



# Newmarket

## TOWN COUNCIL

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

Councillors, you are hereby summoned to attend the  
**ANNUAL MEETING OF THE NEWMARKET TOWN COUNCIL**  
to be held at  
**Memorial Hall, High Street, Newmarket, CB8 8JP**  
on **TUESDAY 27<sup>th</sup> May 2025 at 6.15pm**

### **A G E N D A**

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

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

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

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

1. **Welcome** – The outgoing Mayor to read the fire safety notice and announce that proceedings are being recorded
2. **Election of Mayor** – to elect a Mayor for Newmarket Town Council for the 2025/2026 Municipal Year and to sign the Declaration of Acceptance of Office
3. **Election of Deputy Mayor** - to elect a Deputy Mayor for Newmarket Town Council for the 2025/2026 Municipal Year and to sign the Declaration of Acceptance of Office
4. **Apologies** for absence – to receive and accept apologies for absence
5. **Declaration of interests**
  - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
  - b) To consider any requests for dispensation
6. **Minutes of the previous meeting held 28<sup>th</sup> April 2025**
  - a) To consider and adopt the minutes as a true record of the proceedings
  - b) To consider any matters arising.
7. **Public participation** – an invitation to members of the public to make representations to Councillors. *The maximum time permitted for this item is 15 minutes and no person may speak for longer than 3 minutes in total. This is the only opportunity during the meeting, for members of the public to address councillors.*
8. **Community** – presentation by Cllr Anderson
9. **Presentation** – Derek Holiver of St John's Ambulance
10. **Councillor Reports** – To receive and note reports from County and District Councillors, Ward Reports and outside bodies reports from Town Councillors
11. **Announcements** - To receive the out-going Town Mayor's and Deputy Mayor's Announcements (if any)

Distribute to the following for information:

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

**12. Committee Meetings**

- a) To receive the minutes and consider and approve any recommendations from the Development & Planning meetings held on 6<sup>th</sup> and 19<sup>th</sup> May 2025
- b) To receive the minutes and consider and approve any recommendations from the Community Services meeting held on 6<sup>th</sup> May 2025
- c) To receive the minutes and consider and approve any recommendations from the Finance and Policy meeting held on 19<sup>th</sup> May 2025

**13. Annual Governance and Accountability Return 2024/25 – Sections 1 and 2**

- a) To receive and approve the Section 1 Annual Governance Statement 2024/25 for Newmarket Town Council
- b) To receive and approve the Section 2 Annual Accounting Statements 2024/25 for Newmarket Town Council

**14. Internal Audit Reports** – to receive the Interim and Final Internal Audit Reports from the auditor for Newmarket Town Council

**15. Committee Terms of Reference and Membership**

- a) To review committee terms of reference
- b) To appoint members to committees (for May 2025 to May 2026) – councillor preferences to be tabled at the meeting

**16. Delegation Arrangements** – To review delegation arrangements to officers

**17. Standing Orders and Financial Regulations**

- a) To review the Standing Orders for Newmarket Town Council for 2025/2026
- b) To review the Financial Regulations for Newmarket Town Council for 2025/2026

**18. Financial Risk Management Scheme and Internal Controls**

- a) To review the Risk Management Scheme for Newmarket Town Council for 2025/2026
- b) To review the Control systems for Newmarket Town Council for 2025/2026

**19. Subscriptions to other bodies** – To review council/staff subscriptions to other bodies

**20. Arrangements for other bodies** – To confirm Town Councillor representatives on other bodies and arrangements for reporting back

**21. Arrangements with other local authorities**

- a) Outside Services and Cemetery SLAs for West Suffolk Council
- b) Outside Services for the Jockey Club Estates

**22. Asset Register** – to review the 31/3/25 Asset Register

**23. Insurance Cover** – To confirm arrangements for insurance cover in respect of all insurable risks

**24. Youth Strategy** – To receive information from Josh Schunmann of Newmarket Charitable Foundation regarding a Young Person's Evaluation report

**25. Meeting Dates** – To approve dates and times of council meetings (May 2025 to May 2026)

**26. General Power of Competence** – To review council's qualification for GPoC from May 2025

**27. Well-Being Week** – to receive a brief regarding a proposed well-being event in September 2025

**28. Correspondence**

**29. Date of the next Meeting** – Full Town Council **23<sup>rd</sup> June 2025 at 6.15pm**

Signed:



Cathy Whitaker, Town Clerk

20<sup>th</sup> May 2025

Distribute to the following for information:

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



# Newmarket

## TOWN COUNCIL

### **Minutes of the Meeting of Newmarket Town Council** **held on Monday 28<sup>th</sup> April 2025 at 6:15 pm at the Memorial Hall**

#### **Attendance:**

|                                         |                      |
|-----------------------------------------|----------------------|
| Councillor P Winter (Town Mayor)        | Councillor R Hood    |
| Councillor                              | Councillor P Hulbert |
| Councillor                              | Councillor J Jarvis  |
| Councillor                              | Councillor           |
| Councillor L Crissall                   | Councillor J McHugh  |
| Councillor J Clover                     | Councillor R Nobbs   |
| Councillor A Drummond                   | Councillor           |
| Councillor J Harvey (Deputy Town Mayor) | Councillor           |
|                                         | Councillor K Yarrow  |

Also Present: C Whitaker – Town Clerk, member of the Press, Hannah Walker from Brave Futures and Sally Daniels from My Wish Charity.

#### **Minute**

- 25/04/1 Welcome**  
The Chair read out the Fire safety notice, announced that the meeting was being recorded by the Town Clerk and asked if anyone intended to record the meeting.
- 25/04/2 Apologies for Absence – LGA 1972, Section 85(1) & (2)**  
Apologies were received from Cllrs Anderson, Berry, Borda, Jones, Perry, Starkey, Unwin.
- 25/04/3 Declaration of Members Interests & to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation**  
None noted. There were no requests for Member's Dispensation.
- 25/04/4 To Receive and Confirm the Minutes of the Town Council Meeting held on 24<sup>th</sup> March 2025 and any Matters Arising.**  
The minutes of the meeting held on 24<sup>th</sup> March 2025 were presented and Cllr Winter made a proposal seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:  
  
**25/04/4.01 Resolved**  
**That the minutes of the meeting held on 24<sup>th</sup> March 2025 be adopted and signed as a correct record by the Town Mayor.**  
  
There were no matters arising.
- 25/04/5 Public Open Session**  
No members of the public wished to speak.
- 25/04/6 Presentations**  
**Brave Futures** – Hannah Walker gave a presentation on the services they provide in raising awareness and funding for supporting young victims of sexual abuse.

