



Newmarket TOWN COUNCIL

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

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

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

Monday 18th December 2023 at 7.00pm

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

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

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

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

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

A G E N D A

1. **Welcome** - The Mayor to read the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
2. **Apologies** for absence
3. **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
4. **Minutes of the previous meeting held 27th November 2023**
 - a) To consider and adopt the minutes, as a true record of the proceedings
 - b) To consider any matters arising
5. **Presentations**
 - a. by Katherine Ahluwalia, Principal Operations Manager of BSE Women's Aid: regarding a start-up in Newmarket for Survivors of Domestic Abuse
 - b. by Angela Jarvis from Newmarket Academy: regarding the 2024 proposed visit to Maisons laFitte
6. **Public participation** – an invitation to members of the public to make representations to Councillors. Resolutions can only be made on items on the agenda
Rules of public participation: no person may for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
7. **Councillor Reports** - to receive and note reports (if any) from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
8. **Announcements** - To receive the Town Mayor's and Deputy Mayor's Announcements (if any)
9. **Committee Meetings**
 - a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 4th December
 - b) To receive the minutes and consider and approve any recommendations from the Leisure Services meeting held on 4th December 2023
10. **NTC Budget 2024/2025** – to receive the committee recommendations for the 2024/2025 budget and approve the Precept figure
11. **Interim Internal Audit** – to receive and note the Interim Audit from 27/11/23

Distribute to the following for information:

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

- 12. Insurance Renewal** – to receive quotes regarding insurance renewal and approve a new contract beginning January 2024 (to follow)
- 13. CCTV Policy** – to approve and adopt the Newmarket Town Council policy (to follow)
- 14. Correspondence**
- 15. Date of the next Meeting – 29th January 2024**

Signed: *CE Whitaker*
Cathy Whitaker, Town Clerk

Date: 12th December 2023

Distribute to the following for information:

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



Newmarket

TOWN COUNCIL

Minutes of the Meeting of Newmarket Town Council held on Monday 27th November 2023 at 6:15pm at the Memorial Hall

Attendance:

Councillor P Winter (Town Mayor)
Councillor M Anderson
Councillor J Berry
Councillor J Borda
Councillor J Harvey
Councillor P Hulbert

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

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, 1 Member of the Press and 3 Members of the Public.

Minute

23/11/1

Welcome

The Chairman opened the meeting and read the fire safety notice and confirmed that proceedings were being recorded and asked if anyone else intended to record the meeting.

23/11/2

Apologies for Absence – LGA 1972, Section 85(1) & (2)

Apologies were received from Cllrs Drummond, Crissall, Jones, Hood and Starkey. Cllr Clover was absent.

23/11/3

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

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

23/11/4

To Receive and Confirm the Minutes of the Town Council Meeting held on 23rd October 2023 and any Matters Arising.

The Chairman presented the minutes of the meeting of the Town Council held on 23rd October 2023 and the following was agreed:

Cllr Berry joined the meeting.

23/11/4.01 Resolved

That the minutes of the meeting held on 23rd October 2023 be adopted and signed as a correct record by the Town Mayor.

There were no matters arising.

23/11/5

Public Open Session

No members of the public wished to speak.

23/11/6

Councillor Reports

Suffolk County Council (SCC) – None noted.

West Suffolk Council (WSC) – Cllr Yarrow reported that he and Cllr Perry had met with Orbit Housing and reported that a resident had complained about an overgrowing hedge. WSC is currently in discussions with Allied regarding the closure of the Laureate path. It is not a Public Right of Way, but a covenant was put on it and WSC are seeking an easement for the specific purpose for people to pass through. Jockeys Lane runs parallel to the Laureate path and is shown on the ordinance map as a bridal path. It is badly in need of repair and SCC is responsible for this. An item will be added to next D&P to consider what action to take.

Ward – Cllr Perry reported on the latest Newmarket Community Network meeting: the brambles have been cleared at the Guarded Orchard, trees have been identified and once tagged, they will need to be mulched. Friends of Newmarket Chalk Stream held a walk on 19/11/23 and increased activity is planned. J Gilbert is trying to increase community involvement regarding the planned pump track and will be holding awareness and information sessions at the Racing Centre and Studlands Community Centre. Work has been done by Anglian water to clear Newmarket Brook at the town end and there will be regular maintenance carried out. The grid has been lifted by Anglian Water to increase the flow and to prevent further flooding. The Rivers of Light event will be held on 24th February 2024.

Cllr Anderson reported that the Brook needs to be cleared at the Studlands part of the river. This is the responsibility of WSC.

Outside bodies – None noted.

23/11/7 Mayors Announcements

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

28th October 2023 – Attended the launch of the British Legion Poppy Appeal in the Guineas Shopping Centre.

4th November 2023 – Attended the Sausage Festival in the Market Square.

11th November 2023 – Attended a short service at the War Memorial for Armistice Day.

11th November 2023 – Attended the Rose Garden Remembrance Service at St Edmundsbury and laid a wreath on behalf of NTC.

12th November 2023 – Attended the Remembrance Day Two-minute silence at the War Memorial followed by the Service at Tattersalls.

23/11/8 To Receive the Minutes and Consider any Recommendations from the Development & Planning Committee Meetings held on 6th & 20th November 2023

The Cllr Harvey presented the minutes and recommendations from the Development & Planning Committee meeting held on 6th and 20th November 2023.

23/11/8.01 Resolved (D/23/11/7.01 Recommendation)

That Providing 50% can be funded from Councillor Rachel Hood's SCC Highways Locality Budget; that the installation of bollards for £7,845.00 be approved. That the bollards be added to the NTC Asset Register.

23/11/8.02 Resolved (D/23/11/17.01 Recommendation)

That 20's Plenty for Suffolk be referred to full council to consider.

23/11/8.03 Resolved (D/23/11/18.01 Recommendation)

That a Task and Finish Working Group be set up consisting of Cllrs Kavanagh, Nobbs, Hood, Hulbert and the Town Clerk with a remit to research and provide recommendations to Full Council regarding unauthorised signage, street advertising and A-boards.

23/11/8.04 Resolved (D/23/11/20.01 Recommendation)

That this item be referred to the Parking and Transport Working Group to consider a response to the consultation.

23/11/9 To Receive the Minutes and Consider any Recommendations from the Community Services Committee Meeting held on 6th November 2023

The Chairman of the Community Services Committee presented the minutes and recommendations from the Community Services Committee meeting held on 6th November 2023.

23/11/9.01 Resolved (C/23/11/7.01 Recommendation)

That the draft 2024/2025 budget for the Community Services be approved at £291,283.

23/11/9.02 Resolved (C/23/11/8.01 Recommendation)

That an additional solar powered unit and appropriate pole installation by Suffolk Highways be deferred and reconsidered in the next financial year.

23/11/9.03 Resolved (C/23/11/9.01 Recommendation)

That the quote from Anglian Gates for £1,180.00 to undertake the appropriate measures to render the gates in working order for fob access be approved.

23/11/10 To Receive the Minutes and Consider any Recommendations from the Finance & Policy Committee Meeting held on 20th November 2023

The Chairman of the Finance & Policy Committee presented the minutes and recommendations from the Finance & Policy Committee meeting held on 20th November 2023.

23/11/10.01 Resolved (F/23/11/6.01 Recommendation)

That the ratification of the schedules of payments for the period 01/09/2023 – 30/09/2023 and 01/10/2023 – 31/10/2023 (Cash Book 1 - 4) be received and adopted.

23/11/10.02 Resolved (F/23/11/9.01 Recommendation)

That the draft F&P Budget for 2024/2025 be approved at £14,036.00.

23/11/10.03 Resolved (F/23/11/11.01 Recommendation)

That a dedicated account for holding booking security deposits be opened with Unity Trust Bank.

23/11/10.04 Resolved (F/23/11/12.01 Recommendation)

That delegated power be given to the Town Clerk and Cllr Harvey to make further amends and present to full council.

23/11/10.05 Resolved (F/23/11/13.01 Recommendation)

That the grant application from the 6th Newmarket Brownies for the Christmas Pantomime for £250.00 be approved.

23/11/10.06 Resolved (F/23/11/14.01 Recommendation)

That the plan for phase 1 - Cloudy-IT for options a, and b, for cloud-based system and agenda pack creation software within current financial year (23/24) be approved.

