600.00	£ 240.00	£ 600.00	£ 600.00	0%
4061 Councillors Expenses	£ 275.00	£ -	£ 275.00	£ -	£ 200.00	£ -	£ -	£ 200.00	0%
4062 Civic Regalia	£ 325.00	£ -	£ 325.00	£ 530.00	£ 325.00	£ -	£ -	£ 500.00	54%
4064 Town Mayor's Allowance	£ 1,000.00	£ 369.00	£ 1,000.00	£ 398.00	£ 1,000.00	£ 88.00	£ 500.00	£ 1,000.00	0%
4074 Grant - Bill Tutte Scholarship									
4075 Grant to CAB	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 5,000.00	£ 5,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	0%
4076 Grants	£ 5,000.00	£ 42,891.00	£ 5,000.00	£ 9,077.00	£ 4,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	0%
4220 Discover Newmarket Stakeholder Fee	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 4,000.00	£ 1,900.00	£ 4,000.00	£ 5,000.00	25%
4221 CCTV WSC SLA Monitoring	£ 2,000.00	£ 1,845.00	£ 2,000.00	£ 1,939.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	0%
4077 Marketing	£ 3,000.00	£ 249.00	£ 3,000.00	£ 3,252.00	£ 3,000.00	£ 1,075.00	£ 4,300.00	£ 4,560.00	6%
4079 Remembrance Event Expenses	£ 25.00	£ 472.00	£ 1,000.00	£ 3,252.00	£ 3,000.00	£ 1,605.00	£ 3,000.00	£ 5,000.00	67%
4083 PCSO	£ 36,000.00	£ 36,000.00	£ 36,000.00	£ 1,189.00	£ 2,500.00	£ -	£ 2,500.00	£ 2,500.00	0%
4090 Biodegradable Dog Poo Bags	£ 150.00	£ 150.00	£ 1,000.00	£ 505.00	£ 500.00	£ 215.00	£ 500.00	£ 600.00	20%
4093 Sumup Commission (card payments)	£ -	£ 20.00	£ 23.00	£ 23.00	£ 50.00	£ 7.00	£ 50.00	£ 50.00	0%
4097 Election costs	£ 5,000.00	£ 13,166.00	£ 5,000.00	£ 3,388.00	£ 5,032.00	£ 5,032.00	£ 5,032.00	£ 2,500.00	-50%
4180 Civic Functions	£ 2,000.00	£ 140.00	£ 2,000.00	£ 2,422.00	£ 2,124.00	£ 2,245.00	£ 2,245.00	£ 2,500.00	18%
4113 Capital Reserve	£ 13,176.00	£ -	£ 13,800.00	£ -	£ 10,000.00	£ -	£ -	£ 10,000.00	0%
4115 Coronavirus Response Costs	£ 3,801.00	£ 2,559.00	£ 5,000.00	£ 2,500.00	£ -	£ -	£ -	£ -	no longer required
4118 Youth Strategy					£ 6,728.00	£ 1,728.00	£ 6,728.00	£ 6,728.00	0%
4114 Other Projects / Reserves	£ -	£ -	£ 19,799.00	£ -	£ 10,143.00	£ -	£ -	£ 15,000.00	48%
Expenditure	£ 153,320.00	£ 174,400.00	£ 163,549.00	£ 136,927.00	£ 125,402.00	£ 49,722.00	£ 103,960.00	£ 139,438.00	11%
1003 Lamppost banner Income	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	0%
1005 Misc Income	£ -	£ -	£ -	£ 650.00	£ -	£ 50.00	£ 250.00	£ -	
1103 Rent receivable	£ 75.00	£ 75.00	£ 100.00	£ -	£ 100.00	£ -	£ -	£ 100.00	0%
1181 Grants Received WSC	£ -	£ 56,820.00	£ -	£ -	£ -	£ -	£ -	£ -	land adj to allotments - needs legal review
1100 Grants Received SCC	£ -	£ -	£ -	£ 5,000.00	£ -	£ -	£ -	£ -	
1006 Sumup commission offset		£ -	£ 26.00	£ -	£ 50.00	£ 15.00	£ 50.00	£ 50.00	0%
Income	£ 1,075.00	£ 57,895.00	£ 1,100.00	£ 6,676.00	£ 1,150.00	£ 65.00	£ 1,300.00	£ 1,150.00	0%
103 Health & Safety									
4020 Misc. Staff Costs	£ 250.00	£ 163.00	£ 250.00	£ 151.00	£ 500.00	£ -	£ 250.00	£ 500.00	0.00%
4028 Office Maintenance	£ 250.00	£ 69.00	£ 250.00	£ 110.00	£ 100.00	£ 26.00	£ 50.00	£ 100.00	0.00%
4058 Professional Fees	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	0.00%
Expenditure	£ 3,000.00	£ 2,732.00	£ 3,000.00	£ 2,761.00	£ 3,100.00	£ 2,526.00	£ 2,800.00	£ 3,100.00	0.00%
Total Expenditure	£ 156,320.00	£ 177,132.00	£ 166,549.00	£ 139,688.00	£ 128,502.00	£ 52,248.00	£ 106,760.00	£ 142,538.00	10.92%
Total Income	£ 1,075.00	£ 57,895.00	£ 1,100.00	£ 6,676.00	£ 1,150.00	£ 65.00	£ 1,300.00	£ 1,150.00	0.00%
Net Income	£ 155,245.00	£ 119,237.00	£ 165,449.00	£ 133,012.00	£ 127,352.00	£ 52,183.00	£ 105,460.00	£ 141,388.00	11.02%
									£14,036.00 increase from previous year's committee budget