Further discussion will take place between Councillors regarding ways to support.

*Hannah Walker left the meeting at 6.42pm.*

**St John's Ambulance** – this item is deferred to the May agenda.

**My Wish Charity** – Sally Daniels gave a presentation regarding the charity and services they provide in homes and health settings – enhanced care provision specifically at the new community diagnostic centre at the Newmarket Community Hospital to help support children in hospital environments. The charity's small grant application will be considered at the Finance and Policy Committee in May.

*Sally Daniels left the meeting at 6.55pm.*

**25/04/7**     **Police Report**

A written report from Sgt Button was presented and noted. Speeding was discussed, particularly on Duchess Drive, Edinburgh Road, Cheveley Road Mill Hill which are hotspots and the Clerk will request that the CPT team visit these areas regularly. Cllr Winter will meet with the Inspector in two weeks' time and will request that the police team be more proactive around Newmarket.

**25/04/8**     **Councillor Reports**

SCC – Cllr Hood reported that the monthly report had been issued.

Cllr Drummond reported that he felt the town was looking good and thanked the Mayor for the maintenance of the Council's assets.

**West Suffolk Council (WSC)** – None noted.

**Ward Reports** – Cllr McHugh reported that her outreach surgery at All Saints on the second Tuesday of each month continued. A resident had thanked her for the replacement of the Hamilton Road bench. This is not our bench, but thanks will be passed to the relevant organisation. She and Cllr Jones had been working with Tesco for donations from the bookstore there to go towards the Chalk Stream Trust. She thanked the Council staff for the organisation of the St George's Day event over Easter weekend.

Cllr Yarrow reported that he had been working with the Newmarket Community Nature Reserve alongside Cllr Crissall, to explore the possibility of planting at Freshfields. Cllr Crissall and residents had been delivering the second tranche of 20's Plenty letters to Freshfield residents.

Cllr Jarvis reported on the good work within the community orchard, thanks to NCNR, and the monthly maintenance days pulling in local residents to help.

**Outside Bodies** – None noted.

**25/04/9**     **Mayors Announcements**

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

6<sup>th</sup> April 2025 – Attended the Civic Service for The Mayor of Haverhill, Cllr David

Smith, at St. Felix Catholic Church, Haverhill.

11<sup>th</sup> April 2025 – Opened The Range Home and Leisure Store.

25<sup>th</sup> April 2025– Attended The Awards for Young Writers at The National Horse Racing Museum.

27<sup>th</sup> April 2025 - Attended the St Georges Day Parade and Service at All Saints Church, Newmarket.

**25/04/10 To Receive the Minutes and Consider and Approve any Recommendations from the Development & Planning Committee Meetings held on 7<sup>th</sup> and 22<sup>nd</sup> April 2025**

The minutes and recommendations from the Development & Planning Committee meetings held on 7<sup>th</sup> and 22<sup>nd</sup> April 2025 were presented. There were no recommendations. Cllr Hood made a proposal seconded by Cllr Hulbert. A vote was taken which was unanimous and the minutes were adopted.

**25/04/11 To Receive the Minutes and Consider and Approve any Recommendations from the Leisure Services Committee Meeting held on 7<sup>th</sup> April 2025**

The minutes of the Leisure Services Committee meeting held on 7<sup>th</sup> April 2025 were presented. Cllr Nobbs made a proposal seconded by Cllr Hulbert. A vote was taken which was unanimous and the minutes were adopted:

**25/04/11.01 Resolved (L/25/04/4.01 Recommendation)**

That the minutes of the Leisure Services Committee meeting held on 3rd February 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

**25/04/11.02 Resolved (L/25/04/8.01 Recommendation)**

That NTC assists with the itinerary plans for the Lexington delegation and provide an evening reception with food and entertainment.

**25/04/11.03 Resolved (L/25/04/8.02 Recommendation)**

That a reasonable subsidy be provided to any representative from Newmarket to Lexington. If a Councillor is unable to attend that the Clerk attends in their place to represent NTC. The decision to agree the amount to be delegated to the Mayor.

**25/04/12 To Receive the Minutes and Consider and Approve any Recommendations from the Performance & Audit Committee Meeting held on 22<sup>nd</sup> April 2025**

The minutes of the Performance & Audit Committee meeting held on 22<sup>nd</sup> April 2025 were presented. Cllr Harvey made a proposal seconded by Cllr Yarrow. A vote was taken which was unanimous and the minutes were adopted:

**25/04/12.01 Resolved (P/25/04/4.01 Recommendation)**

That the minutes of the Performance & Audit Committee meeting held on Monday 13<sup>th</sup> January 2025 be adopted and signed as a true record by the Chair of the Performance & Audit Committee.

**25/04/13 Working Group Reports**

A report on updates from the following Working Groups was presented and noted.

**Climate Change** - Carbon Footprint Assessments by Groundworks – works were started in 2023. There is a requirement to pick this work up again and restart the process.

**Environmental** - Webpage for Environmental matters required – this will be considered

at the Website Review WG meetings also. Annual adopted species: Bats. Butterflies. Suggestion for current year is Bees. Work towards an NTC Environmental Policy.

**Health & Well-Being** - Achievements so far: COVID flower beds/mental health information board, commemoration services – Sept 2023 Small Play Area refurbished in Memorial Gardens – inclusive and accessible – Feb 2023 Free summer yoga weekly in Memorial Gardens May to Sept – Annually Treat Your Feet event in the Pavilion – Aug & Nov 2023 Confirmed Adult Outdoor Gym installation at The Severals next to the Pavilion – due May/June 2025 Events Manager is looking into some Well-Being events (Well-Being Wednesday/Weekend, etc).