23/11/10.07 Resolved (F/23/11/14.02 Recommendation)

That the plan for phase 2 - hybrid and broadcasting of council meetings and councillor devices, options c, and d, in the next financial year (24/25) be approved in principle subject to specification, investigation and review.

23/11/11 Weatherby Crossing

A report on the Inquiry with final NTC accounts and information regarding a work order on the crossing from Network Rail were presented and discussed. Thanks were given to all who were involved with the Inquiry and the following was agreed:

A member of the public joined the meeting.

23/11/11.01 Resolved

That delegated power be given to the Town Clerk and Cllr Harvey to draft and send a letter to Network Rail and the Transport Minister, regarding the nature of the Network Rail campaign, the significant impact of the Town Council's time and costs, and that Network Rail could have better spent their own effort and funds on rail improvement.

23/11/12 20's Plenty Campaign

A report regarding the national 20's Plenty for Us campaign in the context of a Newmarket campaign was considered and the following was agreed:

23/11/12.01 Resolved

That a 20's Plenty Campaign for Newmarket be approved for a trial period at Freshfields using the available resources and be reviewed.

23/11/13 Consultation

A recommendation from the Grass Cutting Working Group regarding the Town Council response to West Suffolk Council's Ground Maintenance Review consultation was considered and the following was agreed:

23/11/13.01 Resolved

That subject to a further amendment, the response from the Grass Cutting Working Group to the WSC Ground Maintenance Review be approved and submitted.

23/11/14 Meeting Dates

The date for the Annual Meeting of the Town was considered and the following was agreed:

23/11/14.01 Resolved

That the Annual Meeting of the Town be held on Thursday 25th April 2024 at 6:30pm.

23/11/15 Police Report

A report from the Mayor's meeting with Inspector Lyon held on 15th November 2023 was noted. Mobile phone theft, number plate theft, shoplifting and burglaries were on the

increase and Members were asked to be vigilant.

23/11/16 **Correspondence**
None noted.

23/11/17 **Date of the next Meeting**
Monday 18th December 2023 in the Memorial Hall.

Meeting closed at 6.55 pm

Signed: _____

Date: _____

Summary of Resolutions

Resolution	Resolution Wording
<u>23/11/8.01 Resolved</u> <i>(D/23/11/7.01 Recommendation)</i>	That Providing 50% can be funded from Councillor Rachel Hood's SCC Highways Locality Budget; that the installation of bollards for £7,845.00 be approved. That the bollards be added to the NTC Asset Register.
<u>23/11/8.02 Resolved</u> <i>(D/23/11/17.01 Recommendation)</i>	That 20's Plenty for Suffolk be referred to full council to consider.
<u>23/11/8.03 Resolved</u> <i>(D/23/11/18.01 Recommendation)</i>	That a Task and Finish Working Group be set up consisting of Cllrs Kavanagh, Nobbs, Hood, Hulbert and the Town Clerk with a remit to research and provide recommendations to Full Council regarding unauthorised signage, street advertising and A-boards.
<u>23/11/8.04 Resolved</u> <i>(D/23/11/20.01 Recommendation)</i>	That this item be referred to the Parking and Transport Working Group to consider a response to the consultation.
<u>23/11/9.01 Resolved</u> <i>(C/23/11/7.01 Recommendation)</i>	That the draft 2024/2025 budget for the Community Services be approved at £291,283.
<u>23/11/9.02 Resolved</u> <i>(C/23/11/8.01 Recommendation)</i>	That an additional solar powered unit and appropriate pole installation by Suffolk Highways be deferred and reconsidered in the next financial year.
<u>23/11/9.03 Resolved</u> <i>(C/23/11/9.01 Recommendation)</i>	That the quote from Anglian Gates for £1,180.00 to undertake the appropriate measures to render the gates in working order for fob access be approved.
<u>23/11/10.01 Resolved</u> <i>(F/23/11/6.01 Recommendation)</i>	That the ratification of the schedules of payments for the period 01/09/2023 – 30/09/2023 and 01/10/2023 – 31/10/2023 (Cash Book 1 - 4) be received and adopted.
<u>23/11/10.02 Resolved</u> <i>(F/23/11/9.01 Recommendation)</i>	That the draft F&P Budget for 2024/2025 be approved at £14,036.00.
<u>23/11/10.03 Resolved</u> <i>(F/23/11/11.01 Recommendation)</i>	That a dedicated account for holding booking security deposits be opened with Unity Trust Bank.
<u>23/11/10.04 Resolved</u> <i>(F/23/11/12.01 Recommendation)</i>	That delegated power be given to the Town Clerk and Cllr Harvey to make further amends and present to full council.
<u>23/11/10.05 Resolved</u> <i>(F/23/11/13.01 Recommendation)</i>	That the grant application from the 6 th Newmarket Brownies for the Christmas Pantomime for £250.00 be approved.
<u>23/11/10.06 Resolved</u> <i>(F/23/11/14.01 Recommendation)</i>	That the plan for phase 1 - Cloudy-IT for options a, and b, for cloud-based system and agenda pack creation software within

	current financial year (23/24) be approved.
<u>23/11/10.07 Resolved</u> <i>(F/23/11/14.02 Recommendation)</i>	That the plan for phase 2 - hybrid and broadcasting of council meetings and councillor devices, options c, and d, in the next financial year (24/25) be approved in principle subject to specification, investigation and review.
<u>23/11/11.01 Resolved</u>	That delegated power be given to the Town Clerk and Cllr Harvey to draft and send a letter to Network Rail and the Transport Minister, regarding the nature of the Network Rail campaign, the significant impact of the Town Council's time and costs, and that Network Rail could have better spent their own effort and funds on rail improvement.
<u>23/11/12.01 Resolved</u>	That a 20's Plenty Campaign for Newmarket be approved for a trial period at Freshfields using the available resources and be reviewed.
<u>23/11/13.01 Resolved</u>	That subject to a further amendment, the response from the Grass Cutting Working Group to the WSC Ground Maintenance Review be approved and submitted.
<u>23/11/14.01 Resolved</u>	That the Annual Meeting of the Town be held on Thursday 25th April 2024 at 6:30pm.

Townclerk

From: Katherine Ahluwalia [REDACTED]
Sent: 02 November 2023 09:35
To: Townclerk
Cc: Pat Leach
Subject: RE: A grant application

Thank you Cathy for the excellent instructions. I look forward to meeting you there.

Kind regards, Katherine.

From: Townclerk <Townclerk@newmarket.gov.uk>
Sent: Thursday, November 2, 2023 9:23 AM
To: Katherine Ahluwalia [REDACTED]
Cc: Pat Leach [REDACTED]
Subject: RE: A grant application

The Memorial Hall is High Street CB8 8JP.

There is no onsite parking but Grosvenor Yard car park is just one minute walk away.

https://www.westsuffolk.gov.uk/parking/car_parks/newmarket-car-parks.cfm

We have a prior planning meeting in the Council Chamber but please do come in on arrival and take a seat just through the door.

Cathy

From: Katherine Ahluwalia [REDACTED]
Sent: 01 November 2023 12:19
To: Townclerk <Townclerk@newmarket.gov.uk>
Cc: Pat Leach [REDACTED]
Subject: RE: A grant application

Hi Cathy

That is perfect. Please can you send details of where the meeting will be held etc. I look forward to meeting you on Monday 18th December at 7pm.

Kind regards, Katherine.

From: Townclerk <Townclerk@newmarket.gov.uk>
Sent: Wednesday, November 1, 2023 9:26 AM
To: Katherine Ahluwalia [REDACTED]
Cc: Pat Leach [REDACTED]
Subject: Re: A grant application

Yes of course. The next meeting is Monday 18 December at 7pm if that is more convenient?

Sent from [Outlook for iOS](#)

From: Katherine Ahluwalia [REDACTED]
Sent: Wednesday, November 1, 2023 9:20:40 AM
To: Townclerk <Townclerk@newmarket.gov.uk>
Cc: Pat Leach [REDACTED]
Subject: RE: A grant application

Hi Cathy

Thank you for getting back to me and confirming the date. Unfortunately, I am unavailable on 27th November. However, I will see if I can get one of my colleagues is available to attend. I would like to visit your venues, perhaps we can book a date for me to come along.

Kind regards, Katherine.

From: Townclerk <Townclerk@newmarket.gov.uk>

Sent: Wednesday, November 1, 2023 9:16 AM

To: Katherine Ahluwalia [REDACTED]

Subject: RE: A grant application

My apologies Katherine – really shouldn't do emails on my phone at night!