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Health, Safety and Facilities update for F&P 20 11 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

A fence panel between the gardens and the side of the hall was severely damaged by a group of youths and had to be replaced. Reported to police

The recent rain has highlighted a leak in the other side of the roof of the main hall and a quote is awaited

The flooring at the back of the stage (and pavilion) has now been completed

A light fitting near the stage fire exit burnt out and was replaced with a new LED one

A comprehensive CCTV survey and jetting of the drains for the public toilets was undertaken. Further work was needed as pipe to main sewer found to be severely scaled up, and another section required lining where it had cracked

A leak was repaired in the pipework of the upstairs disabled-access toilet

The Tormax security door has been intermittently malfunctioning and requires an investigation

Fire and intruder alarm services have taken place

Pavilion

The outside tap was re-routed to run off the mains supply to make watering easier for the town keeper

A leak in one of the toilet stalls was repaired & a leaking tap was replaced

Padlocks to the main vehicle gate halfway along the Severals were found to have been superglued ahead of the Henry Cecil Weekend. One has since been removed and replaced

Annual shutter servicing took place – a twisted post was identified, which impacts the operation of one of the doors and needs replacing – awaiting dates when 2 separate contractors can both be onsite

Fire and intruder alarm services have taken place

Cemetery

Padlock codes were changed as the middle gates were being accessed out of hours and left open (all weekend)

Further notices were attached to staked memorials and some families have been in contact regarding repairs

The recent rainfall has caused subsidence in graves in several places. The custodian is filling/returfing where appropriate but some kerbstones have also been noted to have shifted – he is working with the families regarding repairs and discouraging new headstone installations until spring

Work has started to replace the posts around the car park

Item 10

Elsewhere

The solar powered SID has been installed on Elizabeth Avenue. Currently need to visit site with the laptop to download data

The programme of refurbishing the main High Street benches is almost complete – five additional benches further up between Dullingham Road and Queensberry Road require attention, and one on Birdcage Walk was removed as badly broken. A replacement is on order

More spring bulb planting has taken place at various locations

A glass panel in a bus stop on The Avenue was broken, and a panel in one on Exning Road had become opaque – both replaced



Report to	Finance and Policy Committee
Subject	Bank Account for Security Deposits
Purpose	Decision
Classification	Unrestricted
Meeting date	20th November 2023
Item number	11
Written By	Cathy Whitaker CLERK

Summary: This report outlines the need for the opening of a bank account to hold booking security deposits.

1.	Introduction
a.	More private and individual bookings are now being taken for our facilities.
b.	These bookings are required to provide a £200 refundable security deposit in advance which is then refunded one week after the booking date, dependent on any damage or extra cleaning offset required.
2.	Context
a.	We cannot receive and hold these deposits in our existing accounts: it is not council income.
b.	We have to date insisted on cash; this is problematic as bookers may not be local and people generally deal with cash less and less. Cheques would need to be post-dated and retained and could be cancelled by the booker without our knowledge.
c.	A bank transfer is more secure and pressure cannot be applied to the duty manager to refund the cash on the night before our checks for damage have taken place.
3.	Proposal/Options
a.	To open an account with Unity Trust Bank specifically for security deposits and to encourage all bookers to use this method of payment.
b.	To never accept credit card payment for a security deposit.
c.	To update all terms and conditions to reflect the above.
d.	The account will be operated with the same security authorisations as the existing Town Council accounts and the control will be via an Excel Spreadsheet account; reconciled at month end.
4.	Financial/Resource Implications
a.	Small quarterly fee charged by UTB, dependent on number of transactions.
b.	This fee to be transferred from the main current account to offset.
5.	Next Steps/Recommendations
a.	That a UTB account be opened for security deposits and that monthly reconciliation takes place with evidence to the Committee.

