

Membership from May 2024
Councillor Drummond
Councillor Harvey (Chair)
Councillor Hood
Councillor Hulbert
Councillor McHugh
Councillor Perry
Councillor Winter
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 May 2024 at 7.15pm
*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

- Election of Chair** – to the Finance & Policy Committee for the municipal year 2024-2025
- Election of Vice Chair** – to the Finance & Policy Committee for the municipal year 2024-2024
- 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 March 2024**
 - 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 12 and 1
- 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 1)
- Health, Safety and Facilities** – to receive a monthly report
- Policies** – to receive an update regarding the Policy Review Schedule and to review the following policies
 - Health & Safety Policy** – to do a first review of the new policy prepared with CC Consulting
- Small Grant Funding applications** – to receive and consider funding applications from:-
 - Catch 22 Positive Futures for Newmarket (Youth Boxing Project)**
 - The Stable, High Street, Newmarket**
 - Nexus Connecting Young People CIC**
- Correspondence**
- Date of next meeting **Monday 15th July 2024**

Signed  Cathy Whitaker, Town Clerk

Date 14th May 2024

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Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 18th March 2024 at the Memorial Hall 7:17pm**

Attendance:

Councillor A Drummond (Vice Chairman)
Councillor R Hood

Councillor P Hulbert
Councillor R Nobbs
Councillor Yarrow

Also Present: C Whitaker – Town Clerk, J Ashton – Minute Assistant, Cllr Winter as an observer and J Gilbert – CEO of The Racing Centre.

Minute

- F/24/03/1 Chairman to Read the Fire Safety Notice and Announce that Proceedings may be filmed or Recorded**
The Chairman opened the meeting and read out the Fire Safety Notice and confirmed that proceedings were being recorded.
- F/24/03/2 Apologies for Absence**
Cllr J Harvey.
- F/24/03/3 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/24/03/4 To Confirm the Minutes of the Meeting Held on 22nd January 2024 and any Matters Arising**
Members received the minutes of the Finance & Policy Committee meeting held on 22nd January 2024 and the following was agreed:

F/24/03/4.01 Resolved
That the minutes of the Finance & Policy Committee meeting held on 22nd January 2024 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.

There were no matters arising.
- F/24/03/5 Public Open Session**
J Gilbert spoke to item 14 and gave further details of the outreach clinic project and requested that NTC support this social investment.

The Chairman proposed that item 14 Outreach Clinic Proposal be brought forward and the following was agreed:

F/24/03/5.01 Resolved

Minutes of Finance & Policy Committee held on Monday 18th March 2024

Book Number 17 2023 - 2024

That item 14 be brought forward.

F/24/03/6 Outreach Clinic Proposal

A report regarding a proposal by the Racing Centre with the Primary Care Network was considered. A suggestion **that providing a mobile dentistry service is considered was made.**

The following was agreed:

F/24/03/6.01 Recommendation

That NTC supports the proposal with a pledge of £4,000 (to be reviewed at year end with a report received before onward funding be approved) for the Racing Centre with the Primary Care Network. That the Racing Centre presents further details to Full Council and that a Stakeholder meeting be held within the Town.

J Gilbert left the meeting

F/24/03/7 Submission of Schedules of Payments for Information CB1 - CB4

Members reviewed CB1 - CB4 for month 10 and 11 (2023/2024) and the following was agreed:

F/24/03/7.01 Recommendation

That the ratification of the schedules of payments for the period 01/01/2024 – 31/01/2024 and 01/02/2024 – 29/02/2024 (Cash Book 1 - 4) be received and adopted.

F/24/03/8 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Vice Chairman confirmed that the Chairman of the Finance & Policy Committee had confirmed scrutiny of the bank reconciliations relating to the end of 29/02/2024 (month 11) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks.

F/24/03/9 To Receive the Income and Expenditure

The Income and Expenditure reports for February 2024 were received and noted.

F/24/03/10 Health and Safety

The monthly Health and Safety report was received and noted.

F/24/03/11 Policies

An update was given on the Policy Review Schedule and the Newmarket Town Council Treasury Management Policy and Newmarket Town Council Medium Term Financial Plan were reviewed. The following was agreed:

F/24/01/11.01 Recommendation

That the Annual Model of Investment from 1st April 2024 be approved

F/24/01/11.02 Recommendation

That the Medium Term Financial Plan for NTC be approved and be

reviewed annually at budget/precept setting. That delegated powers be given to the Chairman and Town Clerk to finalise the draft prediction spreadsheet to support the policy.

F/24/03/12 Funding Request

A request from the Newmarket Charitable Foundation to contribute to the funding for the start-up cinema at Kings Theatre was considered and the following was agreed:

F/24/01/12.01 Recommendation

That NTC makes a pledge of £2,000 towards the Kings Theatre cinema facility from the 2024/2025 budget.

F/24/03/13 Contracts

H&S Consultancy contract - A report regarding Town Council new H&S Consultancy contract was considered, and the following was agreed:

F/24/03/13.01 Recommendation

That the new H&S Consultancy Contract with C&C Consulting for an initial year from 1st April 2024 at a cost of £3,699 be approved.

HR/Employment Law - A report regarding Town Council HR/Employments Law contract ending in September 2024 was considered, and the following was agreed:

F/24/03/13.02 Recommendation

That a local Employment Law Company be engaged on an ‘as needed’ basis from September 2024, to be paid on an hourly rate be approved.

Cllr Hulbert declared an ‘other’ interest and did not vote.

F/24/03/14 MARPA

A request for an annual subscription to support MARPA for £25pa was considered and the following was agreed:

F/24/03/14.01 Recommendation

That the request for an annual subscription to support MARPA for £25pa be approved.

F/24/03/15 Correspondence

None noted.

F/24/03/16 Date of Next Meeting

Monday 20th May 2024 at the Memorial Hall.

Meeting closed at 8:12pm

Signed _____

Date _____

Summary of Recommendations	Recommendation Wording
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<u>F/24/03/6.01 Recommendation</u>	That NTC supports the proposal with a pledge of £4,000 (to be reviewed at year end with a report received before onward funding be approved) for the Racing Centre with the Primary Care Network. That the Racing Centre presents further details to Full Council and that a Stakeholder meeting be held within the Town.
<u>D/24/03/7.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/01/2024 – 31/01/2024 and 01/02/2024 – 29/02/2024 (Cash Book 1 - 4) be received and adopted.
<u>D/24/03/11.01 Recommendation</u>	That the Annual Model of Investment from 1 st April 2024 be approved
<u>D/24/03/11.02 Recommendation</u>	That the Medium Term Financial Plan for NTC be approved and be reviewed annually at budget/precept setting. That delegated powers be given to the Chairman and Town Clerk to finalise the draft prediction spreadsheet to support the policy.
<u>D/24/03/12.01 Recommendation</u>	That NTC makes a pledge of £2,000 towards the Kings Theatre cinema facility.
<u>D/24/03/13.01 Recommendation</u>	That the new H&S Consultancy Contract with C&C Consulting for an initial year at a cost of £3,699 be approved.
<u>D/24/03/13.02 Recommendation</u>	That a local Employment Law Company be engaged on a as needed basis from September 2024, to be paid on an hourly rate be approved.
<u>D/24/03/14.01 Recommendation</u>	That the request for an annual subscription to support MARPA for £25pa be approved.

Receipts for Month 12				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		538,334.78					538,334.78	
correction	Banked: 17/10/2022	-100.00						
correction	Beechcroft deposit correction	-100.00		-16.67	565		-83.33	Beechcroft deposit correction
correction	Banked: 17/10/2022	100.00						
correction	Beechcroft	100.00		16.67	1002	310	83.33	RHire
correction	Banked: 08/11/2022	-500.00						
correction	Companion Services	-500.00			565		-500.00	correc to RHire/tfr to cashrec
correction	Banked: 08/11/2022	500.00						
correction	Companion Services	500.00			1002	310	500.00	tfr from dep acc for RHire
bacs	Banked: 14/06/2023	144.00						
	Sales Recpts Page 2652	144.00	144.00		101			Sales Recpts Page 2652
correc	Banked: 14/06/2023	-144.00						
correc	Bluest Blue	-144.00		-24.00	565		-120.00	Bluest Blue
amendment	Banked: 31/01/2024	-72.00						
amendment	Haverhill Silver Band	-72.00		-12.00	565		-60.00	adj of dep to SL on acc paymt
bacs	Banked: 31/01/2024	72.00						
	Sales Recpts Page 2638	72.00	72.00		101			Sales Recpts Page 2638
bacs	Banked: 01/03/2024	864.00						
	Sales Recpts Page 2639	864.00	864.00		101			Sales Recpts Page 2639
bacs	Banked: 01/03/2024	129.60						
	Sales Recpts Page 2640	129.60	129.60		101			Sales Recpts Page 2640
bacs	Banked: 01/03/2024	45.00						
	Sales Recpts Page 2642	45.00	45.00		101			Sales Recpts Page 2642
bacs	Banked: 05/03/2024	134.40						
	Sales Recpts Page 2641	134.40	134.40		101			Sales Recpts Page 2641
bacs	Banked: 06/03/2024	120.00						
	Sales Recpts Page 2646	120.00	120.00		101			Sales Recpts Page 2646
bacs	Banked: 06/03/2024	218.80						
bacs	Bernard Hawes	218.80		36.47	1005	211	182.33	Rotary plaque/B'cage Walk
BACS	Banked: 08/03/2024	900.00						
	Sales Recpts Page 2643	900.00	900.00		101			Sales Recpts Page 2643
BACS	Banked: 08/03/2024	1,135.00						
	Sales Recpts Page 2644	1,135.00	1,135.00		101			Sales Recpts Page 2644
bacs	Banked: 11/03/2024	370.00						
	Sales Recpts Page 2647	370.00	370.00		101			Sales Recpts Page 2647
bacs	Banked: 11/03/2024	36.00						
	Sales Recpts Page 2648	36.00	36.00		101			Sales Recpts Page 2648

Receipts for Month 12			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
TEMP1	Banked: 12/03/2024	54.00						
TEMP1	Betfred	54.00		9.00	565		45.00	hdep Betfred bkg 11/3/24
bacs	Banked: 15/03/2024	509.40						
	Sales Recpts Page 2645	509.40	509.40		101			Sales Recpts Page 2645
bacs	Banked: 18/03/2024	0.80						
	Sales Recpts Page 2650	0.80	0.80		101			Sales Recpts Page 2650
bacs	Banked: 19/03/2024	6,338.81						
	Sales Recpts Page 2649	6,338.81	6,338.81		101			Sales Recpts Page 2649
bacs	Banked: 25/03/2024	72.00						
	Sales Recpts Page 2651	72.00	72.00		101			Sales Recpts Page 2651
bacs	Banked: 26/03/2024	303.00						
bacs	Racing Welfare	303.00		50.50	565		252.50	hdep.RacingWelfare.11/12April2
bacs	Banked: 28/03/2024	472.50						
bacs	West Suffolk Council	472.50			1181	301	472.50	HAF Easter 2024 75%
TEMP 2	Banked: 28/03/2024	202.50						
TEMP 2	Tea Dance 22/3/24	202.50		33.75	1043	301	168.75	Tea Dance income 22/3/24
Total Receipts for Month		11,905.81	10,871.01	93.72			941.08	
Cashbook Totals		550,240.59	10,871.01	93.72			539,275.86	

Payments for Month 12					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/06/2023	Bluest Blue	ADJ-ON ACC	-144.00		-24.00	565		-120.00	Bluest Blue bkg June23
14/06/2023	correction Bluest Blue	CORRECTION	144.00		24.00	565		120.00	correction Bluest Blue
05/03/2024	Staff Salary Account	acc topup	20,000.00			204		20,000.00	salary account topup
07/03/2024	Iliffe Media Publishing Ltd	33945	172.80	172.80		501			Admin post
07/03/2024	The Sign Maker	2402.ANG.0	218.80	218.80		501			Eradicating Polio plaque
07/03/2024	Cooleraid Ltd	1698215	112.50	112.50		501			Water and sani service
07/03/2024	Phillip Green	4/03/24	120.00	120.00		501			Feb clock maint/winding
07/03/2024	Abbey Security Services Ltd	40503	638.02	638.02		501			Security Services Feb 2024
12/03/2024	N-CIS	11288	386.77	386.77		501			Monthly IT services
12/03/2024	British Telecom	VP11560570	46.80	46.80		501			Phone lines
14/03/2024	Cambridge Employment Law LLP	2553-1-654	1,650.00	1,650.00		501			General employment advice
14/03/2024	MPB Electrical Contractors Ltd	INV-0204	420.00	420.00		501			Reposition of EV charger
14/03/2024	Jo's Pantry	525	159.00	159.00		501			7/3 ref ACD
14/03/2024	Jockey Club Estates	#INJCE0013	16,590.00	16,590.00		501			Regrade cem ent/hedge cutting
14/03/2024	Crash Cleaner Ltd	00084/0008	713.00	713.00		501			Toilets w/end cleans Feb 24
14/03/2024	Thurlow Nunn Standen Ltd	4588717	19.70	19.70		501			Cable tie pack
15/03/2024	British Gas	603922137/	183.56	183.56		501			cem elec 1meter.JAN/FEB
18/03/2024	Total Gas and Power Ltd	3006241140	606.48	606.48		501			Sports Pavilion Gas
19/03/2024	Total Gas and Power Ltd	332027822/	3,366.64	3,366.64		501			MH Gas Nov-Feb
19/03/2024	British Gas	603922137	144.25	144.25		501			cem elec 1 meter.FEB24
21/03/2024	Total Gas and Power Ltd	332571740/	1,572.09	1,572.09		501			Cem Elec Feb 24
21/03/2024	Mid Anglia Rail Passengers' As	00001	25.00	25.00		501			Subs April 24 - Mach 25
21/03/2024	Suffolk County Council	9542637	30,628.99	30,628.99		501			Street lighting maintenance
21/03/2024	Ustigate	0000007646	1,544.40	1,544.40		501			Summerization 2024
21/03/2024	Anglia Gifts & Promotions	5415	125.82	125.82		501			TK workwear
21/03/2024	TH Tree Surgery Ltd	2023/558	2,760.00	2,760.00		501			M.Gdn tree surgery
21/03/2024	West Suffolk Council	1251632	9,821.44	9,821.44		501			SLA WSC Q4
22/03/2024	Stellantis FS	DD	575.23		95.87	4039	200	479.36	Van lease monthly payment
26/03/2024	Petty Cash	300832	24.75			210		24.75	PCash reimbursement
27/03/2024	Caskade Music	2203241	100.00	100.00		501			Music for tea dance
28/03/2024	Unity Trust Bank	BANKCHARG	9.60			4051	101	9.60	bank charges to 28/3/24
31/03/2024	Unity Trust Bank	BANKFEEQ4	45.75			4051	101	45.75	Unity Trust Bank
31/03/2024	Clear Br Gas Adjustment	CONTRA	0.65			4014	202	0.65	Clear Br Gas Adjustment
Total Payments for Month			92,782.04	72,126.06	95.87			20,560.11	
Balance Carried Fwd			457,458.55						
Cashbook Totals			550,240.59	72,126.06	95.87			478,018.66	

Receipts for Month 12				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: 26/03/2024		24.75						
300832	Current Account	24.75			201		24.75	PCash reimbursement
Total Receipts for Month		24.75	0.00	0.00			24.75	
Cashbook Totals		<u>174.75</u>	<u>0.00</u>	<u>0.00</u>			<u>174.75</u>	

Payments for Month 12					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>
6/03/2024	Petty Cash M12	PCASHM12	24.75		3.13	4023	101	3.32	PCash/stationery
						4016	120	12.32	PCash/cleaning supplies
						4078	120	3.28	PCash/event refr
						4020	102	2.70	PCash/staff refr
Total Payments for Month			24.75	0.00	3.13			21.62	
Balance Carried Fwd			150.00						
Cashbook Totals			174.75	0.00	3.13			171.62	

Receipts for Month 12				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 :		1,235.74					1,235.74	
	Banked: 05/03/2024	20,000.00						
acc topup	Current Account	20,000.00			201		20,000.00	salary account topup
Total Receipts for Month		20,000.00	0.00	0.00			20,000.00	
Cashbook Totals		<u>21,235.74</u>	<u>0.00</u>	<u>0.00</u>			<u>21,235.74</u>	

Payments for Month 12				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>
25/03/2024	People's Pension M12	DDWPPMAR24	1,302.51			514		1,302.51	People's Pension M12
25/03/2024	Net Salaries M12	BACS	9,873.64			516		9,873.64	Net Salaries M12
25/03/2024	HMRC M12	1108662412	4,075.45			515		4,075.45	HMRC M12
31/03/2024	Unity Trust Bank	BANKFEEQ4	18.00			4051	101	18.00	Bank fees
Total Payments for Month			15,269.60	0.00	0.00			15,269.60	
Balance Carried Fwd			5,966.14						
Cashbook Totals			21,235.74	0.00	0.00			21,235.74	