The date is **actually Monday 27th November** here at the Memorial Hall Council Chamber at 6.15pm.

If you confirm that you can make this I will book you onto the agenda. Your slot will be early on and we ask ten minutes maximum if possible please? You may leave after if you wish although welcome to stay also.

If you have a powerpoint, can you let me have that in advance please? Alternatively you may want to give out documents – we have potentially 18 councillors in attendance.

Look forward to hearing from you.

Cathy

From: Katherine Ahluwalia [REDACTED]

Sent: 01 November 2023 09:06

To: Townclerk <Townclerk@newmarket.gov.uk>; Pat Leach [REDACTED]

Subject: RE: A grant application

Hi Cathy

I would welcome the opportunity to attend the council meeting to talk about our proposed DA Service in Newmarket and at the same time visit your venues. Please can you confirm the date of the next council meeting as 22nd November is a Wednesday, and I would like to get this booked into my diary.

I look forward to hearing from you. Thank you and kind regards, Katherine.

From: Townclerk <Townclerk@newmarket.gov.uk>

Sent: Tuesday, October 31, 2023 7:34 PM

To: Katherine Ahluwalia [REDACTED]

Pat Leach

Subject: Re: A grant application

Hello Katherine

Foley House is an excellent and appropriate venue. But do come to see our venues if you'd like backup facilities at any time.

I'm sure Council would like to hear about your programme here in Newmarket.

Would you be able to attend a council meeting? Our next meeting would be on Monday 22 November at 6.15pm.

Cathy

Sent from [Outlook for iOS](#)

From: Katherine Ahluwalia [REDACTED]

Sent: Tuesday, October 31, 2023 1:04:09 PM

To: Pat [REDACTED]

Townclerk <Townclerk@newmarket.gov.uk>

Subject: RE: A grant application

Good Afternoon Both

Thank you so much for updating me.

Cathy - regarding the venues in Newmarket, I have visited several and my preferred choice is Foley House as then have excellent facilities including a purpose built creche which they are offering to us at a discounted rate. However, I would be happy to visit the Town Council offices to see if they are suitable and to discuss our proposed domestic abuse project. Please send me though some dates when you are available.

Regards, Katherine.

From: Pat Leach [REDACTED]
Sent: Monday, October 30, 2023 4:49 PM
To: Townclerk <Townclerk@newmarket.gov.uk>; Katherine Ahluwalia [REDACTED]
Subject: Re: A grant application

Hi Cathy,

thanks for this information about grant applications.

We are looking for partnership funding with Anglia Care Trust to provide groups in Newmarket for people who have or are experiencing domestic abuse. Our bid has been submitted for Community Chest Funding for the next financial year. We are hoping to make an application to the Town Council to help support the start up costs. Katherine Ahluwalia our Principal Operations Manager has been visiting various venues in Newmarket and making contacts with local service providers. Katherine and I met with two of the town councillors at the beginning of our research process and they both felt there is a need for domestic abuse services to be provided in Newmarket.

Hi Katherine, please could you let Cathy know where we are with looking for a venue for groups in Newmarket.

Thanks Pat

From: Townclerk <Townclerk@newmarket.gov.uk>
Sent: 30 October 2023 11:47
To: Pat Leach [REDACTED]
Subject: RE: A grant application

Hello Pat, attached is our application form.

Our next round of funding applications will be considered in January with a cut-off date of 9th January please.

If you are able to send us any information that you have before that about your proposal. Where are you looking for a venue? We do have a venue here at the Town Council. I'm sure the Councillors would be pleased to receive information about the service.

Many thanks

Cathy

Regards,

Cathy Whitaker

Clerk to Newmarket Town Council

I am working flexibly so may send emails outside of normal office hours.

There is no expectation that you will respond outside of your normal working hours.



King Edward VII Memorial Hall
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From: Pat Leach [REDACTED]
Sent: 19 October 2023 17:38
To: Townclerk <Townclerk@newmarket.gov.uk>
Subject: A grant application

Hi Cathy,

we would like to make a grant application to the town council to support us to set up a group for survivors of domestic abuse in Newmarket. We would be looking for some support to hire a venue, do some publicity and make contact with professionals in Newmarket who could refer people to this group. Please could you send me the grant application form and any criteria we would need to fulfill.

Thanks Pat



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Development & Planning Committee Held on Monday 4th December 2023 at 6.15pm

Attendance:

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

Councillor E Kavanagh
Councillor R Nobbs
Councillor S Perry

Also Present: C Whitaker - Town Clerk, Member of the Press

	Minute	Action by
D/23/12/1	<u>Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u> The Chairman opened the meeting and read out the Fire Notice and announced that proceedings were being recorded.	
D/23/12/2	<u>Apologies</u> Apologies were received from Cllr Hulbert. Cllr Clover was absent.	
D/23/12/3	<u>Declaration of Members Interests & to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation</u> Cllrs Hood and Nobbs declared an Other Registerable Interest (ORI) in planning application DC/23/1935/TCA. There were no dispensation requests made.	
D/23/12/4	<u>To Confirm the Minutes of the Meeting Held on 20th November 2023 and any Matters Arising</u> The Chairman presented the minutes of the Development & Planning Committee held on 20th November 2023. An amendment to D/23/11/24 Book Number 95 2023-2023 as: Apologies were received from Cllrs Berry and Drummond. Cllrs Clover and Hood were absent. The following was agreed: <u>D/23/12/4.01 Resolved</u> That the minutes of the Development & Planning Committee held on 20th November 2023 be adopted and signed as a true record by the Chairman of the Development & Planning Committee. Matters arising: • Book Number 96 2023-2024 - D/23/11/28: Cycling on shared footpaths and signage – this is an agenda item for D&P Committee on 18/12/2023.	

Book Number 102 2023 - 2024

- Book Number 98 2023-2024 - D/23/11/31/1: Application DC/23/0580/FUL 45 Bury Road – to be followed up for update.

D/23/12/5 Public Open Session

A member of the public spoke to item 17 Exning Road Verge Parking, urging Council to accept the recommendations of the Town Clerk to appeal against SCC street furniture licence refusal, to persevere with this matter to prevent damage of the grass verges and to urge Flagship Homes to revisit its decision regarding the Council's previous request to remove old garages at Icewell Hill to create more parking for nearby residents of the area.

The Chairman proposed that item 17 Exning Road Verge Parking be brought forward and the following was agreed:

D/23/12/5.01 Resolved

That item 17 Exning Road Verge Parking be brought forward.

D/23/12/6 Exning Road Verge Parking

A report on the rejection to the SCC application for a licence to install bollards was discussed and the following was agreed:

D/23/12/6 Recommendation

That a response of appeal is sent to SCC as follows:

This is a SCC owned verge, maintained currently by WSC. We have been liaising with WSC grounds maintenance team regarding grass cutting in this area and have reduced our plan to only install bollards down the slip-road side of the verge to enable easier access to the mowers. WSC has acknowledged that there will be some strimming to do around the bollards. In addition, going forward this may be an area of grass that NTC decides to take on the maintenance of in 2024/25.

This is a grass verge where there should be no parking. There is adequate parking at the end of the road behind the Icewell Hill flats: residents and visitors currently are choosing not to park there so that they can be closer to their homes. SCC has suggested we consider installing double yellow lines instead of bollards: this would not stop people parking there physically, there is only limited patrol in the area by CP officers during office hours (much of the problem arises overnight/early morning), double yellows would also just move the problem on.

There are Health & Safety concerns regarding wet, slippery and icy grass surface. The Town Council is trying to protect a SCC asset in this area.

Letters will be sent to the any identified properties requesting that guests do not park on the grass verges.

To add to standard parking planning response statement that “this is a clear indication that there is a lack of parking and this should be evidence for future planning applications”.

D/23/12/7 Impact of Newmarket Neighbourhood Plan Policies on Applications Being Considered

Policy 1 – Traditional Features and Materials for Developments within the Conservation Area and Policy 14 - Trees

D/23/12/8 Planning Applications

Week Commencing 13/11/2023 & 20/11/2023

D/23/12/8/1 DC/23/1880/TCA - Trees in a conservation area notification - one Acacia (A1 on plan) re-pollard to previous pollarding points; one Holly (H1 on plan) reduce height by 1-2 metre away from property - 45 Rous Road Newmarket Suffolk.