**Website Review** - Initial meeting and brain-storming session complete. Further meetings to be confirmed.

Dates and further information will be added to this report going forward.

**25/04/14 Newmarket Youth Strategy**

A report with recommendations was considered. Cllr Winter made a proposal seconded by Cllr Yarrow. A vote was taken which was unanimous and the following was agreed:

**25/04/14.01 Resolved**

**That Newmarket Youth Strategy 2025 be adopted.**

The Newmarket Youth Action Group is now closed down and, going forward, the Newmarket Charitable Foundation will direct further youth engagement and provision and will provide a quarterly report to full council.

**25/04/15 Budget**

The 2024/2025 budget outcomes report was presented by the Town Clerk with recommendations for transfers to ear-marked reserves. Cllr Winter made a proposal seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

**25/04/15.01 Resolved**

**That the recommendations for transfers to Ear-Marked Reserves be approved.**

Thanks were given to the Town Clerk for the work on the budget and reserves.

**25/04/16 Newmarket Town Guide**

The final version of the guide was presented and received.

**25/04/17 Public Conveniences**

A report on the NTC Public Conveniences was considered. Cllr Winter made a proposal seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

**25/04/17.01 Resolved**

**That companies are consulted to get an estimate of costings for a refurbishment of the toilets, including the new pipework.**

**25/04/17.02 Resolved**

**That portable toilets are hired for events.**

**25/04/17.03 Resolved**

That a Press Release be issued regarding the closure of the toilets.

**25/04/18 Correspondence**

None noted.

**25/04/19 Date of the next Meeting**

Monday 27<sup>th</sup> May 2025 in the Memorial Hall at 6:15pm.

Meeting closed at 7.30pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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**Summary of Resolutions**

| <b>Resolution</b>                                                          | <b>Resolution Wording</b>                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>25/04/4.01 Resolved</u></b>                                          | That the minutes of the meeting held on 24 <sup>th</sup> March 2025 be adopted and signed as a correct record by the Town Mayor.                                                                                                                    |
| <b><u>25/04/11.01 Resolved</u></b><br><i>(L/25/04/4.01 Recommendation)</i> | That the minutes of the Leisure Services Committee meeting held on 3rd February 2025 be adopted and signed as a true record by the Chair of the Leisure Services Committee.                                                                         |
| <b><u>25/04/11.02 Resolved</u></b><br><i>(L/25/04/8.01 Recommendation)</i> | That NTC assists with the itinerary plans for the Lexington delegation and provide an evening reception with food and entertainment.                                                                                                                |
| <b><u>25/04/11.03 Resolved</u></b><br><i>(L/25/04/8.02 Recommendation)</i> | That a reasonable subsidy be provided to any representative from Newmarket to Lexington. If a Councillor is unable to attend that the Clerk attends in their place to represent NTC. The decision to agree the amount to be delegated to the Mayor. |
| <b><u>25/04/12.01 Resolved</u></b><br><i>(P/25/04/4.01 Recommendation)</i> | That the minutes of the Performance & Audit Committee meeting held on Monday 13 <sup>th</sup> January 2025 be adopted and signed as a true record by the Chair of the Performance & Audit Committee.                                                |
| <b><u>25/04/14.01 Resolved</u></b>                                         | That Newmarket Youth Strategy 2025 be adopted.                                                                                                                                                                                                      |
| <b><u>25/04/15.01 Resolved</u></b>                                         | That the recommendations for transfers to Ear-Marked Reserves be approved.                                                                                                                                                                          |
| <b><u>25/04/17.01 Resolved</u></b>                                         | That companies are consulted to get an estimate of costings for a refurbishment of the toilets, including the new pipework.                                                                                                                         |
| <b><u>25/04/17.02 Resolved</u></b>                                         | That portable toilets are hired for events.                                                                                                                                                                                                         |
| <b><u>25/04/17.03 Resolved</u></b>                                         | That a Press Release be issued regarding the closure of the toilets.                                                                                                                                                                                |

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**Subject: Invitation to visit St John Ambulance - East Cambridgeshire**

Dear Philippa My name is Derek and I am a volunteer and the Interim Network Lead for the East Cambridgeshire Network of St John Ambulance.

As the Mayor of Newmarket, we would be delighted to invite you to visit our East Cambridgeshire Network (which encompasses the Newmarket area) to meet with St John volunteers to learn more about our work to put community first aid at the heart of our community to improve health outcomes and save lives.

Locally in East Cambridgeshire our small, but dedicated, volunteer team run a youth unit for around 40 young people. They provide first aid coverage at many local events as well as large events throughout the county and nationally, and they respond alongside the NHS as part of the National Ambulance Auxiliary. This is in addition to carrying out community education where possible to educate the public in life-saving first aid and help ensure that all can receive first aid when they require it from those around them.

Today in the UK, over 30,000 people experience an out-of-hospital cardiac arrest (OHCA) every year, yet less than 1 in 10 people survive. It is one of the nation's biggest killers. To improve survival rates, we must empower communities to learn first aid as CPR and defibrillation can increase the chances of survival by 40 - 70%. Without access to first aid training and equipment, people will continue to die from OHCA and other life-threatening injuries. We need your support to change this.

As England's leading first aid and health response charity, St John Ambulance trains over 250,000 people in first aid every year, and our clinically trained volunteers provided first aid cover at 8,500 events in 2024, alongside working on community projects including supporting the night-time economy. In 2024, St John Ambulance attended over 158 cardiac arrests helping to save 39 lives.

As a trusted partner to the NHS, St John Ambulance responds to community health emergencies through emergency ambulance provision to support people's needs in the community before they become NHS patients. This is central to our mission to help reduce demand and pressure on NHS services and enhance local resilience. To tackle the nation's health and workforce challenges, we believe it's vital the NHS taps into the potential of volunteers to add resilience to the NHS and deliver pathways to NHS careers.

St John also has a proud tradition of engaging young people in health volunteering. Our work with young people aged 5 to 25 is part of our commitment to develop the next generation of healthcare professionals ensuring every young person is first aid confident by the age of 25. In 2023, St John cadets delivered over 56,000 hours supporting first aid operations. We're committed to ensuring every young person can access youth provision and continue to modernise our youth offer to address the greatest challenges facing young people including poor mental health, social isolation and crime.