Receipts for Month 12				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 31/03/2024	885.32						
	Move balance to Creditor @ YE	885.32			550		885.32	Move balance to Creditor @ YE
Total Receipts for Month		885.32	0.00	0.00			885.32	
Cashbook Totals		<u>885.32</u>	<u>0.00</u>	<u>0.00</u>			<u>885.32</u>	

Payments for Month 12				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :			184.70					184.70	
18/05/2023	card/ScrewFix (reversal)	CC240657	-19.99		-3.33	4037	306	-16.66	card/reversal of unclaimed amt
01/03/2024	card/INDEED.COM	CC240840	118.22			4030	101	118.22	card/recruitment fees
01/03/2024	card/Adobe	CC240852	19.97		3.33	4025	101	16.64	card/Adobe monthly licence
06/03/2024	card/Tesco	CC240841	7.80			4020	102	7.80	card/staff refr
08/03/2024	card/Viking Direct	CC240842	26.90		4.48	4023	101	22.42	card/misc sationery
11/03/2024	card/All Saints news&wines ltd	CC240843	29.90			4028	101	29.90	card/newspaper bill
13/03/2024	card/Wickes	CC240844	16.75		2.79	4029	200	13.96	card/spray gun
13/03/2024	card/Homebase	CC240845	11.00		1.83	4029	200	9.17	card/drill bits
14/03/2024	card/Moneysoft Ltd	CC240853	98.40		16.40	4025	101	82.00	card/payroll sw licence
16/03/2024	card/CANVA	CC240854	99.99		16.66	4025	101	83.33	Card/CANVA lic annual
18/03/2024	card/Post Office	CC240846	9.90			4022	101	9.90	card/for MLF
18/03/2024	card/John Lewis	CC240850	54.00		9.00	4064	101	45.00	card/Mayors allowance gift
20/03/2024	card/ScrewFix	CC240847	4.49		0.75	4036	120	3.74	card/Signage
21/03/2024	card/Peter Beales	CC240848	32.45		5.41	4037	204	27.04	card/rose for Covid bed
21/03/2024	card/Tesco	CC240849	32.65		2.88	4443	301	29.77	card/teadance supplies
22/03/2024	card/Ryman Stationery	CC240851	9.94		1.66	4023	101	8.28	card/fiscal wall planner
25/03/2024	card/Amazon	CC240855	1.99		0.33	4440	301	1.66	card/Easter craft supplies
25/03/2024	card/Amazon	CC240856	11.84		1.97	4440	301	9.87	card/Easter Craft supplies
25/03/2024	card/Amazon	CC240857	6.98		1.16	4440	301	5.82	card/Easter craft supplies
25/03/2024	card/Amazon	CC240858	30.81		5.14	4440	301	25.67	card/Easter craft supplies
25/03/2024	card/Amazon	CC240859	14.89		2.50	4440	301	12.39	card/Easter craft supplies
25/03/2024	card/Amazon	CC240860	16.53		2.76	4440	301	13.77	card/Easter craft supplies
25/03/2024	card/Amazon	CC240864	10.44			4440	301	10.44	card/Easter craft supplies
25/03/2024	card/Amazon	CC240865	35.89			4440	301	35.89	card/Easter craft supplies
26/03/2024	card/Amazon	CC240862	3.29		0.55	4440	301	2.74	card/Easter craft supplies
29/03/2024	card/ZOOM	CC240861	15.59		2.60	4025	101	12.99	card/Zoom licence
Total Payments for Month			700.62	0.00	78.87			621.75	
Balance Carried Fwd			0.00						
Cashbook Totals			885.32	0.00	78.87			806.45	

Receipts for Month 1				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		457,458.55					457,458.55	
bacs	Banked: 26/02/2023	-208.80						
bacs	PunPals Comedy Night	-208.80		-34.80	565		-174.00	tfr of deposit
bacs	Banked: 26/02/2024	208.80						
	Sales Recpts Page 2661	208.80	208.80		101			Sales Recpts Page 2661
transfer	Banked: 11/03/2024	-36.00						
	Sales Recpts Page 2666	-36.00	-36.00		101			Sales Recpts Page 2666
transfer	Banked: 11/03/2024	36.00						
	Sales Recpts Page 2667	36.00	36.00		101			Sales Recpts Page 2667
bacs	Banked: 02/04/2024	240.00						
	Sales Recpts Page 2654	240.00	240.00		101			Sales Recpts Page 2654
bacs	Banked: 02/04/2024	240.00						
	Sales Recpts Page 2655	240.00	240.00		101			Sales Recpts Page 2655
bacs	Banked: 02/04/2024	420.00						
	Sales Recpts Page 2656	420.00	420.00		101			Sales Recpts Page 2656
bacs	Banked: 02/04/2024	28.80						
	Sales Recpts Page 2657	28.80	28.80		101			Sales Recpts Page 2657
bacs	Banked: 02/04/2024	460.80						
	Sales Recpts Page 2658	460.80	460.80		101			Sales Recpts Page 2658
sumup	Banked: 03/04/2024	51.67						
sumup	Barclays Bank	51.67	48.00		101			Sales Recpts Page 2660
					1006	101	5.00	deposit via sumup for mtg
					4093	101	-1.33	deposit via sumup for mtg
bacs	Banked: 05/04/2024	56.40						
	Sales Recpts Page 2659	56.40	56.40		101			Sales Recpts Page 2659
bacs	Banked: 08/04/2024	300.00						
bacs	Mati Garden Services	300.00		50.00	565		250.00	hdep.Mati.6July24
bacs	Banked: 10/04/2024	16,480.00						
bacs	HMRC	16,480.00			105		16,480.00	VAT Q4 rebate
bacs	Banked: 10/04/2024	129.60						
	Sales Recpts Page 2663	129.60	129.60		101			Sales Recpts Page 2663
bacs	Banked: 10/04/2024	687.60						
	Sales Recpts Page 2664	687.60	687.60		101			Sales Recpts Page 2664
bacs	Banked: 10/04/2024	447.00						
	Sales Recpts Page 2665	447.00	447.00		101			Sales Recpts Page 2665
bacs	Banked: 12/04/2024	432.00						
	Sales Recpts Page 2662	432.00	432.00		101			Sales Recpts Page 2662

Receipts for Month 1			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
bacs	Banked: 16/04/2024	336.60						
	Sales Recpts Page 2668	336.60	336.60		101			Sales Recpts Page 2668
bacs	Banked: 16/04/2024	300.00						
	Sales Recpts Page 2669	300.00	300.00		101			Sales Recpts Page 2669
bacs	Banked: 22/04/2024	89.20						
	Sales Recpts Page 2671	89.20	89.20		101			Sales Recpts Page 2671
bacs	Banked: 22/04/2024	75.60						
	Sales Recpts Page 2674	75.60	75.60		101			Sales Recpts Page 2674
bacs	Banked: 22/04/2024	27.00						
bacs	OPCCN GENERAL	27.00			565		27.00	receipt held for ID
bacs	Banked: 23/04/2024	3,240.00						
	Sales Recpts Page 2673	3,240.00	3,240.00		101			Sales Recpts Page 2673
bacs	Banked: 23/04/2024	240.00						
	Sales Recpts Page 2678	240.00	240.00		101			Sales Recpts Page 2678
bacs	Banked: 23/04/2024	348.00						
	Sales Recpts Page 2679	348.00	348.00		101			Sales Recpts Page 2679
bacs	Banked: 23/04/2024	137.00						
	Sales Recpts Page 2680	137.00	137.00		101			Sales Recpts Page 2680
bacs	Banked: 23/04/2024	50.00						
bacs	Mathew Mahesh	50.00		8.33	565		41.67	hdep event 5/10 M Mahesh
bacs	Banked: 24/04/2024	435.00						
	Sales Recpts Page 2676	435.00	435.00		101			Sales Recpts Page 2676
bacs	Banked: 24/04/2024	187.20						
	Sales Recpts Page 2677	187.20	187.20		101			Sales Recpts Page 2677
bacs	Banked: 25/04/2024	923,030.00						
bacs	West Suffolk Council	923,030.00			1176	100	923,030.00	Precept 24-25 received
bacs	Banked: 26/04/2024	432.00						
	Sales Recpts Page 2672	432.00	432.00		101			Sales Recpts Page 2672
bacs	Banked: 26/04/2024	100.80						
	Sales Recpts Page 2675	100.80	100.80		101			Sales Recpts Page 2675
bacs	Banked: 26/04/2024	297.00						
bacs	JHD Counselling	297.00		49.50	565		247.50	hdep.JHD-RWelfare.11/12May24
TEMP3	Banked: 29/04/2024	144.00						
TEMP3	Teadance 19/4/24	144.00		24.00	1043	301	120.00	Teadance 19/4/24
bacs	Banked: 29/04/2024	432.00						
	Sales Recpts Page 2682	432.00	432.00		101			Sales Recpts Page 2682

Receipts for Month 1			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: 29/04/2024	150.00						
bacs	Equestrian Outlet	150.00		25.00	565		125.00	hdep Oct bkg Equestrianoutlet
Total Receipts for Month		950,025.27	9,752.40	122.03			940,150.84	
Cashbook Totals		<u>1,407,483.82</u>	<u>9,752.40</u>	<u>122.03</u>			<u>1,397,609.39</u>	

Payments for Month 1					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/04/2024	Barclaycard Account	Feb24stmt	302.90			208		302.90	February24payment
03/04/2024	British Gas	603922137	92.87	92.87		501			Purchase Ledger DDR Payment
05/04/2024	Anglian Water Business Nationa	28677	1,824.16	1,824.16		501			SALC annual subs.
05/04/2024	Phillip Green	20424	120.00	120.00		501			ClockTower maintenance
05/04/2024	Abbey Security Services Ltd	40665	742.20	742.20		501			March24 security services
05/04/2024	C & C Consulting Services Ltd	03108	4,438.80	4,438.80		501			Annual H&S Bronze package
05/04/2024	Arnold Building Services Ltd	035263	624.00	624.00		501			PowrmaticWarmAir Heater repair
05/04/2024	Rialtas Business Solutions Ltd	29946-49	2,130.00	2,130.00		501			RBS Support&Maint Accounts
05/04/2024	West Suffolk Council (Rates)	20051637	6,916.14	6,916.14		501			NNDR Mem Hall
05/04/2024	West Suffolk Council (Rates)	20099738	611.27	611.27		501			NNDR Pavilion
05/04/2024	West Suffolk Council (Rates)	20051613	4,441.10	4,441.10		501			NNDR Cemetery
05/04/2024	West Suffolk Council	15253370	597.05	597.05		501			24/25 trade waste Pavilion
05/04/2024	West Suffolk Council	1254312	180.00	180.00		501			PL249 Premises Licence 24/25
05/04/2024	West Suffolk Council	1253903	765.44	765.44		501			24/25 dog bins emptying fees
05/04/2024	West Suffolk Council	1253388	2,173.86	2,173.86		501			24/25 trade waste MemHall
12/04/2024	N-CIS	11371/4944	362.66	362.66		501			Telephone&support svcs
12/04/2024	NFU Mutual	1164417277	790.65	790.65		501			1/5/24 van insurance renewal
12/04/2024	Heelis and Lodge	hl9413	370.00	370.00		501			Yr End internal audit fee
12/04/2024	Thurlow Nunn Standen Ltd	496896	25.00	25.00		501			fuel for garden equipment
12/04/2024	West Suffolk Council	72519943	365.00	365.00		501			Love Nkt BID Levy 24/25
12/04/2024	Dorans Plumbing	2860	84.85	84.85		501			MH plumbing-ladies toilets
12/04/2024	Ken Booth & Co Ltd	440590	538.84	538.84		501			cleaning supplies
12/04/2024	Jo's Pantry	530	138.00	138.00		501			catering for 26/3/24 bkg
12/04/2024	Ustigate	7682	1,560.00	1,560.00		501			Cleaning splashpad
12/04/2024	Anglian Water Business Nationa	229789301	69.31	69.31		501			water.Pavilion.Jan-Mar24
12/04/2024	Discover Newmarket	0449	6,000.00	6,000.00		501			DN.Stakeholder Fee 2024
12/04/2024	GeeGee Group Ltd	SF1GRANT	5,200.00			4073	101	5,200.00	Shopfront Imp Grant/GeeGee
15/04/2024	Staff Salary Account	sal topup	40,000.00			204		40,000.00	topup to salary acc
15/04/2024	British Gas	603922137	71.89	71.89		501			meter326.Cem28Feb-28Mar24
20/04/2024	NFU Mutual	1164417277	15.95	15.95		501			van ins driver change fee
20/04/2024	Sparr Catering	Mar-Apr24	312.50	312.50		501			catering for bkg 16/4/24
20/04/2024	Newmarket Citizens Advice Bure	231/4986	5,000.00	5,000.00		501			annual support funding CAB WS
20/04/2024	Crash Cleaner Ltd	88-90	702.00	702.00		501			MemGdns.w'endCleans.Mar
20/04/2024	House of Flags	246002794	1,071.00	1,071.00		501			flags for QStatue/MHall
20/04/2024	Saxon Fire Ltd	42582	256.08	256.08		501			Extinguisher servicing/rep
20/04/2024	Anglian Gates	6704/4992	812.40	812.40		501			new access control & fobs
20/04/2024	Places4People Ltd	490/4993	2,231.52	2,231.52		501			NPP review support

Payments for Month 1					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
20/04/2024	Anglian Water Business Nationa	290307401	24.68	24.68		501			Cem.Jan-Apr24.Water 1 meter
20/04/2024	Institute Of Cemetery & Cremat	4624	100.00	100.00		501			ICCM membership annual
22/04/2024	Total Gas and Power Ltd	3005903109	28.23	28.23		501			elec.BTutte.Mar24
22/04/2024	Total Gas and Power Ltd	3005957526	1,024.76	1,024.76		501			elec.MH.March24
22/04/2024	Total Gas and Power Ltd	3006009248	152.78	152.78		501			ELEC.PAV.March24
22/04/2024	Total Gas and Power Ltd	3006079835	43.58	43.58		501			elec.CTower.Mar24
22/04/2024	Total Gas and Power Ltd	3006009237	98.69	98.69		501			elec.cem.March24
22/04/2024	Total Gas and Power Ltd	3006050620	131.63	131.63		501			elec.Conveniences.Mar24
22/04/2024	Stellantis FS UK	DD2531718	575.23		95.87	4039	200	479.36	van lease installment
23/04/2024	Siemens Financial	DD A958334	693.36		115.56	4028	101	577.80	office printer 1/4ly lease
26/04/2024	Newmarket Academy	MLF VISIT	2,000.00			4189	307	2,000.00	MLF twinning visit funding
26/04/2024	Newmarket CharitableFoundation	KINGCINEMA	2,000.00			4076	101	2,000.00	KingsCinemaGrantFundingV
26/04/2024	Racing Centre	PCNETWORK	4,000.00			4076	101	4,000.00	PrimaryCareNetworkServic
26/04/2024	Dorans Plumbing	2870/5000	330.00	330.00		501			emergency weekend blockage
26/04/2024	Caskade Music	1904241	100.00	100.00		501			teadance 19April24 music
26/04/2024	Quadient UK Limited	830392119	10.00	10.00		501			postage on franking machine
26/04/2024	Iliffe Media Publishing Ltd	40415	996.00	996.00		501			NJ adverts for EM post
30/04/2024	British Gas	603922137x	67.83	67.83		501			meter.098.15Mar-14Apr24
30/04/2024	Barclaycard Account	March CC	3,042.87			208		3,042.87	March statement
30/04/2024	Petty Cash	300833	107.09			210		107.09	PettyCashM1 reimbursement
Total Payments for Month			107,464.17	49,542.72	211.43			57,710.02	
Balance Carried Fwd			1,300,019.65						
Cashbook Totals			1,407,483.82	49,542.72	211.43			1,357,729.67	

Receipts for Month 1				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: 30/04/2024		107.09						
300833	Current Account	107.09			201		107.09	PettyCashM1 reimbursement
Total Receipts for Month		107.09	0.00	0.00			107.09	
Cashbook Totals		<u>257.09</u>	<u>0.00</u>	<u>0.00</u>			<u>257.09</u>	

Payments for Month 1					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>
0/04/2024	Petty Cash M1	PCASH M1	107.09			4078	120	5.38	PCash/event refr
						4020	102	0.95	PCash/staff refr
						4020	102	9.00	PCash/staff parking
						4440	301	91.76	PCash/HAF Easter lunches
Total Payments for Month			107.09	0.00	0.00			107.09	
Balance Carried Fwd			150.00						
Cashbook Totals			257.09	0.00	0.00			257.09	

Receipts for Month 1				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 :		5,966.14					5,966.14	
Banked: 15/04/2024		40,000.00						
sal topup	Current Account	40,000.00			201		40,000.00	topup to salary acc
Total Receipts for Month		40,000.00	0.00	0.00			40,000.00	
Cashbook Totals		<u>45,966.14</u>	<u>0.00</u>	<u>0.00</u>			<u>45,966.14</u>	