D/23/12/8.01 Resolved

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

D/23/12/8/2 DC/23/1708/FUL - Planning application - a. two dwellings to rear of Long Cottage, following demolition of stable blocks; b. part demolition of office building to provide vehicular access to rear; c. home office building incidental to use of Long Cottage; d. associated landscaping - Long Cottage Fordham Road Newmarket Suffolk.

D/23/12/8.02 Resolved

The Committee requested an extension to arrange a site visit and to request a missing drainage report. The Committee actively encourages responsible tree management and objects to the felling of healthy trees; noted the Arboricultural Impact Assessment report and supported the comments made – in particular the comment regarding loss of amenity.

D/23/12/8/3 DC/23/1935/TCA - Trees in a conservation area notification - 10 Sycamore (0005, 0007, 0008, 0009, 0010, 0011, 0013, 0014, 0017, 0020 on plan) fell Palace House Palace Street Newmarket Suffolk.

D/23/12/8.03 Resolved

The Committee actively encourages responsible tree management and does not object to this application as the Committee recognised that Sycamore trees are poisonous to horses and requested that more suitable species be planted as replacements. (Cross reference to report on DC/23/1242/TCA)

D/23/12/8/4 DC/23/1915/TCA - Trees in a conservation area notification - one Holly (T38 on plan) fell The Kremlin 1 Bury Road Newmarket Suffolk

D/23/12/7.04 Resolved

The Committee voiced no objections.

D/23/12/9 Amended and Deferred Planning Applications

D/23/12/9/1 DC/23/1783/FUL – Arlington Court, Church Lane – extension agreed to receive the specification of the railings. The holding objection of SCC Highways was noted, and the following was agreed:

D/23/12/9.01 Resolved

The Committee objected to this application for the following reasons:-

Design appearance and materials used – inappropriate to the area, looking like a prison

This is in a Conservation Area; there is a need to protect and enhance the appearance of properties within a Conservation Area and is against Newmarket Neighbourhood Plan Policy 1.

Committee supported the objections of the Highways report and would point out that the design would appear to block off an existing Right of Way.

D/23/12/9/2 DC/23/1749/FUL – 34-36 Old Station Road – deferred for a site visit. This application is now a re-consultation. A site visit has been arranged for 15/12/2023.

D/23/12/9/3 DC/23/1674/VAR – 34 Fitzroy Street – deferred pending approval of materials being used. The requested information has not been received from WSC Planning. This item will be deferred with a further request for an extension. The following was agreed:

D/23/12/9.02 Resolved

As the Committee is still awaiting a response regarding information of the materials being used within the Conservation Area, it cannot form an opinion and lodges a holding objection and a further extension request.

D/23/12/9/4 DC/23/1844/TCA – Sefton Cottage, Snailwell Road – deferred for photos and Tree Officer's report. The Tree Officer will be asked to attend a D&P Committee meeting in the New Year.

The following was agreed:

D/23/12/9.03 Resolved

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

D/23/12/9/5 DC/23/0980/FUL – 53 High Street – deferred due to major differences of the original and amended plans. The following was agreed:

D/23/12/9.04 Resolved

The Committee requested a further extension in order to be able to consider the WSC Planning response to its query regarding the re-consultation plans. At this time the Committee lodges a holding objection until a response has been received.

D/23/12/10 Planning Appeals
None noted.

D/23/12/11 East Cambs Planning Applications

The East Cambs Weekly List for 17/11/2023 & 24/11/2023 were noted.

D/23/12/12 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn

West Suffolk Planning Determinations received during week commencing 13/11/2023 & 20/11/2023

Applications	Description	Address	WS Decision	NTC Decision
DC/23/1676/TCA	Trees in a conservation area notification - 21 Lime trees (T1-21 on plan) re-pollarded away from neighbouring properties; 8 Horse chestnuts and Maples (T38-45 on plan) crown lifted to 2.5 metres from ground; one Yew (T66 on plan) crown lifted to clear railings/away from neighbouring property by 3 metres	Memorial Hall 144 High Street Newmarket Suffolk	Approved	No objection
DC/23/1660/HH	Householder planning application - single storey side and rear extension	Wingate Snailwell Road Newmarket Suffolk	Approved	No objection
DC/23/1253/VAR	Planning application - variation of condition 2 (approved plans) of DC/22/1699/FUL to enable amended plans for internal changes to flat 1 and flat 2 and spiral staircase to courtyard	Surrey House 41 High Street Newmarket Suffolk	Approved	Objected (the objection was then resolved with Planning Officer)
NMA(B)/22/1019	Non-material amendment to DC/22/1019/HH - amendment from external first floor level cladding to a smooth cream/beige render	8 Exning Road Newmarket Suffolk	Approved	Comments not Invited
DC/23/1717/TCA	Trees in a conservation area notification - one Conifer (T1 on plan) and one Prunus (T2 on plan) fell	7 Bakers Row Newmarket Suffolk	Approved	No objection
DC/23/1677/TCA	Trees in a conservation area notification - two Birch (T1 and T2 on plan) crown reduction in height by one metre and lateral crown reduction by 0.5 metres	Bill Tutte Memorial Palace Street Newmarket Suffolk	Approved	No objection
DC/23/1591/TPO	TPO 234 (1972) Tree preservation order - four Hornbeam (on plan within A13 on order) clearance from building by up to two metres	14A Depot Road Newmarket Suffolk	Approved	No objection
DC/23/1287/FUL	Planning application - installation of solar panels on roof of garages	Jockey Club Chambers 101 High Street Newmarket Suffolk	Approved	No objection

D/23/12/13 Delegation Panel Decisions

None noted.

D/23/12/14 Licensing

None noted.

D/23/12/15 Accounts

The accounts for month 8 November 2023 were noted.

D/23/12/16 Enforcement

Information regarding DC/23/1182/FUL – 128 High Street was noted, and the following was agreed:

D/23/12/16.01 Resolved

The Committee delegated the Town Clerk to contact WSC enforcement officers to encourage them to visit the property with immediate effect as the owners are in breach of their application details.

D/23/12/17 Short-term Lets (Air B&B)

Cllr Nobbs requested and was granted a dispensation to discuss, but not vote. The WSC report on 38 Mill Hill was noted and the following was agreed:

D/23/12/17.01 Resolved

A letter will be sent to the enforcement team at WSC informing them of a change of use on the property without planning permission as it is operating as a commercial property. Committee to write again to WSC Planning Officer requesting to stop the use of purely commercial properties in residential areas.

D/23/12/18 Correspondence

Queensbury Lodge – The WSC update on Queensbury Lodge was noted.

WSC Local Plan Information – was noted.

D/23/12/19 Date of Next Meeting

Monday 18th December 2023 at the Memorial Hall.

Meeting closed at 7.25pm.

Signed _____ Date _____

Summary of Resolutions/Recommendations

Resolution/Recommendation	Resolution/Recommendation Wording
<u>D/23/12/6 Recommendation</u>	That a response is sent to SCC as follows: This is a SCC owned verge, maintained currently by WSC. We have been liaising with WSC grounds maintenance team regarding grass cutting in this area and have reduced our plan to only install bollards down the slip-road side of the verge to enable easier access to the mowers. WSC has acknowledged that there will be some strimming to do around the bollards. In addition, going forward this may be an area of grass that NTC decides to take on the maintenance of in 2024/25. This is a grass verge where there should be no parking. There is adequate parking at the end of the road behind the Icewell Hill flats: residents and visitors currently are choosing not to park there so that they can be closer to their

	homes. SCC has suggested we consider installing double yellow lines instead of bollards: this would not stop people parking there physically, there is only limited patrol in the area by CP officers during office hours (much of the problem arises overnight/early morning), double yellows would also just move the problem on' There are Health & Safety concerns regarding wet, slippery and icy grass surface. The Town Council is trying to protect a SCC asset in this area. Letters will be sent to the any identified properties requesting that guests do not park on the grass verges. To add to standard parking planning response statement that "this is a clear indication that there is a lack of parking and this should be evidence for future planning applications".
<u>D/23/12/8.01 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application.
<u>D/23/12/8.02 Resolved</u>	The Committee requested an extension to arrange a site visit and to request a missing drainage report. The Committee actively encourages responsible tree management and objects to the felling of healthy trees; noted the Arboricultural Impact Assessment report and supported the comments made – in particular the comment regarding loss of amenity.
<u>D/23/12/8.03 Resolved</u>	The Committee actively encourages responsible tree management and does not object to this application as the Committee recognised that Sycamore trees are poisonous to horses and requested that more suitable species be planted as replacements. (Cross reference to report on DC/23/1242/TCA)
<u>D/23/12/8.04 Resolved</u>	The Committee voiced no objections.
<u>D/23/12/9.01 Resolved</u>	The Committee objected to this application for the following reasons:- Design appearance and materials used – inappropriate to the area, looking like a prison This is in a Conservation Area; there is a need to protect and enhance the appearance of properties within a Conservation Area and is against Newmarket Neighbourhood Plan Policy 1. Committee supported the objections of the Highways report and would point out that the design would appear to block off an existing Right of Way.
<u>D/23/12/9.02 Resolved</u>	As the Committee is still awaiting a response regarding information of the materials being used within the Conservation Area, it cannot form an opinion and lodges a holding objection and a further extension request.
<u>D/23/12/9.03 Resolved</u>	The Committee actively encourages responsible tree management and objects to the felling of healthy trees. The

	Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration and a full report. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted.
<u>D/23/12/9.04 Resolved</u>	The Committee requested a further extension in order to be able to consider the WSC Planning response to its query regarding the re-consultation plans. At this time the Committee lodges a holding objection until a response has been received.
<u>D/23/12/16.01 Resolved</u>	The Committee delegated the Town Clerk to contact WSC enforcement officers to encourage them to visit the property with immediate effect as the owners are in breach of their application details
<u>D/23/12/17.01 Resolved</u>	A letter will be sent to the enforcement team at WSC informing them of a change of use on the property without planning permission as it is operating as a commercial property. Committee to write again to WSC Planning Officer requesting to stop the use of purely commercial properties in residential areas.



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee Held on Monday 4th December 2023 at 7:30 pm

Attendance:

Councillor R Nobbs (Chairman)
Councillor J Jarvis

Councillor E Kavanagh

Also Present: C Whitaker – Town Clerk, J Parsons – Events Manager, a member of the Press
Minute

L/23/12/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chairman opened the meeting, stated that the fire safety briefing was not required, and announced that the meeting was being recorded.

L/23/12/2 Apologies for Absence

Apologies were received from Cllrs Borda, Crissall, Harvey, Hulbert, Winter

L/23/12/3 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 Members Dispensation

None noted. There were no requests for dispensation.

L/23/12/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 2nd October 2023 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 2nd October 2023 and the following was agreed:

L/23/12/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 2nd October 2023 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.

There were no matters arising.

L/23/12/5 Public Open Session

There were no members of the public present.

L/23/12/6 To Receive the Accounts

The accounts for November 2023 were received and noted.

L/23/12/7 Budget 2024/2023

The draft budget for the Leisure Services Committee 2024/2025 was presented and considered. The following was agreed:

L/23/12/7.01 Recommendation

That the draft Leisure Services Committee Budget for 2024/2025 be approved at

Book number 16 2023 -2024

£196,144.00.

L/23/12/8 Memorial Gardens

The WSC Memorial Gardens safety report was received and noted.

L/23/12/9 Events Update

Christmas 2023 Event – The following activities were noted:

9th December – Snow Globe with Santa at the Bill Tutte 11am-4pm.

16th December – Winter Wonderland – Memorial Gardens – 11am-4pm.

21st December – Christmas Crafts and Story Time with Santa - Memorial Hall – 11am-4pm

Total Cost: £6,790.80

MLF Twinning 70th Anniversary Visit to Newmarket 2024 – A report on the plans for the 2024 MLF twinning visit was discussed and the following was agreed:

L/23/12/9.01 Recommendation

That all of the recommendations in the report be approved and that delegated power be given to the Town Clerk and Committee Chairman to authorise any further necessary costs within the current year budget and activity or date changes as if required.

Visit to Maisons-laffitte by Newmarket Academy in 2024 – A report regarding a planned visit to MLF in 2024 by 44 students from Newmarket Academy was discussed and the following was agreed:

L/23/12/9.02 Recommendation

That a grant of £2,000 be awarded to Newmarket Academy to facilitate this trip.

That this be funded from the current year MLF twinning budget.

That a review be carried out following the visit to assess if this could be an annual trip.

The trip lead teacher from the Academy will attend Full Council meeting on 18/12/23 to talk about the trip and its value to the students.

DD-80 Beacon Event – A report on the plans for the event was discussed and the following was agreed:

L/23/12/9.03 Recommendation

That all of the recommendations in the report be approved and that delegated power be given to the Town Clerk and Committee Chairman to authorise any further necessary costs within the current year budget and the Events Ear-Marked Reserves.

L/23/12/10 Newmarket Venues

September 2023 – Memorial Hall £2,835 Pavilion £264 Total £3,099

October 2023 – Memorial Hall £2,971 Pavilion £207 Total £3,178

Year to date total £25,305

L/23/12/11 Correspondence
None noted.

L/23/12/12 Date of Next Meeting
Monday 5th February 2023 at the Memorial Hall.

Meeting closed at 7.50pm.

Signed _____ Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/23/12/7.01 Recommendation</u>	That the draft Leisure Services Committee Budget for 2024/2025 be approved at £196,144.00.
<u>L/23/12/9.01 Recommendation</u>	That all of the recommendations in the report be approved and that delegated power be given to the Town Clerk and Committee Chairman to authorise any further necessary costs within the current year budget and activity or date changes as necessary.
<u>L/23/12/9.02 Recommendation</u>	That a grant of £2,000 be awarded to Newmarket Academy to facilitate this trip. That this be funded from the current year MLF twinning budget. That a review be carried out following the visit to assess if this could be an annual trip.
<u>L/23/12/9.03 Recommendation</u>	That all of the recommendations in the report be approved and that delegated power be given to the Town Clerk and Committee Chairman to authorise any further necessary costs within the current year budget and the Events Ear-Marked Reserves.

Blank

Newmarket Town Council

<i>Committee</i>	<i>Income</i>	<i>Expenditure</i>	<i>Net Expenditure</i>
Finance & Policy	£ 1,150.00	£ 142,538.00	£ 141,388.00
Human Resources	£ -	£ 288,125.00	£ 288,125.00
Community Services	£ 66,030.00	£ 367,403.00	£ 291,373.00
Leisure Services	£ 29,500.00	£ 225,644.00	£ 196,144.00
Development & Planning	£ -	£ 6,000.00	£ 6,000.00
Total	£ 96,680.00	£ 1,019,710.00	£ 923,030.00

[illegible]

Taxbase	5368.18	5611.06	5655.60	5716.10	REAL-TERM EFFECT £15.95
Band D	£121.68	£127.46	£145.53	£161.48	
					Increase of 10.96% to residents

increase from previous year's committee budget	£14,036.00
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	2021/2022	2021/2022	2022/2023	2022/2023	2023/2024	2023/2024	2023/2024	2024/2025	% change	Notes
		Budget	Actual	Budget	Actual	Budget	Year to Date as at 30/9/2023	Projected Actual at 31/3/24	Proposed Budget	
102 Staff costs										
4010 Staff Workwear	£ 400.00	£ 852.00	£ 420.00	£ 420.00	£ 351.00	£ 600.00	£ 171.00	£ 500.00	£ 600.00	0%
4020 Misc Staff Costs	£ 1,400.00	£ 1,581.00	£ 1,470.00	£ 1,470.00	£ 1,043.00	£ 2,000.00	£ 967.00	£ 1,500.00	£ 2,000.00	0%
4501 Salaries	£ 149,500.00	£ 161,884.00	£ 162,975.00	£ 162,975.00	£ 187,032.00	£ 229,300.00	£ 97,562.00	£ 229,300.00	£ 231,834.00	1%
4503 NI Employer contrib	£ 12,900.00	£ 12,480.00	£ 14,045.00	£ 14,045.00	£ 17,666.00	£ 23,893.00	£ 8,763.00	£ 23,893.00	£ 31,131.00	30%
4504 Pension Employer contrib	£ 9,800.00	£ 4,173.00	£ 10,790.00	£ 10,790.00	£ 6,418.00	£ 17,315.00	£ 14,272.00	£ 17,315.00	£ 22,560.00	30%
Net Expenditure	£ 174,000.00	£ 180,970.00	£ 189,700.00	£ 189,700.00	£ 212,510.00	£ 273,108.00	£ 121,735.00	£ 272,508.00	£ 288,125.00	5%
										Increase from prev year