At St John Ambulance, we believe Community First Aid Saves Lives. We welcome the opportunity to work with you to ensure everyone gets the help they need in a health crisis. As such would be delighted to invite you to visit the East Cambridgeshire Network, who meet at Soham Village College each Tuesday evening in term time and learn what the organisation does in the local community and discuss how we can work together to strengthen first aid standards in East Cambs. I would also like to extend the invitation to learn some lifesaving skills to you and any of your fellow councillors or staff that would like to attend during this visit.

If you wish to take forward a visit, we would be delighted to put in place arrangements.

We look forward to hearing from you in due course.

Best Regards

Derek Holiver, MStJ

Emergency Ambulance Crew

Interim Network Lead - East Cambridgeshire

Cadet Leader - East Cambridgeshire Youth Services

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Item 11 – Mayor's Announcements – 27/5/2025

1/5/25 – attended All Saints Primary School for assembly and talk

2/5/25 – attended opening of Community Diagnostic Centre at Newmarket Hospital

6/5/25 – represented Council at Tony Pringle's funeral

8/5/25 – attended VE Day commemoration events

- Firstly at the Memorial Hall at 9am for the flag raising and Town VE Cry
- Evensong at Bury-St-Edmunds cathedral
- The Severals in the evening for the national beacon lighting event

23/5/25 – attended opening of Café Bravo on the High Street

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# Newmarket

## TOWN COUNCIL

### Minutes of a Meeting of the Development & Planning Committee Held on Tuesday 6<sup>th</sup> May 2025 at 6.15pm

#### Attendance:

Councillor R Hood (Chairman)  
Councillor J Berry  
Councillor J McHugh  
Councillor R Nobbs

Also Present: C Whitaker – Town Clerk, Cllr Winter (as an observer from 6.33pm), a member of the Press and one Member of the Public (left at 6.30pm)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Minute | Action<br>by |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------|
| <p><b>D/25/05/1</b> <u><b>Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</b></u><br/>The Chair welcomed everyone, opened the meeting, and read out the Fire Safety Notice and confirmed that no-one intended to record the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                  |        |              |
| <p><b>D/25/05/2</b> <u><b>Apologies</b></u><br/>Apologies were received from Cllrs Drummond, Harvey, Hulbert, Jarvis, Jones, Perry, Yarrow.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |              |
| <p><b>D/25/05/3</b> <u><b>Declaration of Members Interests &amp; 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</b></u><br/>None noted. There were no requests for dispensation.</p>                                                                                                                                                                                                                                                                                                                                                                                        |        |              |
| <p><b>D/25/05/4</b> <u><b>To Confirm the Minutes of the Meeting Held on 22<sup>nd</sup> April 2025 and any Matters Arising</b></u><br/>The Chair presented the minutes of the Development &amp; Planning Committee held on 22<sup>nd</sup> April 2025 and Cllr Nobbs made a proposal seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:</p> <p><u><b>D/25/05/4.01 Resolved</b></u><br/><b>That the minutes of the Development &amp; Planning Committee held on 22<sup>nd</sup> April 2025 be adopted and were signed as a true record by the Chair of the Development &amp; Planning Committee.</b></p> <p>There were no matters arising.</p> |        |              |
| <p><b>D/25/05/5</b> <u><b>Public Open Session</b></u><br/>No members of the public wished to speak.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |              |
| <p><b>D/25/05/6</b> <u><b>Planning Applications</b></u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |              |

*Week Commencing 14/04/2025 & 21/04/2025.*

**D/25/05/6/1 DC/25/0656/TCA** – Trees in a conservation area notification – one Horse Chestnut (T1 on plan) pollard to seven metres above ground level and one Sycamore (T2 on plan) pollard to seven metres above ground level – 1 Alycidon Mews, Newmarket. Cllr Nobbs made a proposal, seconded by Cllr Berry. A vote was taken which was unanimous and the following was agreed:

**D/25/05/6.01 Resolved**

**The Committee actively encourages responsible tree management and does not object to this application, subject to the Tree Officer's approval and that the work is carried out after 1pm to fit in with horse movements in the area.**

**D/25/05/7 Amended and Deferred Plans**

None noted.

**D/25/05/8 Planning Appeals**

**Animal Health Trust – it was noted that the appeal by West Suffolk Council has been rejected.**

**D/25/05/9 East Cambs Planning Applications**

The East Cambs Weekly Lists were noted.

**D/25/05/10 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn**

There were no West Suffolk Planning Determinations received during weeks commencing 14/04/2025 & 21/04/2025.

| Applications   | Description                                                                                                                                                                                                                                           | Address                                 | WS Decision | NTC Decision  |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------|---------------|
| DC/25/0504/TCA | Trees in Conservation Area Notification – two Limes, four Sycamore, two Horse Chestnut, three Cherrys (within area G1 on plan) crown lift to five metres above ground level                                                                           | Play Area High Street Newmarket Suffolk | Approved    | No objections |
| DC/25/0469/TCA | Trees in a conservation area notification – one Sycamore (T1 on plan) one Horse Chestnut (T2 on plan) and one Beech (T3 on plan) cut back branches to approximately 1.5 metres past fence line as overhanging the boundary from neighbouring property | 14 Malcolm Way Newmarket Suffolk        | Approved    | No objections |
| DC/25/0315/TPO | TPO 234 (1972) Tree preservation order – one Beech (T1 on plan within A6 on order) wholesale reduction and reshaping of crown by up to 3m, with crown thinning by 15%                                                                                 | 12 Elliott Close Newmarket Suffolk      | Approved    | No objections |
| DC/25/0281/ADV | Application for advertisement consent - one non illuminated fascia sign                                                                                                                                                                               | 107 High Street Newmarket Suffolk       | Refused     | Objected      |
| DC/24/1693/FUL | Planning application - a. replacement shop front b. internal frosting to first and second floor windows on front elevation                                                                                                                            | 84 High Street Newmarket Suffolk        | Approved    | Objected      |
| DC/24/1694/FUL | Planning application - installation of plant                                                                                                                                                                                                          | 84 High Street Newmarket Suffolk        | Approved    | No objection  |
| DC/24/1683/LB  | Application for listed building consent -a. replacement shop front b. internal frosting to first and second floor windows on front elevation c. installation of plant d. one Panel sign e. one box fascia sign f. one                                 | 84 High Street Newmarket Suffolk        | Approved    | Objected      |

|                |                                                                                                                                                                                                                 |                                     |          |          |  |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------|----------|--|
|                | projecting sign g. two vinyl signs                                                                                                                                                                              |                                     |          |          |  |
| DC/24/1695/ADV | Application for advertisement consent - a. one non-illuminated panel b. one non-illuminated box fascia vinyl lettering c. one non-illuminated projecting sign d. one internally applied double sided vinyl sign | 84 High Street<br>Newmarket Suffolk | Approved | Objected |  |

It was noted that the signage for 107 High Street has been refused by WSC. This will be discussed at the next Enforcement Meeting.