Payments for Month 1				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>
25/04/2024	People's Pension	DD WPP2501	1,109.87			514		1,109.87	People's Pension M1
25/04/2024	HMRC	1108662501	3,635.49			515		3,635.49	paye/nics payments m1
25/04/2024	Net Salaries M1	NETSALS.M1	9,497.25			516		9,497.25	Net Salaries M1
Total Payments for Month			14,242.61	0.00	0.00			14,242.61	
Balance Carried Fwd			31,723.53						
Cashbook Totals			45,966.14	0.00	0.00			45,966.14	

Receipts for Month 1				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 01/04/2024	-885.32						
	Reverse YE creditor	-885.32			550		-885.32	Reverse YE creditor
	Banked: 02/04/2024	302.90						
Feb24stmt	Current Account	302.90			201		302.90	February24payment
	Banked: 30/04/2024	3,042.87						
March CC	Current Account	3,042.87			201		3,042.87	March statement
Total Receipts for Month		2,460.45	0.00	0.00			2,460.45	
Balance Carried Fwd		879.81						
Cashbook Totals		3,340.26	0.00	0.00			3,340.26	

Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2024	card/Indeed.com	CC250868	0.78			4030	101	0.78	card/online recruitment fees
01/04/2024	card/Adobe	CC250870	19.97		3.33	4025	101	16.64	card/Acrobat pro lic
02/04/2024	card/QD	CC250863	4.98		0.84	4029	120	4.14	card/batteries
03/04/2024	card/Kone	CC250866	2,434.72		405.79	4036	120	2,028.93	card/lift maint
04/04/2024	card/Eventbrite	CC250867	39.22		6.54	4008	101	32.68	card/NNP online training event
05/04/2024	card/WHSmith	CC250869	5.99		1.00	4023	101	4.99	card/marker pens
08/04/2024	card/WHSMith	CC250872	16.33		2.72	4440	301	13.61	card/Easter craft supplies
08/04/2024	card/MD Newmarket	CC250871	4.28			4016	120	4.28	card/cleaning supplies
08/04/2024	card/WHSmith ADJ	ADJ	-16.33		-2.72	4440	301	-13.61	card/WHSmith ADJ
10/04/2024	card/Autozone	CC250873	23.99		4.00	4039	200	19.99	card/cable
11/04/2024	card/QD	CC250874	9.99		1.66	4440	301	8.33	card/Storage Box-eventsupplies
16/04/2024	card/Best One Shop	CC250875	1.99			4020	102	1.99	card/milk-staff refr
16/04/2024	card/Tindalls	CC250876	39.99		6.67	4023	101	33.32	card/A3laminating sheets
17/04/2024	card/Iceland	CC250877	19.15			4443	301	19.15	card/teadance food
18/04/2024	card/Post Office Ltd	CC250878	1.35			4022	101	1.35	card/postage
19/04/2024	card/MD Newmarket	CC250879	1.59			4078	120	1.59	card/event refr.
22/04/2024	card/Tolly's Flowers	CC250880	35.00			4064	101	35.00	card/bereavment flowers
24/04/2024	card/GLSED.co.uk	CC250881	77.02		12.84	4023	101	64.18	card/archive files
26/04/2024	card/tonergiant.co.uk	CC250882	585.16		97.53	4018	101	487.63	card/Xerox toner pack for TC
29/04/2024	card/Zoom	CC250884	15.59		2.60	4025	101	12.99	card/Zoom
30/04/2024	card/Shoe Doctor	CC250883	19.50		3.25	4036	120	16.25	card/key cutting Tormax
Total Payments for Month			3,340.26	0.00	546.05			2,794.21	
Cashbook Totals			3,340.26	0.00	546.05			2,794.21	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & Policy</u>								
<u>100 Precept</u>								
1176 Precept Received	923,030	923,030	923,030	0			100.0%	
Precept :- Income	923,030	923,030	923,030	0			100.0%	0
Net Income	923,030	923,030	923,030	0				
<u>101 Administration</u>								
1003 Banner Income	0	0	1,000	1,000			0.0%	
1006 Sumup Commission offset	5	5	50	45			10.0%	
1103 Rent Receivable	0	0	100	100			0.0%	
Administration :- Income	5	5	1,150	1,145			0.4%	0
4008 Staff Training	273	273	2,000	1,727		1,727	13.6%	
4009 Staff Travel	0	0	250	250		250	0.0%	
4018 Software/Computer Consumables	488	488	2,500	2,012		2,012	19.5%	
4019 New IT System/Hardware	0	0	10,000	10,000		10,000	0.0%	
4021 Telephone	142	142	2,500	2,358		2,358	5.7%	
4022 Postage	11	11	750	739		739	1.5%	
4023 Stationery	102	102	1,750	1,648		1,648	5.9%	
4025 Subscriptions&Licences	2,609	2,609	8,550	5,941		5,941	30.5%	
4026 Insurance	0	0	10,000	10,000		10,000	0.0%	
4028 Office Maintenance	2,403	2,403	13,250	10,847		10,847	18.1%	
4030 Recruitment Advertising	831	831	1,000	169		169	83.1%	
4039 Vehicle Costs	791	791	0	(791)		(791)	0.0%	
4051 Bank Charges/Interest	0	0	300	300		300	0.0%	
4056 Legal Expenses	0	0	12,000	12,000		12,000	0.0%	
4057 Audit & Accountancy Fees	579	579	3,850	3,271		3,271	15.0%	
4058 Professional Fees	0	0	2,000	2,000		2,000	0.0%	
4059 web site	0	0	1,000	1,000		1,000	0.0%	
4060 Councillors Training	0	0	600	600		600	0.0%	
4061 Councillors Expenses	0	0	200	200		200	0.0%	
4062 Civic Regalia	0	0	500	500		500	0.0%	
4064 Town Mayor's Allowance	35	35	1,000	965		965	3.5%	
4073 Shopfront Imp Grant Scheme	5,200	5,200	0	(5,200)		(5,200)	0.0%	
4074 Grant - Bill Tutte Scholarship	0	0	1,000	1,000		1,000	0.0%	
4075 Grant to CAB	5,000	5,000	5,000	0		0	100.0%	
4076 Grants	6,000	6,000	5,000	(1,000)		(1,000)	120.0%	
4077 Marketing	0	0	5,000	5,000		5,000	0.0%	
4079 Remembrance Event Expenses	0	0	2,500	2,500		2,500	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090 Biodegradable Dog Poo Bags	0	0	600	600		600	0.0%	
4093 Sumup Commission	1	1	50	49		49	2.7%	
4097 Election Costs	0	0	2,500	2,500		2,500	0.0%	
4113 Rolling Capital Reserve	0	0	10,000	10,000		10,000	0.0%	
4114 Other Projects / Reserves	0	0	15,000	15,000		15,000	0.0%	
4118 Youth Strategy	0	0	6,728	6,728		6,728	0.0%	
4180 Civic Functions	0	0	2,500	2,500		2,500	0.0%	
4220 Discover Nmkt Stakeholder Fee	5,000	5,000	5,000	0		0	100.0%	
4221 CCTV WSC SLA Monitoring	0	0	4,560	4,560		4,560	0.0%	
Administration :- Indirect Expenditure	29,464	29,464	139,438	109,974	0	109,974	21.1%	0
Net Income over Expenditure	(29,459)	(29,459)	(138,288)	(108,829)				
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	0	500	500		500	0.0%	
4028 Office Maintenance	0	0	100	100		100	0.0%	
4058 Professional Fees	3,699	3,699	2,500	(1,199)		(1,199)	148.0%	
Health & Safety :- Indirect Expenditure	3,699	3,699	3,100	(599)	0	(599)	119.3%	0
Net Expenditure	(3,699)	(3,699)	(3,100)	599				
Finance & Policy :- Income	923,035	923,035	924,180	1,145			99.9%	
Expenditure	33,163	33,163	142,538	109,375	0	109,375	23.3%	
Movement to/(from) Gen Reserve	889,872	889,872						
Grand Totals:- Income	923,035	923,035	924,180	1,145			99.9%	
Expenditure	33,163	33,163	142,538	109,375	0	109,375	23.3%	
Net Income over Expenditure	889,872	889,872	781,642	(108,230)				
Movement to/(from) Gen Reserve	889,872	889,872						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	2,667	
105	Vat Due	4,437	
201	Current Account	1,300,020	
204	Staff Salary Bank Account	31,724	
208	Barclaycard Account	(880)	
210	Petty Cash	150	
	Total Current Assets	1,338,117	
	<u>Current Liabilities</u>		
501	Creditors	3,193	
565	Bookings Deposit	970	
	Total Current Liabilities	4,162	
	Net Current Assets		1,333,955
	Total Assets less Current Liabilities		<u>1,333,955</u>
	<u>Represented by :-</u>		
301	Current Year Fund	726,738	
310	General Fund	215,953	
311	EMR Play Equipment	32,449	
314	EMR Youth Strategy	30,000	
316	EMR Clocks/Memorials	7,205	
317	EMR Buildings-M Hall Fund	10,685	
318	EMR Buildings - Pavilion Fund	11,563	
319	EMR Disused Churchyard	11,668	
320	EMR Cooper Memorial	2,008	
321	EMR Grants	12,251	
322	EMR Street Lighting	3,500	
323	EMR Allotments	2,839	
324	EMR IT Upgrade Fund	20,000	
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	19,885	
330	EMR Cemetery	18,654	
331	EMR Town Improvement	24,892	
332	EMR HR/Recruitment	29,996	
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	18,000	
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	
346	EMR Public Conveniences	2,000	

17:31

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date as at 30/4/24

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
347	EMR Several Grounds/Fence	8,000	
348	EMR Nkt Neighbourhood Plan	6,498	
	Total Equity		<u>1,333,955</u>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	923,035	923,035	924,180	1,145			99.9%
Expenditure	33,163	33,163	142,538	109,375	0	109,375	23.3%
Net Income over Expenditure	<u>889,872</u>	<u>889,872</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>889,872</u>	<u>889,872</u>					

Community Services

Income	0	0	66,030	66,030			0.0%
Expenditure	8,084	8,084	357,403	349,319	0	349,319	2.3%
Net Income over Expenditure	<u>(8,084)</u>	<u>(8,084)</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(8,084)</u>	<u>(8,084)</u>					

Leisure Services

Income	3,576	3,576	29,500	25,924			12.1%
Expenditure	22,558	22,558	225,644	203,086	0	203,086	10.0%
Net Income over Expenditure	<u>(18,982)</u>	<u>(18,982)</u>					
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>(18,982)</u>	<u>(18,982)</u>					

Human Resources

Income	0	0	0	0			0.0%
Expenditure	14,255	14,255	288,125	273,870	0	273,870	4.9%
Net Income over Expenditure	<u>(14,255)</u>	<u>(14,255)</u>					
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	<u>(14,255)</u>	<u>(14,255)</u>					

Development & Planning

	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	1,860	1,860	6,000	4,140	0	4,140	31.0%
Movement to/(from) Gen Reserve	<u>(1,860)</u>	<u>(1,860)</u>					
Grand Totals:- Income	926,611	926,611	1,019,710	93,099			90.9%
Expenditure	79,919	79,919	1,019,710	939,791	0	939,791	7.8%
Net Income over Expenditure	<u>846,692</u>	<u>846,692</u>	<u>0</u>	<u>(846,692)</u>			
plus Transfer from EMR	0	0					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>846,692</u>	<u>846,692</u>					



Health, Safety and Facilities update for F&P

prepared by Town Clerk

Memorial Hall/Garden

Air heater repaired – new controller installed in the main hall – non-tamper.

Town Keeper reported rope on bridges in the park are fraying. Online Playgrounds have been contacted to see about whether they are able to install new ropes we have stored due to insurance purposes

Kitchen equipment annual service and cooker hood duct cleaning completed – certificates received.

Two intruder alarm sensors failed – replaced.

PAT testing carried out.

Pavilion

External shutters sticking in centre panel – cannot close. Cambridge Door Company have now repaired.

PAT testing carried out.

Cemetery

New entry fob system installed and currently working well.

PAT testing carried out.

Elsewhere

The historic flint and brick wall at All Saints is in need of hoarding to protect adjacent property holders and the wall will be repaired as required on an ongoing annual basis. The hoarding is due for installation – contractor awaiting delivery.

New Cheveley Road allotments – the No 2 Drain has now been cleared and de-silted by Jockey Club. They have also made adjustments to inlet from Harebell to see if that will assist with the persistent back flooding. Monitoring situation.

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Health and Safety Policy

April 2024

Table of Contents

Amendments and Review Record	3
1. Health and Safety General Policy Statement	4
1.1. The Objectives and Principals	5
1.2. Precautions and Planning	5
1.3. Information, Training and Instruction	6
1.4. Health, Safety and Welfare	6
1.5. Measuring, Monitoring, Reviewing and Auditing	6
2. Health and Safety Organisation	7
2.1. Organisation Chart Uploader	8
2.2. Person Responsible for Health and Safety	8
2.3. Managers	9
2.4. Supervisors/Foremen	10
2.5. Employees/Self Employed	10
2.6. Sub-Contractors	11
2.7. Health and Safety Consultants	11
2.8. Other Persons	11
3. Arrangements	12
3.1. General Company Policies and Procedures	13
3.1.1. Accident and Reporting Policy	14
3.1.2. Alcohol & Drugs Policy	15
3.1.3. Fire Policy	15
3.1.4. First Aid Policy	16
3.1.5. Driving for Work Policy	17
3.1.6. Young Persons Policy	18
3.1.7. Environmental Policy	18
3.1.8. Equal Opportunity Policy	18
3.1.9. Risk Assessment Policy	18
3.1.10. Corporate Manslaughter/Homicide Act Policy	19
3.1.11. Work Safe Policy	19
3.1.12. Slavery & Human Trafficking Policy	20
3.1.13. Health Surveillance Policy	20
3.1.14. Protective Clothing & Equipment Policy	23
3.2. Office Arrangements	24
3.2.1. Health & Safety in the Company's Offices	24
3.2.2. Health & Safety (Display Screen Equipment) Regs 1992	25
3.3. Workplace Arrangements	26
3.3.1. Asbestos Containing Materials	26
3.3.1.1. Asbestos Management Plan	26
3.3.1.2. We do not work with ACMS	26
3.3.2. The Control of Substances Hazardous to Health	27
3.3.3. Work at Height	27
3.3.3.1. Ladders	27
4. Appendices	28

Amendments and Review Record

Date	Revision	Name
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1. Health and Safety General Policy Statement

1.1. The Objectives and Principals

The objective of this health and safety policy is to prevent, insofar as is reasonably practicable to do so, during the course of work or duties being undertaken, any accidental occurrence resulting in:

- Injury to any person.
- Damage to, or loss of any plant, equipment, property, materials or products.
- Delays in any processes or operation.
- Events that may otherwise be detrimental to efficiency and/or prestige.
- Adverse impact upon the environment.

The Policy is applicable to all employees. This includes the employees of Sub-Contractors, Self Employed Persons, Consulting Practices and the Client.

The application and promotion of the Policy is the responsibility of Senior Management of this Company. Whilst duties and tasks may be delegated, the overall responsibility remains that of Senior Management to ensure that the Company complies with all relevant statutory health and safety legislation, common law and Approved Codes of Practice.

All Company employees, regardless of their status, are expected to abide by the principles of this Policy as and where applicable. We also expect the co-operation of all those mentioned within the Scope section of this Policy to work in such a way that accidents to themselves and others will be prevented.

Individuals can make important contributions to the development and implementation of policies and arrangements. The company will give all opportunities for participation in this process and actively encourages involvement of employees either directly or through their representatives.

To ensure that this Policy can be successfully implemented, the Company and its Directors will provide such reasonable funds as is necessary.

1.2. Precautions and Planning

Suitable and adequate measures shall be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tasks or operations being undertaken. We will take into account at tendering stage, those factors which assist in eliminating injury, damage and waste.

All activities shall be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to the practicable minimum. It is recognised that accident prevention is a joint responsibility of all employees including managers and supervisors and that to understand their joint responsibilities, good communication and consultation will be necessary.

1.3. Information, Training and Instruction

Information from risk assessments, performance monitoring activities, employee feedback and advice from our designated Health and Safety Consultants, will be used to identify the health and safety training needs of employees. An effective system for the communication of health, safety and welfare information will be maintained so that employees are made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them.

Where necessary employees will also be suitably trained or instructed to enable them to carry out their tasks in a healthy, safe and efficient manner. Training will be conducted internally or externally by qualified competent tutors/instructors.

Employees will be trained in the safe use of plant/equipment which they will be using for their work by the appropriate Plant Operators course where required. Where certification is not required, employees will be instructed on how to use plant/equipment safely, directly by the a suitably qualified internal trainer or manufacturer/supplier/hirer.