NOTES TO THE BUDGET PROPOSAL:

- The increase is made up of an estimated £11,763 total pay award for 2024/2025
- Also provision for SCP Payscale start date anniversary uplifts
- Incorporates an ballpark estimate for overtime payments
- National Insurance rates are presumed to remain at 13.80% of qualifying earnings for the Employer's Contributions

Notes



		OverHead Expenditure	£	1,600.00	£	2,286.00	£	1,600.00	£	972.00	£	2,200.00	£	6,079.00	£	7,700.00	£	2,200.00	0%
1005		Misc Income	£	-	£	431.00	£	-	£	-	£	-	£	-	£	-	£	-	0%
		Total Income	£	-	£	431.00	£	-	£	-	£	-	£	-	£	-	£	-	0%
																			0%
205		Clocks	£	250.00	£	150.00	£	250.00	£	182.00	£	250.00	£	58.00	£	250.00	£	250.00	0%
4014		Electricity	£	500.00	£	7,350.00	£	500.00	£	850.00	£	1,000.00	£	91.00	£	500.00	£	1,000.00	0%
4036		R&M - Buildings	£	1,400.00	£	1,260.00	£	1,400.00	£	1,380.00	£	1,500.00	£	715.00	£	1,500.00	£	1,500.00	0%
4177		Clock Tower Expenses	£	2,150.00	£	8,760.00	£	2,150.00	£	2,412.00	£	2,750.00	£	864.00	£	2,250.00	£	2,750.00	0%
		OverHead Expenditure																	0%
																			0%
206		Bus Shelters	£	1,500.00	£	1,900.00	£	1,500.00	£	1,550.00	£	2,000.00	£	335.00	£	1,500.00	£	2,000.00	0%
4036		R&M - Buildings	£	1,500.00	£	1,900.00	£	1,500.00	£	1,550.00	£	2,000.00	£	335.00	£	1,500.00	£	2,000.00	0%
		OverHead Expenditure																	0%
																			0%
207		General Town Maintenance																	25%
4037		R&M - Grounds	£	-	£	1,302.00	£	2,000.00	£	1,659.00	£	2,000.00	£	1,098.00	£	2,500.00	£	2,500.00	0%
4092		Infrastructure	£	2,500.00	£	553.00	£	2,500.00	£	3,360.00	£	2,500.00	£	-	£	-	£	2,500.00	0%
4108		Town Centre Regeneration	£	8,000.00	£	44,584.00	£	10,000.00	£	33,036.00	£	15,597.00	£	30,989.00	£	30,989.00	£	8,000.00	-49%
4140		Dog Waste Collection/Disposal	£	850.00	£	641.00	£	850.00	£	666.00	£	850.00	£	947.00	£	947.00	£	995.00	17%
		OverHead Expenditure	£	11,350.00	£	47,080.00	£	15,350.00	£	38,721.00	£	20,947.00	£	33,034.00	£	34,436.00	£	13,995.00	-33%
1005		SCC Grants Received					£	-	£	4,329.00				£	-	£	-		
		Total Income					£	-	£	4,329.00				£	-	£	-		
208		Public Conveniences																	
4011		Rates	£	1,520.00	£	1,472.00	£	-	£	-	£	-	£	-	£	-	£	-	
4012		Water Rates	£	152.00	£	-	£	152.00	£	-	£	-	£	-	£	-	£	-	
4014		Electricity	£	400.00	£	409.00	£	400.00	£	530.00	£	500.00	£	176.00	£	500.00	£	500.00	0%
4016		Cleaning	£	300.00	£	-	£	300.00	£	1,803.00	£	300.00	£	1,051.00	£	3,000.00	£	3,000.00	900%
4036		R&M - Buildings	£	900.00	£	120.00	£	900.00	£	691.00	£	1,000.00	£	694.00	£	1,000.00	£	1,500.00	50%
4044		Public toilet cleansing	£	100.00	£	-	£	100.00	£	-	£	-	£	-	£	-	£	-	
4046		Public Toilet Opening and closing	£	2,400.00	£	1,760.00	£	2,400.00	£	2,800.00	£	3,000.00	£	1,815.00	£	4,000.00	£	4,000.00	33%
		OverHead Expenditure	£	5,772.00	£	3,761.00	£	4,252.00	£	5,624.00	£	4,800.00	£	3,736.00	£	8,500.00	£	9,000.00	88%
1005		Misc Income	£	-	£	2,944.00	£	-	£	-	£	-	£	-	£	-	£	-	
1100		Grants Received	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	0%
		Total Income	£	3,300.00	£	6,244.00	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	£	3,300.00	0%
211		The Queens Statue																	
4012		Water Rates	£	200.00	£	-	£	200.00	£	-	£	200.00	£	-	£	200.00	£	200.00	0%
4014		Electricity	£	300.00	£	-	£	300.00	£	-	£	300.00	£	-	£	300.00	£	300.00	0%
4037		R&M - Grounds	£	1,000.00	£	-	£	1,000.00	£	1,474.00	£	3,000.00	£	1,818.00	£	2,500.00	£	3,000.00	0%
		OverHead Expenditure	£	1,500.00	£	-	£	1,500.00	£	1,474.00	£	3,500.00	£	1,818.00	£	3,000.00	£	3,500.00	0%
1005		Misc Income	£	-	£	-	£	-	£	330.00	£	330.00	£	167.00	£	167.00	£	-	
1100		Grants Received	£	-	£	-	£	-	£	635.00				-	£	-			
1174		SCC Grants Received	£	-	£	-	£	-	£	635.00				-	£	-			
		Total Income	£	-	£	-	£	-	£	1,600.00	£	330.00	£	167.00	£	167.00	£	-	
213		Public Realm																	
		Town Maintenance	£	5,000.00	£	-	£	5,250.00	£	-	£	5,000.00	£	-	£	5,000.00	£	25,000.00	400%
		Town Improvement	£	5,000.00	£	2,000.00	£	5,250.00	£	-	£	5,000.00	£	-	£	5,000.00	£	33,000.00	560%
		OverHead Expenditure	£	10,000.00	£	2,000.00	£	10,500.00	£	-	£	10,000.00	£	-	£	10,000.00	£	58,000.00	480%
215		Allotments																	
4037		R&M - Grounds	£	1,500.00	£	2,000.00	£	1,500.00	£	-	£	1,500.00	£	-	£	1,500.00	£	1,500.00	0%
		OverHead Expenditure	£	1,500.00	£	2,000.00	£	1,500.00	£	-	£	1,500.00	£	-	£	1,500.00	£	1,500.00	0%

poss additional public realm SLA agreements
upgrade to bins/planters

[illegible]