**D/25/05/11    Delegation Panel Decisions**

It was noted that the Development Control Committee will be considering the application for 8 Park Lane on 7<sup>th</sup> May.

**D/25/05/12    Licensing**

**Bueno Steakhouse** - 4 – 5 Crown Walk Newmarket – Premises Licence Application.

**This application for a premises licence was welcomed by the Committee.**

**Lanwades Hall** – Lanwades Park Kentford Newmarket - Premises Licence Application. **This application for renewal of a premised licence was welcomed by the Committee.**

**JD Wetherspoon (Golden Lion)** - 44 High Street Newmarket – Pavement Licence. **This application for a pavement licence was welcomed by the Committee.**

**D/25/05/13    Enforcement**

The Working Group meets monthly and will feed back on the status (progress) of outstanding issues to this Committee. There is continual expansion of Air BnB establishments in Newmarket; a sector that remains unregulated. There appears to be zero signs of enforcement throughout the town.

**D/25/05/14    Correspondence**

None noted.

**D/25/05/15    Date of Next Meeting**

Monday 15<sup>th</sup> May 2025 at the Memorial Hall.

Meeting closed at 6.35pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Summary of Resolutions/Recommendations

| <b>Resolution/Recommendation</b>    | <b>Resolution/Recommendation Wording</b>                                                                                                                                                                                                    |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>D/25/05/4.01 Resolved</u></b> | <b>That the minutes of the Development &amp; Planning Committee held on 22<sup>nd</sup> April 2025 be adopted and were signed as a true record by the Chair of the Development &amp; Planning Committee.</b>                                |
| <b><u>D/25/05/6.01 Resolved</u></b> | <b>The Committee actively encourages responsible tree management and does not object to this application, subject to the Tree Officer's approval and that the work is carried out after 1pm to fit in with horse movements in the area.</b> |



# Newmarket

## TOWN COUNCIL

### Minutes of a Meeting of the Development & Planning Committee Held on Monday 19<sup>th</sup> May 2025 at 6.15pm

#### **Attendance:**

Councillor R Hood (Chairman)  
Councillor J Harvey  
Councillor P Hulbert

Councillor J McHugh  
Councillor R Nobbs

Also Present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk, Cllr Winter (as an observer from 6.35pm) and Member of the Press.

| Minute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action<br>by |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <p><b>D/25/05/16 <u>Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded</u></b><br/>The Chair welcomed everyone, opened the meeting, and stated that the Fire Safety Notice was not required and confirmed that no-one intended to record the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |
| <p><b>D/25/05/17 <u>Apologies</u></b><br/>Apologies were received from Cllrs Berry, Drummond, Jarvis, Jones, Perry and Yarrow.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |
| <p><b>D/25/05/18 <u>Declaration of Members Interests &amp; to Remind Councillors of the need to keep up to date their Register of Member's Interests and to Consider any Requests Received for Member's Dispensation</u></b><br/>Item 6c and 6j – Cllr Nobbs<br/>Items 6f and 6g – Cllr Hood<br/><br/>There were no requests for dispensation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                              |              |
| <p><b>D/25/05/19 <u>To Confirm the Minutes of the Meeting Held on 6<sup>th</sup> May 2025 and any Matters Arising</u></b><br/>The Chair presented the minutes of the Development &amp; Planning Committee held on 6<sup>th</sup> May 2025 and Cllr Nobbs made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:<br/><br/><b><u>D/25/05/19.01 Resolved</u></b><br/><b>That the minutes of the Development &amp; Planning Committee held on 6<sup>th</sup> May 2025 be adopted with an amendment to D/25/05/11 on page 3 and were signed as a true record by the Chair of the Development &amp; Planning Committee.</b><br/><br/>Amendment: 'Delegation Panel' was amended to read 'WSC Development Control Committee'.</p> |              |

There were no matters arising.

**D/25/05/20 Public Open Session**

The Member of the Press informed the Committee that the unauthorised extension on 11 St Marys Square has now been demolished. The Chair requested that a letter of gratitude be sent to West Suffolk Council for enforcing this.

**D/25/05/21 Planning Applications**

*Week Commencing 31/03/2025 & 07/04/2025.*

**D/25/05/21/1 DC/25/0664/FUL** – Planning application – one multi-use games area/ playzone with associated lighting, landscaping and hardstanding link to path – Studlands Park Sports Club, Hyperion Way, Newmarket. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

**D/25/05/21.01 Resolved**

**The Committee welcomed the application and voiced no objections.**

**D/25/05/21/2 DC/25/0665/ADV** – Application for advertisement consent – seven non-illuminated vinyl banners fixed to perimeter fence – Studlands Park Sports Club, Hyperion Way, Newmarket. Cllr Harvey made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

**D/25/05/21.02 Resolved**

**The Committee voiced no objections.**

*Cllr Nobbs left the meeting.*

**D/25/05/21/3 DC/25/0689/FUL** – Planning application – a. conversion of existing social club into four flats b. ground and first floor extensions to existing dwelling and c. retention of commercial unit at ground floor (Class E) – Social Club, Kingston Passage, Newmarket. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