To ensure all the Company's employees are kept up-to-date with safety matters the Company has access to a library of safety information, Codes of Practices and Health and Safety Legislation etc. This library will be maintained with up-to-date information and changes in Law etc. The requirements of any Statutory Legislation or Code of Practice applicable to the processes or operations being undertaken and/or the premises that they are undertaken shall be observed.

Effective communication with our employees

We are committed to involving our employees and others in the continual cycle of improvement for our health and safety management. Good communication is essential to achieving our high standards of quality and health and safety compliance with the added values of employee inclusion and better morale throughout the workforce.

We promote an 'open door' policy for our employees, by which, they are encouraged through their inductions, to arrange face to face contact with line management and senior management to discuss health, safety and wellbeing. During any such sessions, managers will at all times, listen and engage with the employee, ensuring their point of view is considered and taken seriously. Managers will be expected to respond to any such meeting within a reasonable timeframe ensuring the points raised are adequately dealt with.

We recognise that effective health and safety communication is a two way tool. By involving our employees in the development of systems, the selection of work equipment, personal protective equipment, and or in the fact finding process of activity/process evaluation, we can be more efficient in the delivery of successful results.

We will ensure employees receive appropriate information, and continue to receive updates as they occur on the following:

At induction

- Company values and commitments
- Company Structure
- Policies and Procedures
- Significant Alerts, Risks or Changes

We will maintain and monitor formalised methods of communication such as:

- Staff/team meetings (Company or Site)
- Employee Inductions & Site Inductions
- Regular training/refresher training
- One to One appraisals and meetings
- Company Newsletters
- Site Inspections and feedback opportunities
- Posters
- Toolbox talks
- Accident/incident investigation findings and actions
- Evaluation and feedback forms

1.4. Health, Safety and Welfare

Adequate provision shall be made for the Welfare needs of employees whilst carrying out their tasks and duties and any hazard to health associated with the work shall be the subject of strict precautionary measures.

1.5. Measuring, Monitoring, Reviewing and Auditing

All activities and the use of related plant, equipment and materials etc., which affect the safety of that place of work, shall be inspected in accordance with legal requirements; Reports will be made and distributed to those concerned as necessary. Safety Inspections and other activities to measure, monitor and review health and safety performance, and conduct audit the effectiveness of the health and safety management system; will be carried out by competent personnel.

To support the company's current proactive monitoring and inspection program the company will:

- **Senior Management site inspections.** Will conduct periodic unannounced health and safety visits on the company works. This will be conducted as a minimum quarterly.
- **Contracts Manager.** Upon appointment the contracts manager will conduct regular health and safety inspections across the full range of activities undertaken by the company. These inspections shall record the site address and the supervisor responsible.
- **Health and Safety Advisor.** Under instruction from the company our health and safety advisors will complete site safety inspections as required.



2. Health and Safety Organisation

The inter-relationship of the various parties involved in the management of safety is shown in the following diagram.

2.1. Organisation Chart Uploader

See appendix for organisation chart 'Newmarket Town Council Health and Safety Organisational Chart.pdf'.

2.2. Person Responsible for Health and Safety

- **The Person Responsible for Health and Safety, Cathy Whitaker, is responsible for the overall effectiveness of the Company's Safety, Health and Welfare Policy:** and the annual review and amendment of the Policy, or as may be necessary in the light of correct developments. They will ensure that regular reports are made regarding the Company's safety performance, accident record and of significant events affecting or arising out of the Company's operations. They are also responsible for the assessment of injury, loss or damage, risks and liabilities relating to the Company's operations and adequacy of insurance cover. Additionally, they must ensure adequate resources including finances are made available for safety measures.
- **Management of Health and Safety at Work Regulations 1999:** The responsible person, will provide adequate provisions within the Company for the assessment of risk, preventive measures, protection, emergency procedures, adequate health and safety surveillance and provide employees with information and training about the workplace health and safety.
- **Construction (Design and Management) Regulations and Approved Code of Practice:** In compliance with CDM2015 consideration will be given to the basic principles of risk reduction at all stages of a project. This includes proof of competence for all employees and sub-contractors, arrangement for coordination of health and safety during planning and execution, and improved communication between the various parties involved in a project, including those working on sites.
- **Competency of Personnel:** They will ensure that Senior Management's competency is adequate for the duties required of them.
- **Managers and Officers Compliance:** To ensure that competent managers are given the duty of keeping the Head Office library of safety information and the COSHH product files in order and up to date, and that the appointed Safety Offices, Fire Officers, First Aiders etc., are carrying out their duties in a proper manner.
- **Provision of Use of Work Equipment 1998, Lifting Operations and Lifting Equipment Regulations 1998, and Workplace Health, Safety and Welfare Regulations 1992:** To ensure that competent managers are given the duty of keeping in good, safe order the Company's premises, offices, storage areas, the yard and workshops, eating areas, toilets and washing areas, access ways, machines, equipment, vehicles, materials etc.
- **The Safety Representatives and Safety Committees Regulations 1977/The Health and Safety (Consultation with Employees) Regulations 1996 (HSCER):** To provide arrangements for a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current legislation (SI 1977 No. 500).
- **Safety Induction and Safety Awareness Training:** To ensure that adequate provisions are in place for all employees, self-employed and sub-contractors etc., to receive Safety Induction and Safety Awareness training before they start work for the Company. To ensure that adequate safety betting arrangements are in place for all potential new employees.
- **Responsible Person:** Undertake the role of or appoint a suitably competent person to undertake the role of Responsible Person in compliance with the requirements of the Regulatory reform (Fire Safety) Order 2005.

2.3. Managers

- **General Requirements:** Managers are responsible for the effectiveness of incorporating the Health and Safety Policy and Procedures throughout our operations to ensure correct safe development.
- They are to apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected. They are to co-operate and liaise with the Safety Officers/Consultants, Principal Designers and The Health and Safety Executive etc., with regards to safety measures.
- They are required to have joint Health and Safety consultation with employees and to report regularly or as often as necessary to the person responsible for health and safety on our Safety Performance and compliance.
- **Managers Awareness of Safety Standards:** To be familiar with and to observe all Regulations, Codes of Practices and British Standards applicable to their work and related industries.
- **Company Safety Policy:** To ensure employees, sub-contractors and suppliers under their control, observe the Company's Health and Safety Policy and that all requirements necessary for effective compliance will be provided for.
- **Safety Appraisal:** Managers will also be responsible for ensuring Sub-Contractors, self-employed persons and supplier's safety arrangements are adequately vetted to ensure that their safety arrangements are in accordance with the company's Health and Safety requirements.
- **The Management of Health and Safety at Work Regulations 1999 & The Construction (Design and Management) Regulations 2015:** Managers are to ensure compliance with the regulations for maintaining in a safe order our places of work, premises, offices, storage areas, access ways, machines, equipment and materials etc.
- **Protecting the General Public:** Ensure the general public are not put at any risk or hazard from our operations and that security arrangements are kept in order at all times.
- **Fire:** To ensure that fire precautions and emergency evacuation procedures for our premises and places of work are maintained in order and complied with.
- **Health and Safety (First Aid) Regulations 1981:** Managers are to ensure that First Aid and Welfare arrangements for our premises/places of work are maintained in order.
- **Safety Inspections/Audits:** Institute an inspection procedure to ascertain that all activities under their jurisdiction are undertaken in a controlled safe manner with due regard for statutory obligations and approved Codes of Practice.
- **Statutory Records:** To ensure that statutory records and reports procedures are carried out, i.e., Registers for Lifting Appliances and Lifting Gear. Thorough Examinations and maintenance records for plant and equipment, The Construction Design & Management Regulations 2015, Inspection Report for Working Platforms and Excavations, etc.
- **The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (R.I.D.D.O.R.):** Ensure details of accidents that may occur are entered in the Accident Books/Safety File regardless of whether or not such accidents involve sub-contractors, employees, visitors or members of the general public and to complete any further documents as may be required by the Regulations and forward such documents to the Head Office.
- They are to ensure that all accidents, dangerous occurrences, are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. For guidance on action to be taken in the event of an accident, contact the Safety Advisors immediately.
- **Displaying Statutory Information:** Managers must ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned, i.e., Health and Safety Law Notices and safety signs for work areas, the Company Safety Policy, Appropriate Insurance Cover Notes and where applicable, the Form F.10 on sites, etc.
- **The Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996:** Maintain a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation. Consult with all employees not already represented by Trade Unions Safety Representatives with particular regard to evaluation of safe working procedures.
- **Client's Safety Requirements:** Ensure that employees are made aware of the Client's Safety requirements, i.e., the Client's Safety Policy, Conditions of Contract and Safety Procedures, restrictions on working practices.
- **Discipline:** Reprimand and discipline any employees and Sub-Contractors who are careless in regard to their own or others safety.
- **Personal Protective Equipment at Work Regulations 2022:** Managers are to provide appropriate protective clothing and safety equipment to employees and to ensure that employees and all those mentioned in the Scope section of the policy use protective clothing and equipment as and when required. PPE should always be regarded as the 'last resort' to protect against risks to safety and health, engineering controls and safe systems of work should always be considered first.
- **Visitors, including Suppliers, Delivery Drivers, Representatives, etc:** Ensure all visitors are made aware and comply with our safety requirements.
- **Competency of Personnel:** Managers are responsible for ensuring that Company personnel, including Sub-Contractors and Self-employed persons under their control, are adequately competent to carry out the work required of them. This includes ensuring that all Company personnel, sub-contractors and self-employed persons, receive Safety Induction where appropriate before starting work.
- **Assessments:** Managers are responsible for ensuring that all appropriate Assessments are carried out for the operations under their control. i.e., Risk Assessments, COSHH Assessments, Manual Handling Assessments, Noise Assessments, Display screen Equipment etc. Health and Safety risks must be reduced to a practical minimum. These Assessments shall form the basis of a Safe Method of Work Statement. For guidance and assistance contact the Safety Officer.
- **Safe Method of Work Statements, Safety Data Sheets, Engineering Designs and Drawings etc:** To instruct employees in precise terms as to work methods, this should outline the hazards associated with the job and detail any safety provisions required.
- **Welfare Facilities:** Will not start works until all welfare facilities are confirmed as adequate suitable for the works to be conducted: During any works ensure canteen, toilets/washing and drying facilities etc. are adequate and kept clean.

2.4. Supervisors/Foremen

- **General Requirements:** Supervisors are to organise works under their control so that it is carried out to the required standard with minimum risk to the workforce, equipment and materials. To be familiar with the Acts, Regulations, Approved Codes of Practice and local arrangements applicable to the work on which their Personnel are engaged and insist those Regulations and Codes of Practices are observed.
- **Co-operation and Liaison:** Supervisors are to co-operate and liaise with the Safety Officers/Consultants, Principal Designers and The Health and Safety Executive etc., with regards to safety measures ensuring that any defects or faults brought to their notice are suitably corrected.
- **Site Welfare Facilities:** Ensure adequate welfare arrangements are in order for the following, First Aid, toilets/washing and canteen facilities, etc.
- **Safety Induction/Safety Awareness Training:** To ensure that all personnel under their control have received Safety Induction and Safety Awareness Training.
- **Safe Method of Work Statement:** To instruct Personnel under their control in precise terms as to work methods in accordance with Safe Method of Work Statements, COSHH and Risk Assessment etc. for the site, detailing the hazards and the safety provisions.
- **Competency of Site Personnel:** To ensure that personnel under their control are adequately competent to carry out the work required of them.
- **Discipline:** Restrain and restrict persons from taking unsafe risks, discourage horseplay and reprimand those who fail to consider their own well-being and that of others around them.
- **Personal Protective Equipment Regulations 2022:** To ensure that all Personnel under their supervision wear all appropriate safety clothing and Personal Protective Equipment where required. Set a good personal example by wearing the appropriate personal protective equipment as stipulated in the site safety rules.
- **Plant and Equipment Safety:** To ensure that all plant and equipment used or worked on by employees is healthy, safe and fully efficient, is guarded and equipped with safety devices and tested in accordance with all the current Regulations. To check that periodic thorough examinations, tests, inspections and maintenance have been carried out for plant/equipment supplied to Personnel. To ensure that all unsafe plant defects noticed or brought to their attention are dealt with promptly, dangerous plant should be put out of service until it can be properly repaired.
- **Reporting Defects:** To report any defects in plant/equipment or any other health risk to their Supervisor where required.
- **The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR):** All accidents and dangerous occurrences must be reported to Management immediately so that advice regarding the procedures can be given. Ensure details of accidents that may occur are entered in the respective Company Accident Books/Safety File regardless of whether or not such accidents involve sub-contractors, employees, visitors or members of the general public.
- **Alcohol and Drugs Policy:** Ensure that no person found under the influence of or in possession of alcohol or an illegal drug is removed from the premises and/or areas under their control and inform them that they may be subjected to disciplinary measures. Ensure that no-one smokes in designated 'No Smoking' areas instruct perpetrators to extinguish the cigarette immediately in a safe manner.

2.5. Employees/Self Employed

- **Health and Safety at Work etc. Act 1974:** It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. With regard to any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, they are to co-operate so far as it is necessary to enable that duty or requirement is performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
- **Company Health & Safety Policy:** Read and ensure a full understanding of the our Health and Safety Policy and carry out work in accordance with the Policy and Legal requirements.
- **Safety Induction:** Ensure a Safety Induction is received before starting work for us. This should be given to by the immediate supervisor, which will include details of the our Safety Policy and details regarding the Health and Safety requirements of the works expected.
- **Safe Method of Work Statement:** Ensure an understanding of the Safe Method of Work drafted for the tasks to be undertaken and carry out the work in the correct designated area. Whenever ambiguity of a particular safety requirement occurs, staff are expected to ask the Supervisor for clarification.
- **Control of Substances Hazardous to Health:** Before using substances that could be hazardous to health ensure an understanding of the requirements provided on safety data sheets and COSHH Assessments. The Supervisor should give this information before starting any such works.
- **Plant/Equipment and Tools:** Only operate Plant/Equipment for which you have been thoroughly trained on. Use the correct tools and equipment for the job. Ensure that they are supplied to you accompanied with the operators instruction and check that they are safe and fully efficient, that they are guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Do not use unsafe defective plant/equipment until it has been put back in good safe condition. Do not attempt to repair or maintain plant and equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrical work. Ensure that guard protection is always in place where required.
- **Reporting hazards:** Report hazards to your Supervisor immediately and warn other persons that could be at risk.
- **Injuries:** Any injury to yourself or others must be reported to your Supervisor immediately.
- **Personal Protective Equipment at Work Regulations 2022:** Wear all appropriate safety clothing/equipment as and when required by the safe working method statement.
- **Work in a safe manner at all times:** Do not take risks, which could endanger yourself or others. Do not play potentially dangerous practical jokes, engage in horseplay or otherwise indulge in reckless or careless behaviour.
- **Alcohol, Drugs, Smoking:** If you are found under the influence of or in possession of alcohol or an illegal drug you will be removed from Company premises and/or areas of work under the Company's control and would be subjected to appropriate disciplinary measures which could include dismissal for serious offences. If you are found smoking in a designated 'No Smoking' area you will be instructed to extinguish the cigarette immediately in a safe manner and will be subjected to disciplinary measures.

2.6. Sub-Contractors

- **General Requirements:** To carry out works efficiently and safely and strictly in accordance with the requirements of The Health and Safety at Work Etc., Act 1974 and all other statutory requirements, Approved Codes of Practices. To produce safety procedures for their operations incorporating their own Company's Safety Policy commitments.
- **Undertake a Risk Assessment:** For the works that they will be engaged in outlining the hazards associated with the works and detailing the safety provisions required.
- **Safe Method of Work Statements:** These must be produced and submitted, detailing the Method of Work and the Safety Precautions that will be required to be taken in accordance with the Works Risk Assessment.
- **COSHH:** Provide full COSHH Assessment information on any hazards associated with equipment or materials they use before starting work for the Company.
- **To Appoint a Safety Supervisor:** Who will ensure that works are carried out in accordance with the works safety procedures and to observe all our rules and regulations and encourage good safety practice when undertaking their works.
- **First Aid and Welfare Facilities:** To set-up and maintain an efficient and adequate system of first aid and welfare facilities for their employees unless shared welfare facilities are provided by others.
- **Co-operation:** To co-operate with our Management team, and the Client's personnel in the furtherance of their duties and maintain good working relationship with safety representatives and safety committees established in accordance with current legislation, in addition to other contractors etc.
- **Competency of Personnel:** To ensure that work is carried out by suitable and competent Personnel and to ensure that they are properly supervised and trained.
- **Safety Induction:** We require all employees of Sub-Contractors to receive Safety Induction before they start work.
- **Discipline:** To reprimand and discipline any of their employees who are careless in regard to their own or others safety. (Note: We will not hesitate to instruct the removal of offenders from works).
- **Personal Protective Equipment and Clothing:** To provide appropriate protective clothing and safety equipment and to ensure that their employees use both clothing and equipment at all times when required by Law.
- **Statutory Registers and Forms:** To complete all statutory registers and forms.
- **Reporting Hazards and Accidents:** To report all hazards to our Management team and to report all accidents encountered by their employees to us and comply in full with the requirements of the RIDDOR Regulations 2013 with regard to reportable incidents.