		2021/2022	2021/2022	2021/2022	2022/2023	2022/2023	2022/2023	2023/2024	2023/2024	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	Projected Actual at 31/3/2024	Proposed Budget		
	120 Memorial Hall													
4011	Rates	£ 6,170.00	£ 5,988.00	£ 5,988.00	£ 6,300.00	£ 5,988.00	£ 6,287.00	£ 6,287.00	£ 6,287.00	£ 6,287.00	£ 6,287.00	£ 6,600.00	5%	
4012	Water Rates	£ 5,000.00	£ 2,463.00	£ 3,633.00	£ 3,000.00	£ 3,633.00	£ 1,813.00	£ 4,500.00	£ 1,813.00	£ 4,500.00	£ 4,500.00	£ 4,500.00	0%	
4014	Electricity	£ 5,000.00	£ 4,081.00	£ 5,105.00	£ 5,000.00	£ 5,105.00	£ 2,379.00	£ 6,000.00	£ 2,379.00	£ 6,000.00	£ 6,000.00	£ 6,000.00	0%	
4015	Gas	£ 6,000.00	£ 4,466.00	£ 6,397.00	£ 6,000.00	£ 6,397.00	£ 2,433.00	£ 6,000.00	£ 2,433.00	£ 5,000.00	£ 5,000.00	£ 6,000.00	0%	
4016	Cleaning	£ 2,000.00	£ 4,812.00	£ 2,180.00	£ 2,000.00	£ 2,180.00	£ 1,079.00	£ 2,000.00	£ 1,079.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	0%	
4017	Fire Precautions	£ 510.00	£ 706.00	£ 428.00	£ 510.00	£ 428.00	£ 1,101.00	£ 510.00	£ 1,101.00	£ 1,101.00	£ 1,101.00	£ 535.00	5%	
4036	R&M - Buildings	£ 4,000.00	£ 11,539.00	£ 28,813.00	£ 5,000.00	£ 15,599.00	£ 27,108.00	£ 15,599.00	£ 27,108.00	£ 28,000.00	£ 28,000.00	£ 15,000.00	-4%	
4038	Furniture/Fixtures/Fittings	£ 2,500.00	£ 951.00	£ 1,408.00	£ 2,500.00	£ 1,408.00	£ 2,546.00	£ 2,500.00	£ 2,546.00	£ 2,555.00	£ 2,555.00	£ 2,500.00	0%	
4040	Trade Refuse Collections	£ 1,860.00	£ 1,860.00	£ 1,953.00	£ 1,953.00	£ 1,895.00	£ 2,045.00	£ 2,000.00	£ 2,045.00	£ 2,045.00	£ 2,045.00	£ 2,210.00	11%	
4044	Public Toilet Cleansing	£ 200.00	£ 149.00	£ 151.00	£ 200.00	£ 151.00	£ 167.00	£ 200.00	£ 167.00	£ 200.00	£ 200.00	£ 200.00	0%	
4046	Opening/Closing Costs	£ -	£ -	£ 99.00	£ -	£ 99.00	£ -	£ 500.00	£ -	£ -	£ -	£ -		
4078	Refreshment Costs Hall Hire	£ 800.00	£ 77.00	£ 800.00	£ 800.00	£ 295.00	£ 637.00	£ 500.00	£ 637.00	£ 1,500.00	£ 1,500.00	£ 2,000.00	300%	
4080	PwLB Loan Charges (CAP + IN	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ 89,864.00	£ 44,932.00	£ 89,864.00	£ 44,932.00	£ 89,864.00	£ 89,864.00	£ 89,864.00	0%	
4095	Assets Purchased	£ -	£ 2,186.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	OverHead Expenditure	£ 123,904.00	£ 129,142.00	£ 123,127.00	£ 123,127.00	£ 146,256.00	£ 92,527.00	£ 136,460.00	£ 92,527.00	£ 149,052.00	£ 149,052.00	£ 137,409.00	1%	
1001	Hall Hire Standard Rate	£ 7,000.00	£ 29,003.00	£ 24,293.00	£ 20,000.00	£ 24,293.00	£ 14,269.00	£ 20,000.00	£ 14,269.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	0%	
1016	Refreshments Income	£ 500.00	£ 193.00	£ 418.00	£ 1,000.00	£ 418.00	£ 197.00	£ 1,000.00	£ 197.00	£ 600.00	£ 600.00	£ 1,000.00	0%	
1181	Grant Rec'd WSC	£ 2,667.00	£ -	£ -	£ -	£ -	£ 175.00	£ -	£ 175.00	£ -	£ -	£ -	0%	
	Total Income	£ 7,500.00	£ 31,863.00	£ 24,711.00	£ 21,000.00	£ 24,711.00	£ 14,641.00	£ 21,000.00	£ 14,641.00	£ 20,600.00	£ 20,600.00	£ 21,000.00	0%	
	301 Arts													
4440	Costs - Childrens' Events	£ 3,500.00	£ 4,903.00	£ 5,684.00	£ 7,000.00	£ 5,684.00	£ 11,367.00	£ 7,000.00	£ 11,367.00	£ 9,000.00	£ 9,000.00	£ 12,000.00	71%	
4442	Costs - Cinema Kit	£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00	£ -	£ -	£ -	£ -		
4443	Costs - Tea Dance	£ 1,800.00	£ -	£ 631.00	£ 1,800.00	£ 631.00	£ 376.00	£ 1,800.00	£ 376.00	£ 1,500.00	£ 1,500.00	£ 2,000.00	11%	
	OverHead Expenditure	£ 5,300.00	£ 4,903.00	£ 6,315.00	£ 8,800.00	£ 6,315.00	£ 11,743.00	£ 9,000.00	£ 11,743.00	£ 10,500.00	£ 10,500.00	£ 14,000.00	56%	
1043	Income - Tea Dance	£ -	£ -	£ 610.00	£ 500.00	£ 610.00	£ 511.00	£ 500.00	£ 511.00	£ 700.00	£ 700.00	£ 1,000.00	100%	
1038	Income - Cinema Kit	£ -	£ -	£ -	£ -	£ -	£ -	£ 200.00	£ -	£ -	£ -	£ -		
1181	WSC Grants Received	£ -	£ 2,396.00	£ 2,250.00	£ -	£ 2,250.00	£ 4,750.00	£ -	£ 4,750.00	£ 4,250.00	£ 4,250.00	£ -	43%	
	Total Income	£ -	£ 2,396.00	£ 2,860.00	£ 500.00	£ 2,860.00	£ 5,261.00	£ 700.00	£ 5,261.00	£ 4,950.00	£ 4,950.00	£ 1,000.00		
	302 Winter Event													
4453	Cost of Winter Event	£ 11,000.00	£ 5,578.00	£ 14,785.00	£ 11,000.00	£ 14,785.00	£ -	£ 10,000.00	£ -	£ 10,000.00	£ 10,000.00	£ 10,000.00	0%	
	OverHead Expenditure	£ 11,000.00	£ 5,578.00	£ 14,785.00	£ 11,000.00	£ 14,785.00	£ -	£ 10,000.00	£ -	£ 10,000.00	£ 10,000.00	£ 10,000.00	0%	
1059	Income - Winter Event	£ 3,000.00	£ 1,670.00	£ 70.00	£ 3,000.00	£ 70.00	£ -	£ 1,000.00	£ -	£ -	£ -	£ -	-100%	
1100	Grants Received	£ -	£ -	£ 8,800.00	£ -	£ 8,800.00	£ -	£ -	£ -	£ -	£ -	£ -	-100%	
	Total Income	£ 3,000.00	£ 1,670.00	£ 8,870.00	£ 3,000.00	£ 8,870.00	£ -	£ 1,000.00	£ -	£ -	£ -	£ -		
	303 Entertainment													
4095	Assets Purchased	£ 1,544.00	£ 1,544.00	£ 2,089.00	£ -	£ 2,089.00	£ -	£ -	£ -	£ -	£ -	£ -	-100%	
4098	Soapbox Derby	£ 10,000.00	£ 16,462.00	£ 29,456.00	£ 10,000.00	£ 29,456.00	£ 8,000.00	£ 8,000.00	£ -	£ -	£ -	£ -	67%	
4179	Entertainment	£ 5,000.00	£ 2,837.00	£ 2,332.00	£ 5,000.00	£ 2,332.00	£ 1,402.00	£ 3,000.00	£ 1,402.00	£ 3,000.00	£ 3,000.00	£ 5,000.00	-55%	
	OverHead Expenditure	£ 15,000.00	£ 20,843.00	£ 33,877.00	£ 15,000.00	£ 33,877.00	£ 1,402.00	£ 11,000.00	£ 1,402.00	£ 3,000.00	£ 3,000.00	£ 5,000.00		
1005	Misc Income	£ -	£ 0.00	£ 1,000.00	£ -	£ 1,000.00	£ -	£ -	£ -	£ -	£ -	£ -		
1172	Soapbox Derby - Income	£ 10,000.00	£ 11,075.00	£ 13,829.00	£ 10,000.00	£ 13,829.00	£ -	£ -	£ -	£ -	£ -	£ -		
	Total Income	£ 10,000.00	£ 11,075.00	£ 14,829.00	£ 10,000.00	£ 14,829.00	£ -	£ -	£ -	£ -	£ -	£ -		
	304 Tourism													
4311	Christmas Tree	£ 1,000.00	£ 1,338.00	£ 2,434.00	£ 1,000.00	£ 2,434.00	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	0%	
4320	Legends of the Turf	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
	OverHead Expenditure	£ 1,000.00	£ 1,338.00	£ 2,434.00	£ 1,000.00	£ 2,434.00	£ -	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	0%	
	305 Carnival													
4312	Newmarket Carnival	£ 10,000.00	£ 1,410.00	£ 19,374.00	£ 10,000.00	£ 19,374.00	£ 14,599.00	£ 10,000.00	£ 14,599.00	£ 15,000.00	£ 15,000.00	£ 5,000.00	-50%	
	OverHead Expenditure	£ 10,000.00	£ 1,410.00	£ 19,374.00	£ 10,000.00	£ 19,374.00	£ 14,599.00	£ 10,000.00	£ 14,599.00	£ 15,000.00	£ 15,000.00	£ 5,000.00	-50%	