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Report to	Finance and Policy Committee
Subject	Small Grant application
Purpose	Decision
Classification	Unrestricted
Meeting date	20th November 2023
Item number	13
Written By	Cathy Whitaker CLERK

Summary: This report gives information regarding a small grant application received from 6th Newmarket Brownies.

1.	Introduction
a.	This application for funding is for the Christmas Pantomime; hence it cannot wait for decision at the next round in January 2024.
2.	Context
a.	Last year, Council awarded a grant of £250 for the same activity.
3.	Financial/Resource Implications
a.	The current budget year Grants account stands at zero. The Grants EMR account holds £6,000.
b.	For note; we have spent £4,400 on small grants to date in the current financial year.
5.	Next Steps/Recommendations
a.	Council to consider approving at grant of £250 to the 6 th Newmarket Brownies.



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 **6TH NEWMARKET BROWNIES**

Address

Telephone **N/A.**

E-mail **N/A.**

Is this application a consortium/partnership bid? **No**

If yes, name(s) of other organisations involved:

Details of main contact person
(name, address, phone and email)

~~Name of Chairman (name, address, phone and email)~~

~~Name of Secretary (name, address, phone and email)~~

~~Name of Treasurer (name, address, phone and email)~~

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

WE ARE HOPING TO TAKE A GROUP OF 36 GIRLS AND 4 LEADERS TO SEE THE Pantomime AT KINGS THEATRE NEWMARKET.

WE ARE LOOKING FOR A GRANT SO THAT THE GIRLS FAMILIES CAN PAY AS LITTLE AS POSSIBLE FOR THE GIRLS TO ATTEND.

THE GRANT WILL BENEFIT THE FAMILIES OF THE BROWNIES AND ALSO THE MONEY WILL BE HELPING THE LOCAL COMMUNITY AS IT WILL BE GOING TO THE LOCAL AMATEUR DRAMATIC SOCIETY.

3. Amount of grant requested

Amount of grant requested

Details and amount of matched funding from your group

Details and amount of funding from other sources

Total cost of project/activity

£480 TOTAL COST FOR THE TICKETS

£ IS 40 X £12 AS THE THEATRE

£ HAVE AGREED THAT ALL TICKETS

£ ARE AT THE CONCESSIONARY RATE.

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 WOULD APPRECIATE ANY AMOUNT THAT YOU CAN HELP US WITH. THE REST OF THE AMOUNT WILL BE SUBSIDISED FROM ANY FUND RAISING WE DO AND A SMALL AMOUNT ASKED FOR EACH GIRL FROM THEIR FAMILIES.

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

Start date SATURDAY 13TH JANUARY 2024

End date SATURDAY 13TH JANUARY 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
2022		250.00

FOR RANTOMIME TAP

7. How would Newmarket Town Council support be acknowledged?

WE WOULD TELL THE GIRLS PARENTS ABOUT THE SUPPORT FROM THE COUNCIL AND EXPLAIN TO THE GIRLS ABOUT THE COUNCIL.

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

Your accounts ✓

Budget projections for the activity ✓

The constitutional document that governs your organisation ✓

A recent bank statement for the account ✓

9. Data protection and freedom of information

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. Details of grants made by the Town Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body, we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at <http://www.newmarket.gov.uk>

10. Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000

By signing this declaration, you are confirming that you have the authority to sign this application and that the details given are true and correct.

Your signature

(digital signature acceptable)

Name CHRISTINE BYRDE

Date 7/11/2023

Return this application form with all necessary supporting information to: townclerk@newmarket.gov.uk

King Edward VII Memorial Hall
High Street
Newmarket
Suffolk CB8 8JP

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Report to	Finance and Policy Committee	
Subject	IT upgrade	
Purpose	Decision	
Classification	Unrestricted	
Meeting date	20th November 2023	
Item number	14	
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.	
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: £10,012 one-time Annual management with remote access: £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 Phase 1: Proceed with Cloudy-IT for options a and b for cloud-based system, agenda pack creation software within current financial year (23/24)
b.	To approve Phase 2 : Plan for hybrid and broadcasting of council meetings and councillor devices, options c and d, in the next financial year (24/25)

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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