2.7. Health and Safety Consultants

- We have appointed C&C Consulting Services Ltd to advise Management on matters relating to safety and health, i.e., relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- **Health and Safety Inspections:** Where instructed, monitor by inspection of the workplaces and operations, workshops and accommodation, the safety and health performance of employees and to provide regular feedback on such inspections and other monitoring activities to the Senior Management.
- **Statistical Analysis:** To prepare statistical analysis in accidents and causation classification, with recommendations on preventative measures.
- **Investigate and Report Accidents:** To investigate and report on major injuries, notifiable dangerous occurrences, serious occupational ill-health, other accidents and incidents and to attend and report on legal proceedings in which we or Sub-Contractors working on our behalf may be involved.
- **Promoting Safety:** To promote good working relations with the Health and Safety Executive and other enforcing Authorities and to strive at all times to achieve with the co-operation of Management, compliance with current Legislation.

2.8. Other Persons

All persons, having responsibilities which relate to and necessitate their presence on our premises or work sites are to;

- **Observing Safety Rules:** All persons must observe the our safety rules and the instructions given by persons enforcing the Company's Health and Safety Policy.
- **Starting Works on Company Premises:** Work on our premises must not be started until all relevant safety rules are read, understood and accepted. Before starting work on Company premises show proof of full insurance cover for all risks.
- **Liaise with a Company representative:** All personnel must liaise with a Company representative before starting work on any of the Company's premises.
- **Notification of Hazards:** Notify the Company of any processes or materials, which will be used, that may present a hazard to the health and safety of the Company's employees etc.
- **Safe Means of Access:** Notify the Company of any hazards that may be encountered in obtaining a safe means of access and egress whilst on any of the Company's premises.
- **Do not interfere with or misuse** anything provided in the interest of health, safety and welfare.
- **Alcohol, Drugs, and Smoking:** Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company premises and/or areas of work under the Company's control and the matter would be reported to the employees Company. Likewise, anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and the matter would be reported to the employees Company.



3. Arrangements

3.1. General Company Policies and Procedures

3.1.1. Accident and Reporting Policy

We are committed to eliminating all accidents, injuries and incidents involving employees and third parties that may be affected by our operations. In pursuance of this goal it is essential that a comprehensive accident and incident recording system is in place and that all accidents, injuries and near misses are recorded, reported, analysed and followed up with a positive action.

Reporting and investigation are considered an essential reactive measurement and control tool to prevent a recurrence of similar events and circumstances.

This section of the policy sets out the responsibilities of staff and the procedures to be complied with following accidents and incidents involving our operations.

Internal Reporting: The Internal Incident reporting system will apply to all individuals working on behalf of the business. It also applies to near miss occurrences – i.e. incidents in which there is no resulting injury and for incidents where only property damage is the outcome.

Accident Book: Following any work-related accident or incident, regardless of how trivial it may seem, to an employee or visitor, the company accident book must be completed.

In addition to the above employees working on a client's premises or site must comply with the site accident book/reporting procedures conveyed during the site safety induction.

It is the responsibility of the individual to report accidents and incidents in which they are involved. Where this is not possible, a supervisor or colleague should report the accident or incident on their behalf.

Near Misses: These are incidents that have not resulted in any injury or damage to either persons or property. The fact that there was no material consequence however does not remove the need to record and report the incident. Often the lack of injury or damage is more due to good fortune than design, it is essential therefore, that these events are identified and controlled before a similar incident results in a more serious consequence.

We fully embraces a positive near miss reporting culture and actively promote and encourage the participation of all of our employees in ensuring that these events are reported when encountered.

It is our policy to report to a Manager, Supervisor or direct to the person responsible for health & safety any incident that an individual perceives to be a near miss. It also expected of all site-based employees to comply 100% with the near miss reporting policy of the client or principal contractor.

Near misses will not be recorded in the accident book, however upon receiving a report they will trigger an internal investigation process which will be completed by a Manager. The process will be recorded on an internal report. Upon completion, it will be forwarded to the person responsible for health and safety. They will ensure that the Health & Consultants have received a copy.

Minor Injuries: These are injuries, which either require very basic first aid treatment or no treatment at all. Injuries associated with this category fall outside the scope of RIDDOR 2013 and the prescribed reporting procedures that must then be followed. They may not prevent the person from carrying out their normal duties. Minor Injuries will trigger an entry into the accident book and an internal investigation process which will be completed by a Manager. The process will be recorded on an internal report. Upon completion it will be forwarded to the person responsible for health and safety. They will ensure that the Health & Consultants have received a copy

In every case the Manager must carry out an investigation into the causes and preventative measures required to be taken to prevent a recurrence. The level of investigation will be determined by the severity or seriousness of the accident or incident. For further advice or guidance, contact the Health & Safety Consultants.

It is the responsibility of the Manager to ensure that where actions have been identified to prevent a recurrence, they have been implemented.

External Reporting: Reporting of an accident must be carried out in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The online form F2508, must be used for reporting to the HSE any death, injury, or dangerous occurrence as detailed by the Regulations.

Facts and evidence regarding accidents and dangerous occurrences should be obtained as soon as possible. A copy of all accident documentation, photographs etc., must be sent to the Head Office 'Accident File'. Ensure the Company Accident Book is completed for every accident/illness.

Reporting of Accidents (Management Responsibilities): Listed below is the action to be taken in reporting the different categories of accidents and dangerous occurrences in accordance with the RIDDOR Regulations 2013.

Incident Reporting Helpline

There is a single telephone number and address for reporting workplace accidents and cases of ill-health under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre allows employers to report specified injuries, cases of ill-health and dangerous occurrences to the enforcing authorities by telephone without the need to follow up the report in writing. The centre also allows employers to report accidents to the enforcing authorities by email or via the Internet for the first time.

Fatal and specified incidents may be notified by telephone to the National Incident Contact Centre between the hours of 8.30 a.m. and 5.00 p.m. on weekdays, without the need to follow up with a report

Telephone the Incident Contact Centre on: **0345 300 9923**

Reporting of all other incidents under RIDDOR must be submitted via the relevant online interactive form, available on the HSE Website - www.riddor.gov.uk. On-line forms are:

- F2508 Report of an injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- OIR9B Report of Injury Offshore
- OIR9B Report of a Dangerous Occurrence Offshore
- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

3.1.2. Alcohol & Drugs Policy

Anyone found under the influence of or in possession of alcohol or an illegal drug must be removed from Company premises and/or areas under the Company's control and would be subjected to disciplinary measures. Anyone found smoking in a designated 'No Smoking' area must be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures. Special consideration must be given to Client conditions and requirements regarding this subject when working on their premises/Contracts.

Random drug screening may be carried out on employees engaged on safety critical work. If tests prove positive for alcohol or drugs, this would be classified as a breach of the Company Health and Safety Policy and would therefore result in disciplinary procedures, which could include dismissal. The Company as the standard will use the standards for a positive test shown below for Drugs and Alcohol generally. Company Management should check the standards of positive tests with all the Company's Clients and if there are standards for positive tests lower than the figures below, then those lower standards will be adopted by the Company for that particular Client.

Employees should note that it might take more than 24 hours for alcohol in blood to disperse. Employees should carefully consider this aspect, particularly those who are engaged on safety critical work, or those employees engaged on Contracts where the Company's Clients specify very low acceptable alcohol levels.

Any Company employee found under the influence, or in possession of illegal drugs whilst at work, will be removed from site immediately and the matter reported to the Police. This type of offence will be classified as a major breach of the Company Health and Safety Policy, which would result in the employee being dismissed.

Company Standards: All employees required to work on the Company's premises/Contract are required to be formally briefed on the Drugs and Alcohol Policy. Each employee receiving the standard Company's pack of documentation, which is inclusive of the Drugs and Alcohol Policy, are to receive briefings covering this subject as a part of their Induction for the Contract works prior to starting work.

Records required to be kept on Alcohol and Drugs Policy briefing, i.e., a Register.

Positive screening results

For the purpose of the standards, means screening for:

The presence of drugs, other than medication, which does not affect the work performance.

For the purpose of the standard, means screening for:

- More than 80 milligrams of alcohol in 100 millilitres of blood, or
- More than 35 micrograms of alcohol in 100 millilitres of breath, or
- More than 107 milligrams of alcohol in 100 millilitres of urine.

3.1.3. Fire Policy

We will meet with our obligations under the Regulatory Reform (Fire Safety) Order 2005 and nominate a Responsible Person. A fire risk assessment will be completed for the Head Office and other permanent places of work. Fire risk assessments for construction sites will be undertaken by the Principal Contractor. Significant findings within the fire risk assessment will be addressed accordingly to reduce the risk and the consequences of fire within the premises.

It is important that all staff constantly remain vigilant in the prevention and detection of fire on the premises. If you consider there is a potential fire hazard inform your immediate Supervisor/Manager immediately. Should a fire start, do not panic, shout out loud "Fire, Fire, Fire" and go to the nearest fire alarm point immediately and raise the alarm so that all other persons in the building are made aware of the danger.

After the alarm is raised, providing you have been trained in the use of fire extinguishers and as long as there is no personal risk, attempt to extinguish the fire using one of the extinguishers sited around the premises. Ensure that you use the correct fire extinguisher for the relevant type of fire; for example, do not use water extinguishers for electrical fires.

Leave the building by the nearest safe Fire Exit. Do not stop to collect personal belongings.

After leaving the building, go to the main assembly point; do not leave the fire assembly area until you have given your name to the person calling the register roll who will give any necessary further information. Do not re-enter the building.

The main fire assembly point is situated: Outside the building in the main yard area.

The person in charge of evacuation of the building in the event of a fire must be made known to all employees. This person is to take the employees attendance register and the visitor's book to the fire assembly point to assist the roll call.

If the fire cannot be controlled quickly with the aid of extinguishers, the Fire Service should be called using the emergency number (999). The Reception Staff should carry this out where possible. If the telephone system is not working or a phone is not accessible, go to one of the adjoining buildings to make the call.

If the fire is spreading ensure occupants of adjoining buildings are made aware of the potential danger.

Be familiar with the position of the fire alarm points as well as the location of extinguishers.

General precautions to prevent fires:

- Ensure all equipment that can cause a fire is handled with the utmost care
- Do not leave any naked flames unattended
- Extinguish cigarettes and matches properly and do not smoke in No Smoking Areas
- Do not discard cigarette ends or any hot items into bins or containers; use ashtrays
- Ensure all electrical machinery and equipment is switched off after use
- Ensure that gas appliances are properly turned off after use
- Store gas and oxygen cylinders in a proper manner in the designated area
- Substances that have the potential of causing a fire must be used and stored correctly
- Ensure that the Company premises have adequate fire protection to reduce the possibility of the spread of a fire where appropriate

3.1.4. First Aid Policy

We will ensure adequate first aid provisions are made for our employees.

General Company Requirements for First Aid: Management should ensure the Company's legal requirements for first aid is fully complied with. Provisions for first aid vary depending upon the nature of the works and the number of personnel employed. First Aid should be able to be catered for without difficulty at all of our premises and locations of work.

Where personnel etc., are working on site, Management should negotiate arrangements with Principal Contractors whenever possible. Where gangs of workers are to be supplied to sites to carry out works, one should be a Trained First Aider. Where the Company has lone workers, special consideration should be given to the Accident Section of this Policy section.

First Aiders: First Aiders must be properly trained by an HSE approved training body.

Emergency First Aid Qualified Person (EFAW): For construction sites, where there are less than five employees, there is no statutory duty to have a First Aider, but the Employer must ensure that an 'appointed person' is present to take charge of the situation if a serious injury or major illness occurs.

First Aid Kits and Boxes: All premises and places of work should have an appropriate amount of complete first aid kits. First aid kits/boxes must be easily accessible for the first Aiders/appointed persons. Boxes/kits should be checked frequently to ensure they are fully stocked and that all items are in a useable condition. First aid boxes/kits locations must be clearly identified with a first aid sign. Only specified first aid contents are allowed in first aid kits/boxes as detailed in the HSE Guidance Notes.

First Aid Record: All first aid cases that are treated must be recorded in the accident book.

3.1.5. Driving for Work Policy

This policy seeks to provide appropriate guidelines to ensure that we comply with our statutory duties to manage the risks associated with driving for work and as such applies to all employees required to undertake driving activities on behalf of company, regardless of the ownership of the vehicle used.

The principles of this policy shall apply to all work situations where driving is involved.

Whilst driving for work purposes, employees must comply with road traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs or alcohol whilst driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a crash
- acquiring demerit points leading to suspension of licence
- any actions that warrant the suspension of a licence.

Also, non-disclosure of criminal convictions, which may include one of the above, will be considered a breach of terms and conditions and may result in dismissal.

Driving for Work is defined as travelling from your site base for the purpose of work on our behalf. This includes employees travel between our offices, sites and/or other premises, but does not include travelling from your home to your main base. It may include journeys which start from home where it is not practical to attend your work base first, such as travelling out of the area. This definition includes all driving for work, regardless of whether or not mileage payments are claimed for the journey.

All Employees shall:

- inform their line manager immediately if, for any reason, their licence is no longer valid
- ensure their insurance policy includes business cover for the amount and type of business mileage they undertake; employees who do not have business insurance are able to drive to and from work, nothing in between
- ensure that their vehicle is taxed and has a valid MOT if applicable
- report any road safety problems including crashes, incidents, fixed penalty notices, summons and convictions for any offence to their line manager
- present their original driving licence for inspection when required
- co-operate with any reporting and investigation procedures in the event of an accident or incident
- never drive defective vehicles
- adhere to all policies relating to the use of lease and/or pool cars
- be aware of what action needs to be taken in an emergency situation ensure they are physically fit to drive
- never drive while under the influence of alcohol or drugs if it could impair their ability to do so
- remember that some prescription drugs can adversely affect the ability to drive and check with doctor or pharmacist
- never undertake using a mobile phone while driving unless with approved fitted hands free kit (as outlined below)
- drive within speed limits and to the speed dictated by conditions, which may mean driving at less than the limit ensure that suitable breaks are included to prevent fatigue
- Consider the use of other, more sustainable methods of transport to support green/sustainability agenda whilst also reducing time spent driving and associated risks.

Vehicle Checks: Appropriate routine vehicle safety checks should be undertaken on any vehicle used for work purposes, regardless of whether it is a private vehicle, a leased vehicle or a company owned vehicle.

Use of Mobile Telephones whilst Driving: It is illegal to use a mobile telephone in the car at any time when the ignition is on, unless fitted with a hands-free facility. This includes when stationary at traffic lights or when parked on or adjacent to roads when the engine is running. No employee should use a mobile phone or portable hands-free kit whilst in the driving seat of a vehicle and the ignition is on, unless their life was in danger and they needed to contact the emergency services on 999 and to stop would exacerbate the situation.

Only car fitted hands free kits are acceptable. Whilst driving, making calls with a car fitted hands free kit must be restricted and kept to a minimum. When answering incoming calls, employees should inform the caller that they are driving or set up in advance an auto answering function of the mobile phone such as a messaging service. Employees should be aware that even though the use of fixed hands-free kits is not illegal, there is still a possibility of prosecution if a law enforcement officer believes that they were not in full control of the vehicle. For this reason, usage should be kept to a minimum whilst driving.

Any use of a hand-held mobile device is strictly prohibited whilst the car engine is switched on. The use of any hand-held mobile device for reading or responding to emails is strictly prohibited whilst the car ignition is switched on.

Driver's Health: Under no circumstance should employees drive for work when their ability to drive safely is affected. No employee should drive at work when they are under the influence of alcohol or drugs if they could impair their ability to do so. This includes, prescribed and over the counter medication. Where there are any concerns, an employee may be referred for specialist advice.

Employees are reminded of the requirement to inform the DVLA of any condition or illness that could impact upon their ability to maintain a driving licence (either directly or via their own GP).

Driver's Safety: Employees should consider whether a road journey is really necessary or whether alternative methods of transport can be utilised.

Employees should ensure that necessary journeys are scheduled to a realistic timetable and planned to take into account of the essential need for rest periods, delays due to road works and any weather limitations/restrictions.

Fines: Employees will be responsible for any speeding, parking or other infringement fines and for any associated legal costs.

Monitoring: Compliance with this policy will be monitored by the person responsible for health and safety as part of our management systems audit. Ongoing monitoring will also be undertaken to identify any potential changes in legislation and/or relevant Codes of Practice, following which the policy will be updated and submitted to the relevant committee for approval.

3.1.6. Young Persons Policy

No person under the age of 18 is allowed to drive, or operate any mechanical vehicle, machinery or plant unless being trained under the close supervision of a competent person. Under no circumstances is a young person permitted to use a chainsaw when working for us.