DD-80 JUNE 2024

inc to holiday programme to include teen activities

Improved food offering / raffle prizes

NO MORE SBOX
provision for additional events - also have a Gen Events EMR @ £16.2K

[illegible]

	2021/2022	2021/2022	2021/2022	2022/2023	2022/2023	2023/2024	2022/2023	2024/2025	% change	Notes
	Budget	Actual	Budget	Actual	Budget	Budget	Year to Date	Proposed Budget		
209 Neighbourhood Plan										
4089 Costs - N.Plan	£ -	£ -	£ -	£ -	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00		prep for review of NNP
4094 Costs - Speed Surveys					£ 500.00	£ 500.00	£ 500.00	£ 1,000.00		
Net Expenditure	£ -	£ -	£ -	£ -	£ 5,500.00	£ 5,500.00	£ 5,500.00	£ 6,000.00		
1100 Grants Received	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
Net Income	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -		
Net Expenditure	£ -	£ -	£ -	£ -	£ 5,500.00	£ 5,500.00	£ 5,500.00	£ 6,000.00	9%	£500.00
										Increase from previous year

Supplier ID:
502577

Application for Parish/Town Council
Precept 2024/25

Please complete the following and return to the Chief Financial Officer by 22 January 2024

PARISH/TOWN COUNCIL OF:

Newmarket Town Council

Please select your Parish/Town Council from drop down list

Date of Parish/Town Council Meeting, approving the precept

18/12/2023

Contact details of the Parish/Town Clerk:

Name: Cathy Whitaker

Address: King Edward VII Memorial Hall, High Street, Newmarket, CB8 8JP

Tel No: 01638 667227

E-Mail: townclerk@newmarket.gov.uk

Bank Details:

Sort Code: 60-83-01

Account Number:

20394770

The amount requested by the above mentioned Parish/Town Council by way of precept from West Suffolk Council for the year 1 April 2024 to 31 March 2025 is as follows:

The 2023/24 figures below are the figures submitted by Parishes/Towns in January 2023 and are included for information purposes only.

	2023/24		2024/25	
	Expenditure	Income	Expenditure	Income
Administration	£ 424,778	£ -1,150	£ 409,163	£ -1,150
Allotments	£ 1,500	£ -900	£ 1,500	£ -900
Arts Centres	£ -	£ -	£ -	£ -
Cemeteries	£ 61,612	£ -52,000	£ 61,322	£ -52,000
Civic Costs	£ 4,929	£ -	£ 5,500	£ -
Community Events	£ 43,000	£ -2,200	£ 39,000	£ -1,000
Disused Churchyard/Memorials	£ 12,450	£ -330	£ 12,450	£ -
General Services	£ 148,750	£ -13,700	£ 225,631	£ -13,130
Grants to Other Bodies	£ 10,000	£ -	£ 16,000	£ -
Leisure Services/Sports Facilities	£ 54,870	£ -20,000	£ 49,235	£ -7,500
Other Expenses	£ 10,500	£ -	£ 27,000	£ -
Street Lighting	£ 25,500	£ -	£ 35,500	£ -
Village Hall/Memorial Hall/Other Property	£ 136,460	£ -21,000	£ 137,409	£ -21,000
Transfer to (+ve)/from (-ve) Reserves	£ -	£ -	£ -	£ -
Net Expenditure	A	£ 823,069		£ 923,030
Parish Precept	B	£ 823,069		£ 923,030
Tax Base	C	5,655.60		5,716.10
Town Council Tax Band D	B ÷ C	£ 145.53		£ 161.48
Increase/-Decrease				£ 15.95
Percentage Increase/-Decrease				10.96%

Signed by:-

Chair of Parish/Town Council:

Date:

Parish/Town Clerk:

Date:

Explanatory Notes for Completion of Precept Application

- 1 Please select your Parish/Town Council from the dropdown list. This will prepopulate the 2023/24 comparator figures and the Taxbase figures, which we have included to assist you in completing your 2024/25 application
- 2 Please enter your 2024/25 budget figures in the yellow boxes only. Do not try to overwrite any of the other boxes. Please use whole numbers only and enter expenditure as positive figures and income as negative figures.
- 3 Please sign and date the application before returning by email (scanned signatures are acceptable) to :
michelle.rolls@westsuffolk.gov.uk
- 4 If you have any difficulties with completing the form or need any clarification, please email Michelle at the above email address.

HEELIS&LODGE

Local Council Services • Internal Audit

Interim Internal Audit Report for Newmarket Town Council – 2023/2024

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2023. The following recommendations/comments have been made:

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year end accounts.

The Council no longer hold the General Power of Competence (Ref: 11/5/2023 – 23/05/20).

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes
Reviewed: 27/3/2023 (Ref: 23/3/12.03)
Financial Regulations in place: Yes
Reviewed: 27/3/2023 (Ref: 23/3/12.04)

VAT reclaimed during the year: Yes Registered: Yes (Ref: 978481557)

Submissions:	1/4/2022 – 30/6/2022	£18,677.44
	1/7/2022 – 30/9/2022	£15,374.35

General Power of Competence: No

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

Committee Terms of Reference and delegation arrangements were approved at a meeting held on 23/1/2023.

The Council have a comprehensive suite of policies in place.

Risk Assessment

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

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

Data Protection

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

Privacy Policy published: Yes

*Insurance was in place for the year of audit. 27/3/2023 (Ref: 23/03/12.05).
Internal Controls were reviewed on 27/3/2023 (Ref: 23/03/12.08).*

Reminder: *To undertake and minute a review of the Risk Assessment and Internal Controls during the year of audit, ie prior to 31/3/2024.*

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

A purchase order system is now in place alongside a credit card voucher system, both of which enhance internal controls.

Fidelity Cover: £1,000,000

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

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No
Website: www.newmarket.gov.uk

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

2023 Annual Return, Section One Published – Yes

2023 Annual Return, Section Two Published – Yes

2023 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights

Published – Yes

Period of Exercise of Public Rights

Start Date *5/6/2023*

End Date *14/7/2023*

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 on their website.

Recommendation: *To review the layout and content of the audited AGARS on the website for the above years as the AGAR for the financial year 2020 – 2021 appears to be missing.*

Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £823,069 (2023-2024)

Date: 19/12/2022 (Ref: 22/12/12.02)

Effective budgetary procedures are in place. Budgets are monitored through the year. The budget for 2024 – 2025 is currently being considered and the precept for 2024- 2025 is due to be set in December.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements. A referencing system is in place supporting a clear audit trail.

Event hire fees were reviewed at a meeting held on 15/5/2023 (Ref: L23/05/12).

Petty Cash

Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from April 2023 to October 2023 and cross referenced with vouchers and the cash book. Regular reconciliations are undertaken. VAT is recorded on petty cash payments. A clear audit trail is in place.

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

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

Payroll controls

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

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

*The Council continue to operate RTI in accordance with HMRC regulations.
Eligible employees have joined the nominated pension scheme. An examination
was undertaken on a selection of payroll transactions from April 2023 – October
2023. Supporting paperwork was in place for calculations and payments.*

*It is noted that the Council undertook a review of salaries at a meeting held on
24/7/2023 (Ref: H/23/07/7.01).*

Asset control

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

To be examined at the year end audit.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

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

Bank Balances at 31/10/2023 were confirmed as:

Unity Trust Current #1	xxxx4770	£795,067.58	
Petty Cash		£42.59	
Barclaycard		(£759.49)	
Unity Trust Current #2	xxxx9458	£8,285.24	(26/10/2023)

Reserves

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

To be examined at the year end.

Year-end procedures

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

To be examined at the year end.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

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

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

**Internal Audit
Procedures**

The 2023 Year End Internal Audit report was considered by the Council at a meeting held on 30/5/2023 (Ref: 23/05/14).

External Audit

The Council formally approved the 2023 AGAR at a meeting of the full Council held on 30/5/2023 (Ref: 23/05/15 & 23/05/16).

The External Auditor's report was considered at a meeting held on 29/8/2023 (Ref: 23/08/11).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 11/5/2023. The first item of business was the Election of Town Mayor, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for her assistance during the course of the audit work and the quality of documentation presented for the audit.



Heather Heelis
Heelis & Lodge
27 November 2023