**D/25/05/21.03 Resolved**

**The Committee deferred the item for a site visit.**

*Cllr Nobbs returned to the meeting.*

**D/25/05/21/4 DC/25/0705/FUL** – Planning application – a. replace 10 windows with timber casement windows b. create three additional window openings at first floor on south elevation c. replace existing asbestos pitched roof with natural slate roof tiles – 36A High Street, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

**D/25/05/21.04 Resolved**

**The Committee supports the renovation of a dilapidated building for the purposes of retail and business use.**

**D/25/05/21/5 DC/25/0696/HH** – Householder planning application – a. single storey side

extension b. demolition of existing rear extension – Kensington Cottage, 9 Doris Street, Newmarket. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

**D/25/05/21.05 Resolved**

**The Committee support the application subject to approval of the Conservation Officer.**

*Cllr Hood left the meeting.*

*Cllr Harvey took the Chair.*

**D/25/05/21/6 DC/25/0672/FUL** – Planning application – new driveway with dropped kerb – 106 Freshfields, Newmarket. Cllr Harvey made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

**D/25/05/21.06 Resolved**

**The Committee voiced no objections.**

**D/25/05/21/7 DC/25/0731/HH** – Householder planning application – a. single storey side extension b. raising first floor roof c. removal of garage link – Boyarin Lodge, 30 Bury Road, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

**D/25/05/21.07 Resolved**

**The Committee voiced no objections.**

*Cllr Hood returned to the meeting.*

**D/25/05/21/8 DC/25/0729/HH** – Householder planning application – single storey rear extension – 313 Exning Road, Newmarket. Cllr Nobbs made a proposal, seconded by Cllr Hood. A vote was taken which was unanimous and the following was agreed:

**D/25/05/21.08 Resolved**

**The Committee voiced no objections.**

**D/25/05/21/9 DC/25/0782/TCA** – Trees in a conservation area notification – one Yew (marked on plan) fell – Berners House, 2 Mill Hill, Newmarket. Cllr Hood made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

**D/25/05/21.09 Resolved**

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

*Cllr Nobbs left the meeting.*

**D/25/05/21/10 DC/25/0776/HH** – Householder planning application – a. porch b. part single storey part two storey side extension c. replacement window to rear elevation ground floor d. replace existing cladding with render to front and rear elevations – 16 Paddocks Drive, Newmarket. Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

**D/25/05/21.10 Resolved**

**The Committee voiced no objections.**

*Cllr Nobbs returned to the meeting.*

*Cllr Winter arrived as an observer at 6.35pm.*

**D/25/05/22 Amended and Deferred Plans**

**D/25/05/22/1 Reconsultation – DC/25/0357/HH** – Householder planning application – single storey side and rear extensions – 20 Melrose Gardens, Newmarket. Cllr Hood made a proposal, seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

**D/25/05/22.01 Resolved**

**The Committee voiced no objections.**

**D/25/05/23 Planning Appeals**

None noted.

**D/25/05/24 East Cambs Planning Applications**

The East Cambs Weekly Lists were noted.

**D/25/05/25 To Receive Results of Applications as Determined by West Suffolk and Plans Withdrawn**

There were no West Suffolk Planning Determinations received during weeks commencing 28/04/2025 & 05/05/2025.

| <b>Applications</b> | <b>Description</b>                                                                                                                                                                                                                                           | <b>Address</b>                                                       | <b>WS Decision</b> | <b>NTC Decision</b> |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------|---------------------|
| DC/25/0491/TPO      | TPO 1990 03 - Tree preservation order - one Lime (T1 on plan, G1 on order) reduce in height by approx 3-4 metres to leave at approximately 12-13 metres above ground level, reduce lateral spread by approx 1-2 metres crown lift to 3 metres above carport. | 41 Derby Way<br>Newmarket Suffolk                                    | Approved           | No objections       |
| DC/25/0306/HH       | Householder planning application - front elevation window replaced with door                                                                                                                                                                                 | 15 Heasman Close<br>Newmarket Suffolk                                | Approved           | No objections       |
| DC/25/0590/TPO      | TPO/1956/012 and TPO/1977/04 tree preservation orders - as listed on tree schedule                                                                                                                                                                           | Amenity Land At<br>Norfolk Avenue<br>Durham Way<br>Newmarket Suffolk | Approved           | No objections       |
| DC/25/0094/ADV      | Application for advertisement consent - one non-illuminated fascia                                                                                                                                                                                           | 1 Exeter Road<br>Newmarket Suffolk                                   | Approved           | No objections       |
| DC/24/1518/FUL      | Planning application - construction of building to accommodate five apartments and one commercial unit (Class E) at ground floor following demolition of existing motor garage                                                                               | 8 Park Lane<br>Newmarket Suffolk                                     | Approved           | Objected            |

Disappointment was raised in the decision of DC/24/1518/FUL following an extensive objection from NTC. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

**DC/25/05/25.01 Resolved**

**TC and DTC to request Ian Gallin, Alex Wilson, Penny Mills, Julie Baird from WSC to meet with TC, DTC and Cllrs Hood and Harvey.**

**D/25/05/26    Delegation Panel Decisions**

None noted.

**D/25/05/27    Licensing**

**Hair Artistry** – Unit G1 Fred Archer Way Newmarket – Premises Licence Application. Cllr Nobbs made a proposal, seconded by Cllr McHugh. A vote was taken which was unanimous and the following was agreed:

**DC/25/05/27.01 Resolved**

**The Committee voiced no objections.**

**Graze Kitchen** – 100 / 102 High Street Newmarket – Pavement Licence application. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

**DC/25/05/27.02 Resolved**

**The Committee voiced no objections.**

*2 members of the public arrived at 7.04pm.*

**D/25/05/28    Enforcement**

More concerns and complaints have been received in relation to the air conditioning and refrigeration units to the rear of 128 High Street.. Cllr Hood made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

**DC/25/05/28.01**

**Delegation was given to the TC, DTC and Cllrs Hood and Harvey to draft a letter to WSC in response**

Concern was raised over the number of A boards that are appearing in the High Street. It was agreed to revisit SCC's response received by the Clerk previously.

**D/25/05/29    Shopfront Policy**

Drafting a NTC Shopfront Policy was discussed. Cllr Hood made a proposal, seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

**D/25/05/29.01 Resolved**

The Committee delegated an action to draft a Shopfront Policy to Cllrs Hood and Harvey in accordance with the Neighbourhood Plan Working Group.