Site management must be informed if any young persons are brought onto any construction site where the company may be working.

The Management of Health and Safety at Work Regulations 1999 requires us to assess the hazards that may put a young person at risk, therefore we will:

- Assess risks to young people, under 18 years old, before they start work
- Take into account their inexperience, lack of awareness of existing or potential risks and immaturity
- Address specific factors in the Risk Assessment
- Provide information to parents of school-age children about the risk and the control measures introduced

Our Risk Assessment will determine whether the young person should be prohibited from certain work activities, unless:

- they are over minimum school leaving age and it is necessary for their training
- risks are reduced so far as is reasonably practicable and proper supervision is provided by a competent person.

3.1.7. Environmental Policy

It is one of our objectives to run our operations avoiding unnecessary or unacceptable effects on the environment. Any effects will be minimised as far as practicable. Environmental considerations will be given equal importance to the more traditional business issues such as production, research, sales, safety and finance.

The Company will work towards achieving its environmental objectives by:

- Minimising the impact of all its operations on the local and global environment and the quality of life of the local communities in which the Company operates
- Meeting all relevant statutory regulations
- Maintaining the cleanliness and appearance of premises to the highest practical standards
- Aiming for efficient use of all resources used in its operations and by reduction of waste through process improvements. Recycling of material is continued wherever feasible and further positive steps are taken to conserve resources, particularly those that are scarce or non-renewable
- Working with suppliers to ensure that the products and the services they supply are environmentally acceptable
- Providing the necessary information to enable Employees to operate the processes properly and with minimal effects on the environment.

3.1.8. Equal Opportunity Policy

We acknowledge the desirability of equal opportunities for employment and the observance of the codes of practice as far as it is reasonably practicable.

The intention of the policy is to see that no job applicant or employee receives less favourable treatment on the grounds of disability, sex, marital status, race, colour, nationality or ethnic or national origins, or is disadvantaged by unreasonable conditions or requirements.

Individuals should be selected, promoted and treated on the grounds of their performance, attitude and abilities. All suitably qualified Employees will be given equal opportunity to progress within the organisation.

All those who come into direct or indirect contact with Employees or applicants for employment should ensure that they understand this policy and recognise the part they have to play in its fulfilment.

It is the policy of the Company to encourage the employment and career development of disabled persons. No unnecessary limitations are placed on the type of work that they can perform.

Full and fair consideration will be given to disabled applicants for employment; existing Employees who become disabled will have the opportunity to re-train and continue in employment wherever possible.

3.1.9. Risk Assessment Policy

We recognise our duty to conduct risk assessments for work activities. The purpose of these risk assessments is to identify the risks to health, safety and welfare of our employees, as well as others affected by the activities, in order that measures can be taken to either:

- remove such risk to health and safety from the workplace or
- reduce those risks to as low a level as practicable

In order to comply with The Health and Safety at Work etc. Act, 1974 and the Management of Health and Safety at Work Regulations, 1999, we require that written risk assessments be compiled by designated Company personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities. This will include as a minimum all of our work sites and projects.

Such assessments will be held at places where the risk is likely to be encountered and measures will be taken by this Company to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers.

All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates. This will include times where projects progress as the programme develops.

Where it is assessed the risk of an activity is high and remains high following the implementation of control measures and specialist guidance, alternative methods of working will be adopted.

3.1.10. Corporate Manslaughter/Homicide Act Policy

The Act sets out an offence for convicting our company, where a gross failure in the way our activities are managed or organised which results in a person's death.

Our management systems and practices will be examined, providing a more effective means for prosecuting the worst corporate failures to manage health and safety properly.

Prosecutions will attempt to prove a fatal activity was managed or organised in a grossly negligent manner, it will look at any systems and processes for managing safety and how these were operated in practice.

A substantial part of the failure within the organisation must have been at a senior level. Senior level means the people who make significant decisions about the organisation or substantial parts of it.

Penalties: If we are guilty of the offence we will be liable to an unlimited fine. The Act also provides for courts to impose a publicity order, requiring the organisation to publicise details of its conviction and fine. Courts may also require an organisation to take steps to address the failures behind the death (a remedial order).

We understand the impact this Act has on our business activities and accept that by ensuring the duties of care owed by employers under the Health and Safety and Work Act 1974 and other legislation, the potential of negligent failings at any level within the company can be fully controlled.

In ensuring that management systems remain effective at all times we will ensure that our auditing and review policy is fully implemented. Management systems will be reviewed periodically and will be formally audited at least every 2 years. All risk-based controls and method statements will be reviewed before every contract of work commences. Compilers and auditors are to ensure that their work is signed and dated and that periodic reviews take place during the contract period.

Site Audits and snap inspections are to be conducted by contracts managers and safety consultants as agreed, where items are identified as requiring action to make safe or comply with standards etc, an action plan is to be implemented and the contracts manager will ensure all points are rectified in line with the time frames noted.

3.1.11. Work Safe Policy

Working safely requires the establishment of safe systems of work, delivered by a competent workforce demonstrating the correct safety behaviours. Employees, or anyone working on our behalf, is expected to carry out any task where the risk to themselves or any other person is considered to be unacceptable.

Our Work-safe, or Refusal to Work Policy, empowers each member of staff with the absolute right to refuse to carry out work if they feel it is not safe to do so. Refusal to work on the grounds of Health and Safety is free from any disciplinary action and will not affect, in any way, their future prospects within the company

All refusals to work will be responded to positively & promptly and the employee raising the Work-safe procedure will be engaged by management throughout the process.

Managers and staff are encouraged to report any unsafe acts or conditions, which they have witnessed through the site reporting mechanism and also through our company reporting procedure.

Any situation leading to an individual refusing to work for Health and Safety reasons must be reported, in the first instance, to the senior person on site as soon as possible, explaining that you have invoked the Work-safe policy and why you have stopped work.

The person in charge shall, in discussion with the employee, make an assessment of the situation and determine the course of action required.

An agreement should be reached that there has been a suitable and sufficient risk assessment of the task, the system of work is safe and that the work can be restarted.

If a safe method of work cannot be agreed, the work will not be restarted and the person in charge shall report to the Managing Director, for further instruction. No work should be recommenced until the issue causing concern has been addressed.

Details of all refusals to work must be passed to the person responsible for health and safety who will log the event and track it to its resolution. Refusals to work on health and safety grounds will be reported on at Board level.

3.1.12. Slavery & Human Trafficking Policy

Slavery and human trafficking remain a hidden blight on our global society. We all have a responsibility to be alert to the risks, however small, in our business and in the wider supply chain. Staff are expected to report concerns and management are expected to act upon them.

We are committed to ensuring that there is no slavery or human trafficking in our supply chains or in any part of our business. This Anti-Slavery Policy reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

As part of our initiative to identify and mitigate risk:

- Where possible, we build long standing relationships with local suppliers and make clear our expectations of business behaviour
- With regards to national or international supply chains, our point of contact is preferably with a UK company or branch and we expect these entities to have suitable anti-slavery and human trafficking policies and processes
- We expect each entity in the supply chain to, at least, adopt 'one-up' due diligence on the next link in the chain

It is not practical for us (and every other participant in the chain) to have a direct relationship with all links in the supply chain.

- We have in place systems to encourage the reporting of concerns and the protection of whistle blowers

We have zero tolerance to slavery and human trafficking. We expect all those in our supply chain and contractors to comply with our values.

The Company Directors are responsible for compliance in their respective departments and for their supplier relationships.

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we provide training to relevant members of staff. All Directors have been briefed on the subject.

We have at our disposal the following Key Performance Indicators (KPIs) to measure how effective we have been in ensuring that slavery and human trafficking is not taking place in any part of our business or supply chains:

- Completion of premises Audits by Safety, Health and Environmental Managers and consultants
- Use of labour monitoring and payroll systems to check eligibility of employees in the UK
- Level of communication and personal contact with next link in the supply chain and their understanding of, and compliance with, our expectations.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our group's slavery and human trafficking statement.

3.1.13. Health Surveillance Policy

Health surveillance is about systematically watching out for early signs of work- related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this. These procedures may include:

- Simple methods, such as looking for skin damage on hands from using certain chemicals
- Technical checks on employees, such as hearing tests
- More involved medical examinations

Some health and safety regulations also require us to provide health surveillance for employees.

We recognise our duty to make arrangements for health protection and surveillance and employees are required to co-operate. There may be requirements for health surveillance to continue even after cessation of the exposure, but this is for diseases that have a long latency period (such as asbestos-related disease).

It is our policy to:

- Carry out risk assessments under the Management of Health and Safety at Work Regulations and any other applicable Regulations in order to decide if health surveillance is appropriate
- Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate
- Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements
- Inform affected employees, and where applicable safety representatives, of the health risks and of the health surveillance procedure
- Ensure that the person carrying out the health surveillance procedure is competent to undertake the task
- Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them
- Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment
- Treat an individual's health surveillance records as confidential information
- Inform employees, and where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified
- Ensuring that health surveillance records are retained for statutory retention periods

Noise: The Noise at Work Regulations 2005 will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary. First priority should be to reduce noise levels and exposure to noise. Hearing protection should be used where other means of controlling noise has failed.

We will assess noise levels, reduce noise and exposure to noise and provide employees with information about the risk of noise, their responsibilities and how to obtain and look after ear protectors.

Where noise levels are such as to expose operatives to in excess of 80db(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction techniques and/or the use of ear defenders. Such assessments may be specific to site or related to the work activity. Operatives will ensure that the precautions suggested are implemented.

Where noise levels exceed 85dB(A) areas affected will be established, signed and protected against unauthorised entry. Ear protection is necessary to prevent damage to hearing. The two main types of hearing protection are disposable or re-usable ear plugs and ear muffs. Ear protection shall be provided and worn by all within the noise affected area. Employees will be provided with information on hazards of work exposing them to noise levels in excess of 85dB(A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders.

Exposure to noise may cause:

- Hearing loss
- Irritation, annoyance and fatigue
- Inefficiency and lack of concentration
- Failure to hear warnings, sounds and instructions

Safeguard your hearing:

- Use hearing protection as instructed
- Trained persons should supply and fit ear protection to suit individuals needs
- Keep ear protection clean, check regularly for damage
- Replace as necessary

A self-assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of hearing impairment should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary.

Dermatitis/Eczema: Contact dermatitis is inflammation of the skin caused by contact with a range of materials. The main signs of eczema are redness, swelling, crusting and cracking and flaking of your skin. These include detergents, toiletries, chemicals and even natural products like foods and water (if contact is prolonged or frequent). It can affect all parts of the body, but it is most common to see the hands affected.

There are two main types of contact dermatitis:

- Irritant contact dermatitis
- Allergic contact dermatitis

Irritant contact dermatitis is caused by things that dry out and damage the skin, e.g. detergents, solvents, oils and prolonged or frequent contact with water.

Allergic contact dermatitis occurs when someone becomes allergic to something that comes into contact with his or her skin. The allergic reaction can show up hours or days after contact. Common causes include chemicals in cement, epoxy resins and some foods.

The signs and symptoms of the different types of dermatitis are similar. Dry, red and itchy skin is usually the first sign. Swelling, flaking, blistering, cracking and pain can follow.

Sometimes the consequences of contact with a material are immediately visible. Sometimes contact occurs without apparent effect. However, every contact can cause minute amounts of 'invisible' damage to the skin that can build up until more serious signs are seen.

Our procedure is:

- Avoid contact with materials that cause dermatitis. Adequate Information, instruction, training and supervision will be provided
- Protect the skin. Select suitable hand protection (barrier creams), suitable welfare facilities and appropriate PPE
- Check for early signs of dermatitis. A self- assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of dermatitis / eczema should be brought to the attention of management
- Specialist advice will be sought from an occupational health professional as necessary

Respiratory Disorders: Chronic Obstructive Pulmonary Disease (COPD) is a long-term illness that makes breathing difficult. The lungs and breathing tubes are damaged making it difficult to get air in and out.

Common symptoms include:

- a persistent chesty cough and phlegm
- wheeze
- more frequent and troublesome chest infections

COPD is a slow developing condition; the symptoms tend only to start becoming a problem in mid-life, usually in the late forties onwards. A wide variety of dust or fume have the potential to cause COPD if exposure is high and over a long period of time, for example studies suggest the following substances have the potential to cause COPD:

- Hardwood dust
- Mineral dust
- Silica dust
- Solvent fumes in paint
- Welding Fumes

Some of these occupations and substances are also linked to other diseases, for example, welding fume can cause fume fever and pneumonia. Some can also cause occupational asthma.

Occupational Asthma: Breathing in substances called respiratory sensitisers at work can cause occupational asthma. A respiratory sensitiser is a substance which when breathed in can trigger an irreversible allergic reaction in the respiratory system. Once this sensitisation reaction has taken place, further exposure to the substance, even to the tiniest trace, will produce symptoms. Sensitisation does not usually take place right away. It generally happens after several months or even years of breathing in the sensitiser.

The symptoms are:

- Asthma - attacks of coughing, wheezing and chest tightness
- Rhinitis and conjunctivitis - runny or stuffy nose and watery or prickly eyes

Once a person is sensitised, continued exposure can result in permanent damage to their lungs and increasingly severe symptoms. People with rhinitis may go on to develop asthma. Asthma attacks are likely to become worse and can be triggered by other things such as tobacco smoke, general air pollution or even cold air.

Respiratory sensitisers are subject to the Control of Substances Hazardous to Health Regulations (COSHH). COSHH requires the substitution of harmful products with less harmful ones. If this is not possible then you must use adequate control measures.

Many substances and processes used in the workplace create dust and fumes. All dusts and fumes are a risk to health.

Our procedure is:

- Avoid long term contact with machinery or tasks that would cause COPD/Asthma
- Adequate Information, instruction, training and supervision will be provided
- Suitable dust suppression should be provided with the machinery
- If you have any doubts about the substances or material you are to use, speak to your supervisor

Checks should include the following:

- Identify material or substances before use
- Read any information on packaging or containers or manufacturer's instructions
- Make sure you have been trained in the use of the equipment
- Clean and service all equipment after use following maintenance instructions

Select suitable equipment with dust suppression measures, and appropriate PPE as the last resort. When it is not possible to reduce the risk at source, respiratory equipment can safeguard health. It is available as:

- Disposable face masks
- Half mask respirators and full-face respirators
- Positive pressure powered respirators
- Select the correct type of respiratory equipment
- Use additional protection, such as gloves, goggles and overalls as necessary
- Other equipment is designed for specialist work, e.g. in sewers

Vibration: Whole body vibration is transmitted through the seat or feet (known as whole-body vibration or WBV). Drivers of some mobile machines, including certain tractors, fork lift trucks and quarrying or earth-moving machinery, may be exposed to WBV and shocks, which are associated with back pain. Other work factors, such as posture and heavy lifting, are also known to contribute to back problems for drivers, however further study is needed into the impact of WBV.

Hand-Arm Vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health. Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.

Our procedure is:

- Avoid long term contact with machinery that would cause HAVS. Adequate Information, instruction, training and supervision will be provided
- Select suitable vibration dampened equipment, suitable welfare facilities (warmth) and appropriate PPE as the last resort.
- Check for early signs of HAVS. A self- assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of HAVS/ white finger should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary.

Management of Stress: The company acknowledges that stress in the workplace can affect staff at all levels and can be caused by:

- Job content
- Working environment
- Relationship with others at work
- Excessive workload or working hours
- Inadequate training
- Personal problems outside the workplace

We will provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

3.1.14. Protective Clothing & Equipment Policy

All employees must wear/use protective clothing and equipment where and when required, e.g. safety footwear, gloves, goggles, waterproofs, earmuffs/plugs, high visibility clothing and masks, must be worn where relevant. Safety harnesses, lifelines, gas detectors, emergency breathing apparatus, underground service detectors, should always be used where and when required.

Personal Protective Clothing and Equipment: All site personnel are required to wear all appropriate clothing and equipment when and where required.

- Safety Helmets are to be worn whenever there is a likelihood of head injury from either falling/flying objects or head strikes against fixed objects
- Safety Footwear - appropriate footwear will be worn for respective trades. Trainers and lightweight shoes are not permitted
- Gloves - appropriate gloves will be worn for respective trades particularly when demolition works are concerned so that hands are protected from cuts and abrasions so that it prevents the likelihood of catching Leptospirosis from rats urine
- Overalls - appropriate overalls are to be worn for respective trades when and where required. Overalls are to be cleaned when necessary if they are not of the disposable type
- Eye Protection will be worn whenever there is a likelihood of eye injury
- Masks of the appropriate type will be worn when and where required. Face fit tests will be completed for employees required to wear tight fitting RPE
- Ear Protection will be worn when noise levels are above 85 dB(A)

Further guidelines with regards to the wearing of protective clothing and equipment will be read before using substances and materials of a hazardous nature. This information will be contained in the COSHH Safety Data Sheets. COSHH Assessment Sheets will be supplied to the site before the materials are used.

It is our policy that on all sites, employees, sub-contractors, visitors and purchasers must wear safety helmets. The wearing of safety helmets is mandatory throughout the site, with only the following exception: Inside site offices and huts as long as no works are being conducted in those areas or within the immediate confines of these areas.

The Personal Protective Equipment at Work (Amendment) Regulations 2022 details additional duties for employers of both employees and limb (b) workers for the issue and upkeep of personal protective equipment (PPE)

Employers with both employees and limb (b) workers

- We will ensure there is no difference in the way PPE is provided to our workers, as defined by PPER 2022. This means we will assess the risk and ensure suitable PPE is provided, when needed, to all people that fall under the definition of worker.
- Our PPE will be compatible, maintained and correctly stored. All workers must use the PPE properly following training and instruction in its use from their employer. If the PPE provided is lost or becomes defective, the fact must be reported. PPE will be provided free of charge to both types of worker classification.
- The provision of PPE to our self employed workers will be at our discretion, however where such PPE is required to undertake a task and not provided by us, we will ensure that the worker is wearing the appropriate PPE for the task in hand. Managers and Supervisors will not permit work to commence unless the identified PPE is worn by all operatives involved.

3.2. Office Arrangements

3.2.1. Health & Safety in the Company's Offices

In considering the Workplace health Safety and Welfare Regulations, we will ensure that:

Maintenance: The workplace and associated equipment and systems must be maintained in a clean and efficient state, in efficient working order and in good repair. Statutory records of maintenance and testing for the following shall be kept for:

- Gas appliances
- Fire Alarm Systems
- Fire Equipment
- Intruder/Security Systems
- Pressure Systems
- Local Exhaust Ventilation Systems
- Air Conditioning Systems
- Air Handling Systems
- Water Storage Systems
- Asbestos Management Systems

Ventilation: Where windows or other openings will not provide suitable ventilation, mechanical ventilation systems should be provided and properly maintained.

Temperature: The temperature in workrooms must be "reasonable" and where practicable, this should normally be at least 16°C. Where work involves significant physical effort, the temperature should be at least 13°C. If, despite measures to heat or cool a workroom, workers are exposed to temperatures, which do not give reasonable comfort, suitable protective clothing and rest facilities should be provided. Sufficient suitable thermometers must be readily available to allow workers to check the temperature in the workplace.

Lighting: Natural lighting should be provided, where reasonably practicable; windows and skylights must therefore be kept clean. Lighting should be sufficient to enable people to work and move safely without visual fatigue. Local lighting should be provided where necessary. Where appropriate, emergency lighting must be provided and maintained

Cleanliness and tidiness: Floors, walls and ceilings, together with furnishings must be kept sufficiently clean, the standard of cleanliness depending on the use of the workplace. Absorbent floor surfaces, such as untreated concrete or timber, which are likely to be contaminated by oil, grease, etc, should be sealed or coated, e.g., with suitable non-slip floor paint.

Waste, dirt and refuse should be cleared regularly. Furniture, materials and tools should be placed so that they do not cause people to trip or fall and do not obstruct access or fire escape routes.

Space: Workrooms should have enough space to allow people to move with ease.

Workstations & Seating: Workstations should be arranged so that each task can be carried out safely and comfortably. Seating should, where possible, provide adequate support for the lower back; a footrest should be provided where the foot cannot comfortably be placed flat on the floor.

Floors and Traffic Routes: Floors of workplaces and surfaces of passages, staircases, access roads, etc., must be suitable for their intended use and properly maintained. Measures must be taken to reduce the risk of persons slipping, tripping and falling, or of vehicles becoming unstable. Any open side of a staircase should be securely fenced by an upper rail at 1100 mm, or higher and a lower rail. A secure and substantial handrail should be fixed on at least one side of every staircase.

Precautions against persons or objects falling (fencing and covers): Secure and suitable fencing, guard-rails or covers should normally be provided where persons are liable to fall. Guard-rails should consist of a top rail and at least one intermediate rail should be fixed to prevent persons from falling under the top rail. Where necessary, adequate upstands or toe boards should be fixed to prevent objects falling.

Ladders: Fixed ladders, which include steep stairways should extend at least 1.10m above any landing place that is served. Fixed ladders installed after 31 December 1992, with a vertical height of more than 6m, should have a suitable resting place every 6m. Floor openings for ladders should be as small as possible, with fencing and a gate provided where necessary to prevent falls. Fixed ladders at an angle of less than 15° to the vertical, which are more than 2.5m high, should, where possible, be fitted with safety hoops or permanently fixed fall arrest systems.

Roof Work: Where frequent access is needed to roofs, suitable fixed, safe means of access should be provided. Compliance with the requirements of the Work at Height Regulations 2005 must be achieved in all instances.

Stacking and Racking: Materials should be stacked and stored in such a way that they are not likely to fall and cause injury. Racking should be of adequate strength and stability.

Loading and Unloading Vehicles: The need to climb on top of vehicles or their loads should be avoided as far as possible. Where this is unavoidable, measures such as fixing fencing on top of a tanker should be taken to prevent falls.

Danger Areas: Where it is not reasonably practicable to take measures such as the provision of fencing, guard-rails, etc., to prevent falls, entry to such "danger areas" should be restricted to authorised persons who have received adequate information, instruction and training on any appropriate safe system of work. A Permit-to-Work system may be appropriate.

Glazing: Glazing of doors and walls, which could be broken, accidentally by persons or materials and cause injury, must be made of suitable safety material, or be adequately protected against breakage by suitable screens or barriers.

Windows: Windows, skylights etc., must be capable of being opened and closed without any risk. Windows should be designed, or provisions should be made, to ensure that cleaning could be carried out safely. Window cleaning is subject to the requirements of the Work at Height Regulations 2005.

Doors and Gates: Doors and gates which swing in both directions should have a transparent panel. On main traffic routes, all doors should be fitted with such panels. Power operated doors and gates must have appropriate safety features to prevent injury to persons where it is possible to be struck by them.

Traffic Routes: Traffic routes must allow the safe movement of persons and vehicles within the workplace and when entering or leaving it. Appropriate measures may include: clearly marked separate routes for pedestrians and vehicles; fitting reversing alarms to vehicles; appointment of a banksman to supervise safe movement of vehicles; display warning signs to alert drivers to restrictions in force; setting speed limits for vehicles and installing road humps; warning indication of height limitations or obstructions; use of one-way systems for vehicles; wearing of high visibility clothing.

Sanitary Conveniences and Washing Facilities: Suitable and sufficient facilities must be provided for the maximum number of persons likely to be at work in a workplace at any one time. Warm water, must always be provided but, in some cases, the provision of showers and/or baths may be appropriate.

Drinking Water: An adequate supply of drinking water must be provided, together with suitable cups, etc., unless the supply is from a drinking fountain. There should also be facilities for washing cups, or alternatively, disposable cups should be provided.

Accommodation for clothing and changing: Suitable and sufficient accommodation must be provided for any special work clothing and for personal clothing, which is not worn at work. Clothing should be able to be hung in a clean, warm, dry and well-ventilated place, with at least a separate hook, peg or hanger for each worker. Where workers are required to wear special work clothing, adequate room for changing should be provided and measures should be taken to ensure security, for example by providing lockers.

Facilities for rest and meals: Other than in offices, or similar clean workplaces, separate rest areas or, in new workplaces, separate rest rooms, should be provided. Suitable and sufficient facilities for eating meals should be provided where workers regularly eat meals at work. Minimum facilities should include a means of preparing or obtaining a hot drink and, where necessary, means of heating food.

3.2.2. Health & Safety (Display Screen Equipment) Regs 1992

We recognise that this legislation requires us to manage the risks posed by the use of Display Screen Equipment, to this end, we will identify the groups of persons directly and indirectly affected.

A 'user' means an employee who habitually uses display screen equipment as a significant part of normal work, whether at his/her own employer's workstation, at another employer's workstation, or at a workstation at home.

An 'operator' means an employee that has access to the same equipment as a 'user' but its use does not use it habitually.

Risk Assessment: We will undertake a DSE Risk Assessment for all 'users' and 'operators' This assessment may take the form of a self-assessment or be undertaken by a line manager. They will draw on the experience of 'users' and be recorded against an ergonomic checklist based on the schedule to the Regulations. Assessments will be reviewed periodically.

Information and Training: Employees shall receive the appropriate level of training in relation to DSE, including suitability of equipment, workstation layout, signs and symptoms of fatigue and pain resulting from DSE and early intervention measures to solve potential problems.

Eyesight tests: We will provide eyesight test to employees who are 'users' if they request the. This means a "sight test" as defined in the Opticians Act and includes a test of vision and an examination of the eye completed by a registered ophthalmic optician (optometrist) or a registered medical practitioner.

If the sight tests indicate that a 'user' needs 'special corrective appliances' (spectacles), as distinct from their normal spectacles, to overcome vision defects at the specific viewing distances they will be provided free of charge. However, we are only obliged to provide basic spectacles, which are adequate for the purpose. If users choose more expensive spectacles, they must pay the difference in cost between the basic ones and those of their choice. If a user's normal corrective spectacles are adequate for safe use at their DSE, the employer is not responsible for the provision of additional spectacles.

3.3. Workplace Arrangements

3.3.1. Asbestos Containing Materials

3.3.1.1. Asbestos Management Plan

We are required by law to survey our premises and locate and assess the condition of any Asbestos Containing Materials (ACMs). We are also required to provide information to our employees on any such findings and give instructions on how to identify such ACMs and what to do in the event of accidental disturbance.

To this end, we have had a Management Survey completed for these premises which has identified the location by confirmation or by assumption of ACMs within our premises.

Where confirmed as an ACM and small inconspicuous sticker has been applied to the surface. to avoid any confusion, employees are to assume the surface identified is indicative of all similar surfaces within the structure and should not be disturbed at all. If an event causes accidental disturbance - report it immediately, exit the area and prevent access.

Higher risk areas may be secured from general access and require an permit to enter, including key access. under no circumstances is unauthorised access permitted.

Other areas may have had protective covers fitted to reduce the possibility of disturbance, these areas will also be labelled.

The asbestos survey report and Management Plan is available, should you wish to read it, the information contained within shall be conveyed to all employees, new employees and visitors/contractors to our site.

Condition surveys will be conducted on a periodic basis, with the management plan recording all such events.

3.3.1.2. We do not work with ACMS

We will not knowingly work with asbestos containing materials (ACMs). To ensure / minimise such a situation arising, when tendering for any works on building constructed before 1999, we will insist on a R&D asbestos survey report undertaken by an accredited asbestos survey Company. If the survey indicates there is asbestos containing materials in or close to any areas to be worked, we will arrange with client for asbestos removal and the necessary asbestos clearance certification being issued prior to works being started.

This is in accordance with the requirements and guidance under Control of Asbestos Regulations 2012. Where operatives undertake works that may involve ACMs, operatives shall be trained to minimum of asbestos awareness standards. This will provide operatives with the foundation knowledge about ACMs and facilitate the full implementation of our policy for ceasing works where asbestos is suspected to be present. This training shall be refresher trained every 12 months by the completion of a detailed toolbox talk confirming policy, identifying any new procedures or industry practices etc.

In the event of an asbestos incident where asbestos is suspected to be present in a location where it has not been identified, or asbestos exposure may have occurred, or non-compliance with asbestos controls etc. need to be reported, the Site Manager must be informed immediately for further advice and to ensure full compliance with any Client's emergency procedures. The following process must be followed:

- Immediately stop the work
- All workers are to leave the work area, and where possible the work area should be locked or made secure in some other way
- Where clothing has been contaminated, if practical remove the clothing carefully so as to reduce the dispersion of fibres/dust and leave the clothing in the work area. If not practical to remove clothing, obtain assistance to lightly wet down the clothing (i.e. with wet wipes or a damp rag) to prevent the fibres being dispersed. Remove the contaminated clothing as soon as possible and seal in a bin liner. Store in a secure location pending safe disposal as contaminated waste
- DO NOT make any attempt to sweep up any suspect dust
- Report the findings/suspicion to the duty holder
- Do not re-enter the work area until the duty holder has confirmed in writing (if necessary, with the inclusion of Clean Air Certificates) that it is safe to do so.

3.3.2. The Control of Substances Hazardous to Health

We have a duty of care to our employees and others when operations involve the use of substances that could be hazardous to health. Management have a responsibility to carry out a COSHH, Assessment for substances that could be hazardous to health and to have in place a management system for checking that the control measures required are in order. The Control of Substances Hazardous to Health Regulations 2002 defines in general and specific terms how we are expected to safely manage the use of potentially harmful substances. The Regulations are structured to describe a management strategy.

- Assess the hazards and risks to health
- Implement a control programme
- Ensure that controls are being used properly and maintained
- Where necessary, monitor the control measures
- Where necessary, measure workers exposure
- Where necessary, carry out medical surveillance
- Inform, instruct and train persons likely to be affected about the risks and precautions
- The keeping of records
- All suppliers and sub-contractors must provide full COSHH information on any hazards associated with equipment or materials supplied by us. This information must be passed to the relevant supervision for assessment before potentially hazardous equipment and materials are used. The COSHH Team Members (Managers) are responsible for vetting materials and substances to be used
- The Head Office library of safety information and the COSHH files are to be kept in order (up-to-date) by the COSHH Team Members (Managers)
- A stock of or individually issued protective clothing and safety equipment are to be provided when and where required
- Materials and equipment delivered to the Company premises or work areas are/is to be stacked and stored in a position/manner which does not create a hazard

Ventilation of the Workplace: Working environments must be kept free from toxic or explosive gases and it must be remembered that any gases which are heavier than air will tend to settle in excavations, basements and drains etc. The gases involved may be natural, like methane and sulphur dioxide or they may arise from nearby internal combustion engines (carbon monoxide), leakage from liquefied petroleum gas and acetylene equipment, fuel storage tanks and from welding operations, etc., or from substances used.

One of the most common methods of keeping the atmosphere healthy, is to use ventilation equipment to blow clean air into the working environment in sufficient quantities to dissipate the hazard, but careful consideration must be given to this method because this method may not efficiently remove particular hazards.

Where it is likely for gases to be present or generated that could be hazardous, tests must always be carried out in advance of work starting and continually monitored as work progresses with the use of Gas Detection Equipment.

No-one must enter into a working environment if toxic/inflammable gases or oxygen deficiency is detected and if a gas detector alarm goes off whilst persons are working in a confined space, then all persons must evacuate the working environment immediately.

3.3.3. Work at Height

A safe means of access and safe place of work is essential in any activity involving heights. Every year, 50% of all fatal or serious accidents occur because a person falls from a height. The Work at Height Regulations 2005 require employers (and self-employed persons) to plan all work at height, using a risk assessment approach, using the 'hierarchy of risk control' to assist in ensuring the correct safeguards and most suitable work equipment is selected for the task.

Hierarchy of risk control includes:

- Eliminating the risk wherever possible; can the work be carried out without the need to work at height?
- Provide a safe working place with secure protection – permanent protection or a temporarily protected place of work
- Provide 'collective protection' such as safety nets or safety landing systems - once correctly installed, they protect everyone working in that area
- Minimise the exposure by reducing the time and number of people required to work at height. During planning consider prefabrication therefore minimising the time spent working at height
- Only if none of the above is reasonably practicable should you consider personal fall prevention or fall arrest devices such as safety harnesses. If there is no alternative, the safety harness and restraint system must be carefully selected to minimise the risk of injury should a fall occur and that speedy and safe recovery of the person can be undertaken.

Work at height means any height from which a person can be injured should they fall. This means any work at height must be risk assessed and suitable safeguards taken.

3.3.3.1. Ladders

Ladders should only be used as a means of access and should be placed on firm, level and stable ground, and secured to prevent slipping or falling. Ladders must not be used as a working platform unless it is reasonable to do so taking into account:

- The low risk nature of the work being carried out
- The duration of work
- the ability to prove it was not reasonably practicable to use alternative, more suitable work equipment.

If ladders are used, their use must comply with Schedule 6 of the Work at Height Regulations 2005 and should:

- Be suitable and of sufficient strength for the purposes for which it is being used
- Be placed on firm level ground
- Be secured, or other means used, to prevent it slipping or sliding

If used as a means of access there must be a suitable handhold to provide a safe stepping off point.

If the ladder run is greater than 9 metres, there should be intermediate landing areas or rest platforms wherever practicable

It is our company policy that ladders should be regularly inspected for continued suitability. Our inspection routine is set out as follows:

- Visually inspected by the user every time they are used
- Thoroughly examined by a nominated person every 4 months supported by a written record.