**D/25/05/30 Correspondence**

None noted.

**D/25/05/31 Date of Next Meeting**

Monday 2<sup>nd</sup> June 2025 at the Memorial Hall.

Meeting closed at 7.06pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Summary of Resolutions/Recommendations**

| <b>Resolution/Recommendation</b>      | <b>Resolution/Recommendation Wording</b>                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>D/25/05/19.01 Resolved</u></b>  | That the minutes of the Development & Planning Committee held on 6 <sup>th</sup> May 2025 be adopted and were signed as a true record by the Chair of the Development & Planning Committee.                                                                                                                                                                                                                        |
| <b><u>D/25/05/21.01 Resolved</u></b>  | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>D/25/05/21.02 Resolved</u></b>  | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>D/25/05/21.03 Resolved</u></b>  | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>D/25/05/21.04 Resolved</u></b>  | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>D/25/05/21.05 Resolved</u></b>  | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>D/25/05/21.06 Resolved</u></b>  | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>D/25/05/21.07 Resolved</u></b>  | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>D/25/05/21.08 Resolved</u></b>  | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>D/25/05/21.09 Resolved</u></b>  | The Committee actively encourages responsible tree management and object to the felling of healthy trees. The Committee objected to this application and requested that the application be submitted to the Tree Officer for consideration and a full report. If the tree is to be felled, that it be felled outside of the bird nesting season and the Committee requests that a suitable replacement be planted. |
| <b><u>D/25/05/21.10 Resolved</u></b>  | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>D/25/05/22.01 Resolved</u></b>  | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DC/25/05/25.01 Resolved</u></b> | TC and DTC to request Ian Gallin, Alex Wilson, Penny Mills, Julie Baird from WSC to meet with TC, DTC and Cllrs Hood and Harvey.                                                                                                                                                                                                                                                                                   |
| <b><u>DC/25/05/27.01 Resolved</u></b> | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>DC/25/05/27.02 Resolved</u></b> | The Committee voiced no objections.                                                                                                                                                                                                                                                                                                                                                                                |

|                                      |                                                                                                                                                        |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>D/25/05/29.01 Resolved</u></b> | <b>The Committee delegated an action to draft a Shopfront Policy to Cllrs Hood and Harvey in accordance with the Neighbourhood Plan Working Group.</b> |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|

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# Newmarket

## TOWN COUNCIL

### Minutes of a Meeting of the Community Services Committee Held on Tuesday 6<sup>th</sup> May 2025 at 7:15pm

#### Attendance:

Councillor R Nobbs (Chair)  
Councillor J Borda  
Councillor J McHugh  
Councillor P Winter

Also Present: C Whitaker – Town Clerk.

#### Minute

---

**C/25/05/1    Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded**

The Chair opened the meeting and announced that the fire safety notice was not required.

**C/25/05/2    Apologies for Absence**

Apologies were received from Cllrs Harvey, Hulbert, Jarvis, Yarrow.

**C/25/05/3    Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation**

None noted. There were no requests for dispensations.

**C/25/05/4    To Receive and Confirm for Accuracy the Minutes of the Community Services Committee Meeting Held on Monday 3<sup>rd</sup> March 2025 and Any Matters Arising**

Members received the minutes of the Community Services Committee meeting held on 3<sup>rd</sup> March 2025 and Cllr Winter made a proposal seconded by Cllr Nobbs. A vote was taken which was unanimous and the following was agreed:

**C/25/05/4.01 Resolved**

**That the minutes of the Community Services Committee meeting held on 3<sup>rd</sup> March 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.**

There were no matters arising.

**C/25/05/5    Public Open Session**

No members of the public were present.

**C/25/05/6    To Receive the Accounts**

The accounts for April 2025 were received and noted.

**C/25/05/7    Daniel Cooper Bart Memorial**

This item was deferred to the July meeting, pending quotes.

**C/25/05/8    Correspondence**

Book number 1 2025 -2026

Minutes of Community Services Committee held on Tuesday 6<sup>th</sup> May 2025

None noted.

**C/25/05/9**    **Date of Next Meeting**  
Monday 7<sup>th</sup> July 2025 at the Memorial Hall.

Meeting closed at 7.19pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Summary of Recommendations**

| <b>Recommendation</b>               | <b>Recommendation Wording</b>                                                                                                                                                                  |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>C/25/05/4.01 Resolved</u></b> | <b>That the minutes of the Community Services Committee meeting held on 3<sup>rd</sup> March 2025 be adopted and signed as a true record by the Chair of the Community Services Committee.</b> |



**Minutes of a Meeting of the Finance & Policy Committee**  
**Held on Monday 19<sup>th</sup> May 2025 at the Memorial Hall 7:15pm**

**Attendance:**

Councillor J Harvey (Chairman)  
Councillor R Hood  
Councillor P Hulbert

Councillor J McHugh  
Councillor P Winter

Also Present: C Whitaker – Town Clerk and N Alecock – Deputy Town Clerk. Member of the Press.  
Two representatives of Newmarket District Scout Group.

### Minute

---

- F/25/05/1 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 not being recorded.
- F/25/05/2 Apologies for Absence**  
Apologies were received from Cllrs Drummond, Perry, Yarrow.
- F/25/05/3 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/25/05/4 To Confirm the Minutes of the Meeting Held on 17<sup>th</sup> March 2025 and any Matters Arising**  
Members received the minutes of the Finance & Policy Committee meeting held on 17<sup>th</sup> March 2025 and Cllr Harvey made a proposal, seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:  
  
**F/25/05/4.01 Resolved**  
**That the minutes of the Finance & Policy Committee meeting held on 17<sup>th</sup> March 2025 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee.**  
  
There were no matters arising.
- F/25/05/5 Public Open Session**  
No members of the public wished to speak.
- F/25/05/6** The Chair proposed that item 9 be brought forward, seconded by Councillor Hood. A vote was taken which was unanimous and the following was agreed:  
  
**F/25/05/6.01 Resolved**  
**That item 9 be brought forward.**

**F/25/05/7 Small Grants**

Chloe Rothwell-Green and Jane Thompson from Newmarket District Scout Group spoke about the upcoming Trip for 28 young people to the Kandersteg International Scout Centre in Switzerland this summer; two of which would not have been able to attend without external funding.