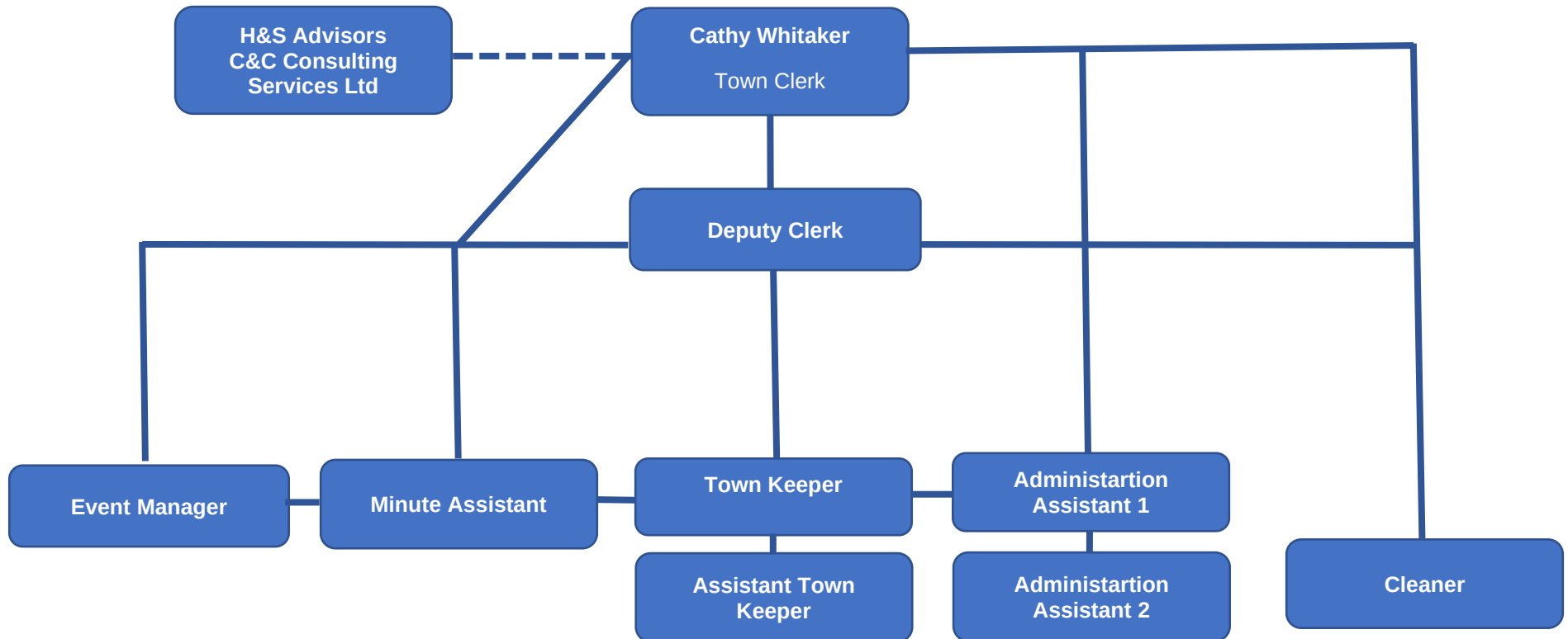


4. Appendices

1. Newmarket Town Council Health and Safety Organisational Chart.pdf
2. Newmarket Accident flow chart.pdf

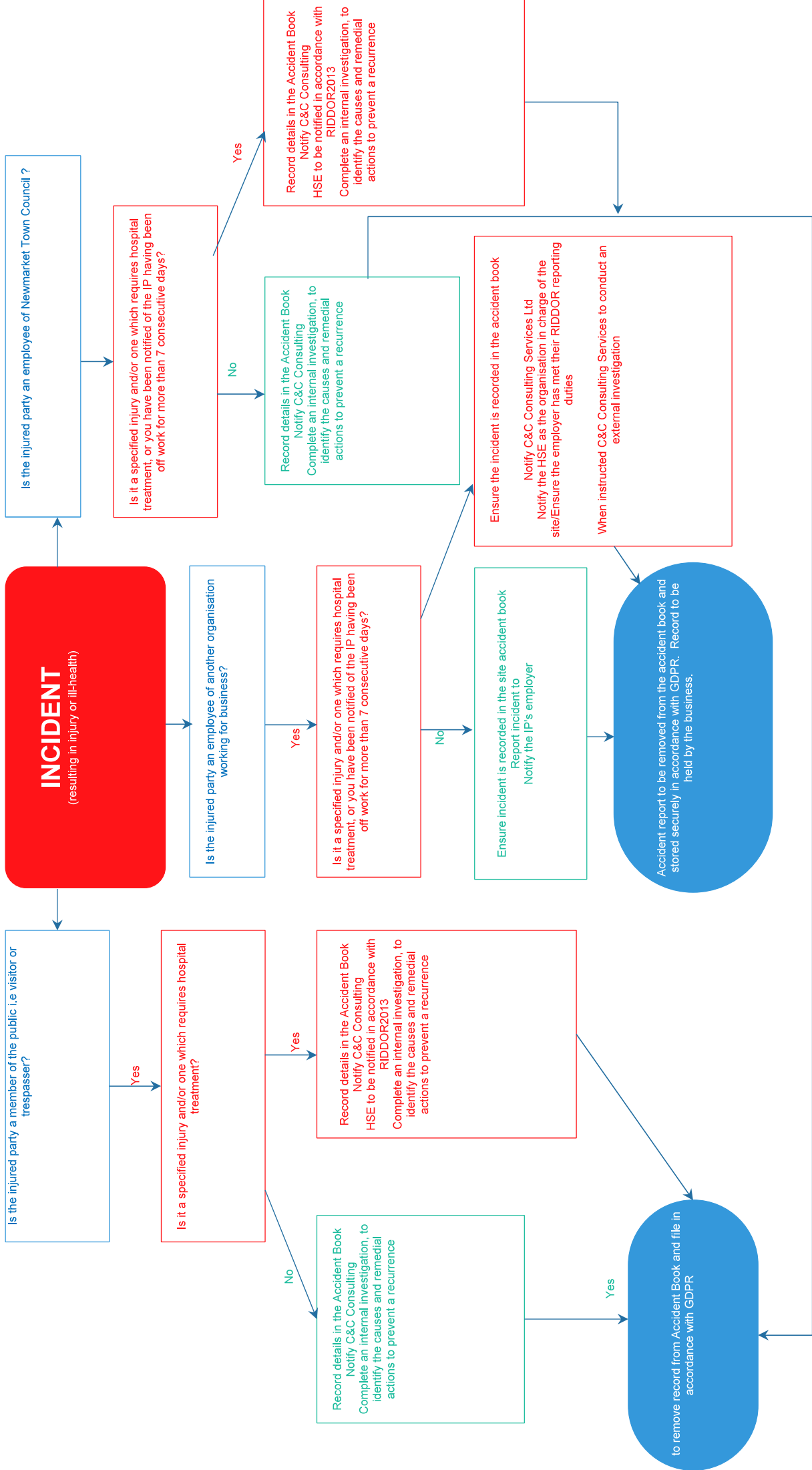
Newmarket Town Council Health and Safety Organisational Chart

KEY	
	Indicates direct lines of managerial health and safety responsibility
	Indicates lines for advice, inspection, consultation and communication



Accident Reporting Flow Chart

Important: Please do not report accidents directly to the HSE without first seeking advice from our health and safety advisors. C&C Consulting Services Ltd - Tel: 07940205256





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	Catch22 Suffolk Positive Futures
Address	Catch22 Suffolk Positive Futures, Info Bar, Constantine Rd, Ipswich IP1 2DH
Telephone 07717290573	E-mail Suffolk.posoitivefutures@catch-22.org.uk
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)	Mike Chaplin, Topcats HQ, Morton Rd, Lowestoft, Suffolk, NR33 0JH, 07717290573 michael.chaplin@catch-22.org.uk
Name of Chairman (name, address, phone, email)	Terry Duddy, Terry.duddy@catch-22.org.uk , 27 Pear Tree St, London EC1V 3AG
Name of Secretary (name, address, phone, email)	Nigel Richards, nigel.richards@catch-22.org.uk 27 Pear Tree St, London EC1V 3AG
Name of Treasurer (name, address, phone, email)	Caroline Artis, caroline.artis@catch-22.org.uk 27 Pear Tree St, London EC1V 3AG

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

Catch22 Suffolk Positive Futures are applying for funding to support the Newmarket Youth Boxing Project which offers young people aged 12+ the opportunity to take part in a free weekly boxing/fitness session. The project supports young people's physical and mental health by keeping them physically active, giving them a chance to mix with peers and make new friends, have access to positive role models, build social skills

and self esteem as well as learn boxing techniques.

The project is open access with young people able to turn up and join in without booking and no limit on numbers so the sessions are accessible for all young people in Newmarket who want to turn up.

The coaches will not only work with individuals to develop boxing technique but shall ensure the sessions are fun and challenge young people to develop key skills and behaviors they shall require to succeed in education and gain employment.

The project will also offer a positive activity during the evening, diverting young people from hanging around the local community where the risk of taking part in or becoming a victim of ASB is increased.

The project is attended by an average of 13 young people each week with the session advertised in the local community, on social media, in schools and through pop up sessions in the local community.

The grant will help support the delivery of the project between April 2024 and March 2025 with the cost of 2 Boxing coaches and replacement equipment. We have secured £2000 Towards the total £2800 required to deliver the project term time for 12 months. If additional fund are not secured the project will still run for less weeks whilst we continue to seek further funding. Additional funding secured will sustain the project past March 2025.

3. Amount of grant requested

Amount of grant requested	£800
Details and amount of matched funding from your group	£
Details and amount of funding from other sources	£2000 – Suffolk County Council Public Health fund.
Total cost of project/activity	£2800

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.

The project will run from Newmarket Leisure Centre with plans to run pop up sessions in local estates to advertise the project to young people living in these communities. We will work with West Suffolk Council Communities team to identify times and venues for the pop up sessions.

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

Start date	1 st April 2024
End date	31 st March 2025

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

7. How would Newmarket Town Council support be acknowledged?

The project will be advertised via flyers in the local community, schools and on our social media. Newmarket Town Councils contribution/support will be acknowledged on the flyers and in all future press related to the Newmarket Youth Boxing sessions.
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8. Please confirm the following documents are available for inspection if required

Your accounts	Yes
Budget projections for the activity	Yes
The constitutional document that governs your organisation	Yes
A recent bank statement for the account	Yes

9. Data protection and freedom of information

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

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

10. Declaration

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

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

Your signature (digital signature acceptable)	<i>M Chaplin</i>
Name	Mike Chaplin
Date	05/02/2024

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

For internal use only	
Date received	5/2/2024
Date presented to F&P committee	20/5/2024 - for 24/6/24 FIC approval.
Decision	
Notes	



Grant Application Form

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

1. Your Organisation

Name of Organisation	The Stable Café and Community Space
Address	65 High Street Newmarket CB8 8NA
Telephone	thestable@btinternet.com 01638 662311
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)	Christine Green 5 Pembroke Close, Newmarket CB8 8BQ 07483 247709 green55@btinternet.com
Name of Chairman (name, address, phone, email)	Rachel Lewis The Old Post Office, Burrough Green CB8 9NH 07765 304013 rlewis@burroughgreen.com
Name of Secretary (name, address, phone, email)	S/A
Name of Treasurer (name, address, phone, email)	Alan Skeates jeg54@btinternet.com 14 Kingswood court Taverham, Norfolk, NR8 6XB 01603 568219.

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

Give consideration to the following:

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

The Stable Café and Community Space exists to provide a place for all to come and enjoy refreshments/light meals, a place to sit and meet friends and/or take part in community activities. The building offers rooms to rent for groups such as the Breastfeeding group, Parkinsons group, T3 Theatre, Community Cinema, Oblique Arts, Local History, Bridge, Art groups, REACH etc and also events such as children's parties. The Stable is a not for profit/charitable organisation that depends on volunteers, donations and grants.

We are upgrading our entrance/foyer to reflect better our intention to be a 'welcoming to all' space. As the Stable is on the first floor, passersby are unable to see who/what the place has to offer. We are installing an automated front door to improve accessibility, replacing the very worn flooring in the foyer that leads to the lift, replacing the stair carpet and redesigning/replacing lighting in the foyer and up the stairs to help create a more welcoming and visible appearance on the High Street. We hope this will complement the work that will be done on the outer frontage of the building kindly supported by the Shop Front Improvement Scheme.

3. Amount of grant requested

Amount of grant requested	£2250
Details and amount of matched funding from your group	£1000
Details and amount of funding from other sources	£1250
Total cost of project/activity	£4500

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.

The Stable Café and Community Space, 65 High Street, Newmarket CB8 8NA
In the foyer.

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

Start date	July/August 2024
End date	? Autumn 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
	N/A	

7. How would Newmarket Town Council support be acknowledged?

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We will add it to our publicity flyer and on Facebook, and hope to put an article in the Journal when the work is done stating who supported the project.

On completion we plan to acknowledge the generous donations/grants received in a permanent display panel.

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

Your accounts	Yes
Budget projections for the activity	Yes
The constitutional document that governs your organisation	Yes
A recent bank statement for the account	Yes

9. Data protection and freedom of information

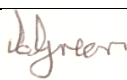
We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. Details of grants made by the Town Council will be published on our website. Acceptance of this is a condition of grant funding.

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

10. Declaration

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

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

Your signature (digital signature acceptable)	
Name	Christine Green
Date	8th May 2024

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

For internal use only	
Date received	5/2/2024
Date presented to F&P committee	20/5/2024 for FTC approval 24/6/2024
Decision	
Notes	£1,000 officer recommendation.



Grant Application Form

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1. Your Organisation

Name of Organisation NEWMARKET NEXUS CONNECTING YOUNG PEOPLE	
46 MILL ROAD, ASHLEY, NEWMARKET, SUFFOLK CB89EE LEASE TO BE SIGNED SHORTLY ON BUSINESS PREMISES.	
Telephone 07749176455	E-mail newmarketnexus@gmail.com
Is this application a consortium/partnership bid?	Yes / No NO
If yes, name(s) of other organisations involved:	
Details of main contact person (name, address, phone and email)	MAKAYLA BECKETT As above.
Name of Chairman (name, address, phone, email)	MAKAYLA BECKETT
Name of Secretary (name, address, phone, email)	
Name of Treasurer (name, address, phone, 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

YOUTH PROVISION FOR THE 6 WEEKS SUMMER HOLIDAYS. TO HIRE THE SERVICES OF CONNECTIONS BUS PROJECT, BASED IN CAMBS. BUS TO BE PARKED ON THE SEVERALS EVERY THURSDAY EVENING FOR 2.5 HRS, AT A COST OF £380 PER SESSION. TOTAL FOR 6 WEEKS - £2280.00 I DO HAVE LIMITED FUNDING TO PAY FOR THESE SESSIONS, BUT WOULD APPRECIATE SOME HELP TOWARDS THE COST. I AM CURRENTLY SETTING UP A CHARITY SUPERSTORE FOR THE PEOPLE OF NEWMARKET, WHICH IS EXPENSIVE TO DO. ONCE THE STORE IS UP AND RUNNING, I HOPE TO FUND THESE EVENTS MORE REGULARLY WITH THE PROFITS MADE. THE BUS IS A DOUBLE DECKER, IT IS SUPPLIED WITH 3 YOUTH WORKERS. THE BUS HAS WIFI FOR GAMING ETC AND OTHER ACTIVITIES. IT HAS A TUCK SHOP. IT HAS EQUIPMENT FOR OUTDOOR GAMES. I WILL FORWARD THE ITINERARY, ONCE SUPPLIED TO ME.

I WOULD LIKE TO THINK 30 + YOUNG PEOPLE WILL ATTEND. THIS ACTIVITY WOULD BE FREE FOR THE YOUNG PEOPLE OF NEWMARKET.

I WOULD HOPE THIS WILL HELP RELIEVE BOREDOM AND REDUCE ANTISOCIAL ISSUES. IN THE TOWN.

3. Amount of grant requested

Amount of grant requested	£1140.00
Details and amount of matched funding from your group	£1140.00
Details and amount of funding from other sources	£
Total cost of project/activity	£2280.00

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.

THE SEVERALS, NEWMARKET. (WITH PERMISSION)

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

Start date	25/07/24
End date	29/08/24

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

7. How would Newmarket Town Council support be acknowledged?

**I WILL ACKNOWLEDGE THE SUPPORT OF NEWMARKET TOWN COUNCIL,
ON ALL MARKETING AND ADVERTISING. I WILL APPROACH THE**

JOURNAL TO HELP PROMOTE THE ACTIVITIES AND RECORD HELP GIVEN.

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

Your accounts	NEW CIC
Budget projections for the activity	YES
The constitutional document that governs your organisation	YES
A recent bank statement for the account	YES

9. Data protection and freedom of information

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

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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	Makayla Beckett
Date	13/05/24

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

For internal use only	
Date received	13/5/2024
Date presented to F&P committee	20/5/2024 for FTC approval on 24/6/2024
Decision	
Notes	Officer recommendation: £1,140.