**Newmarket District Scout Group** - the request for a grant for funding towards a scouting international trip to Switzerland was considered. Cllr Harvey made a proposal, seconded by Cllr Hood. A vote was taken which was unanimous and the following was agreed:

**F/25/05/7.01 Recommendation**

**That the request from Newmarket District Scout Group for a grant be approved and be awarded at £1,000.**

A request was made that information regarding the Scouting 'hierarchy structure' be forwarded to the Clerk for future information.

**Newmarket Avenue Bowls Club**- the request for a grant for funding towards the club's electrical works was considered. Cllr Winter made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

**F/25/05/7.02 Recommendation**

**That the request from Newmarket Bowls Club for a grant be approved and be awarded at £500.**

**My Wish Charity** - the request for a grant for a project at the new diagnostic unit at Newmarket Community Hospital to provide children's toy walls and distraction toys to their younger patients was considered. Cllr Harvey made a proposal, seconded by Cllr Hulbert. A vote was taken which was unanimous and the following was agreed:

**F/25/05/7.03 Recommendation**

**That the request from My Wish Charity for a grant be approved and be awarded at £500.**

**F/25/05/8 Submission of Schedules of Payments for Information CB1 – CB5**

Members reviewed CB1 – CB5 for month 12 (2024/2025) and month 1 (2025/2026) Cllr Harvey made a proposal, seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

**F/25/05/8.01 Recommendation**

**That the ratification of the schedules of payments for the period 01/03/2025 – 31/03/2025 and 01/04/2025 – 30/04/2025 (Cash Book 1 - 5) be received and adopted.**

**F/25/05/9 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee**

The Chairman of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 30/04/2025 (month 1) for the Town Council's

Current, Petty Cash, Salaries, Barclaycard and CCLA Cashbooks.

**F/25/05/10 To Receive the Income and Expenditure**

The Income and Expenditure reports for April 2025 were received and noted.

**F/25/05/11 Health and Safety**

The monthly Health and Safety report was received and noted.

**F/25/05/12 Correspondence**

None noted.

**F/25/05/13 Date of Next Meeting**

Monday 21<sup>st</sup> July 2025 at the Memorial Hall.

Meeting closed at 7.35pm

Signed \_\_\_\_\_ Date \_\_\_\_\_

| Summary of Recommendations                | Recommendation Wording                                                                                                                                                                     |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>F/25/05/4.01 Resolved</u></b>       | That the minutes of the Finance & Policy Committee meeting held on 17 <sup>th</sup> March 2025 be adopted and signed as a true record by the Chairman of the Finance & Planning Committee. |
| <b><u>F/25/05/6.01 Recommendation</u></b> | That item 9 be brought forward.                                                                                                                                                            |
| <b><u>F/25/05/7.01 Recommendation</u></b> | That the request from Newmarket Scout Group for a grant be approved and be awarded £1,000.                                                                                                 |
| <b><u>F/25/05/7.02 Recommendation</u></b> | That the request from Newmarket Avenue Bowls Club for a grant be approved and be awarded at £500.                                                                                          |
| <b><u>F/25/05/7.03 Recommendation</u></b> | That the request from My Wish Charity for a grant be approved and be awarded £1500.                                                                                                        |
| <b><u>F/25/05/8.01 Recommendation</u></b> | That the ratification of the schedules of payments for the period 01/03/2025 – 31/03/2025 and 01/04/2025 – 30/04/2025 (Cash Book 1 - 5) be received and adopted.                           |

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We acknowledge as the members of:

### NEWMARKET TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

|                                                                                                                                                                                                                                                                                                 | Agreed |     | 'Yes' means that this authority:                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                 | Yes    | No* |                                                                                                                                                                                         |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.                                                                                                                                                  | ✓      |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.                                                                                               |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.                                                                                                                                  | ✓      |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.                                                                     |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.                                                                                     |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.                                                                                                                               |        | ✓   | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.                                                               |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.                                                                            |        | ✓   | considered and documented the financial and other risks it faces and dealt with them properly.                                                                                          |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.                                                                                                                                                          | ✓      |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.                                                                                                                                                                                                | ✓      |     | responded to matters brought to its attention by internal and external audit.                                                                                                           |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.                                           |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                 |        |     | ✓                                                                                                                                                                                       |

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

27/05/2025

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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## Section 2 – Accounting Statements 2024/25 for

### NEWMARKET TOWN COUNCIL

|                                                                    | Year ending           |                       | Notes and guidance                                                                                                                                                                                             |
|--------------------------------------------------------------------|-----------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                    | 31 March<br>2024<br>£ | 31 March<br>2025<br>£ |                                                                                                                                                                                                                |
| <b>1.</b> Balances brought forward                                 | 431,807               | 487,263               | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>                                                              |
| <b>2.</b> (+) Precept or Rates and Levies                          | 823,069               | 923,030               | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>                                                                                 |
| <b>3.</b> (+) Total other receipts                                 | 146,974               | 184,099               | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>                                                                   |
| <b>4.</b> (-) Staff costs                                          | 236,405               | 206,545               | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| <b>5.</b> (-) Loan interest/capital repayments                     | 89,864                | 89,864                | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>                                                                                      |
| <b>6.</b> (-) All other payments                                   | 588,318               | 583,136               | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>                                                                      |
| <b>7.</b> (=) Balances carried forward                             | 487,263               | 714,847               | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>                                                                                                                       |
| <b>8.</b> Total value of cash and short term investments           | 463,575               | 750,425               | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>                                              |
| <b>9.</b> Total fixed assets plus long term investments and assets | 4,538,015             | 4,538,087             | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>                                                                      |
| <b>10.</b> Total borrowings                                        | 664,339               | 602,737               | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>                                                                                                        |

| For Local Councils Only                                           | Yes | No | N/A |                                                                                                                      |
|-------------------------------------------------------------------|-----|----|-----|----------------------------------------------------------------------------------------------------------------------|
| <b>11a.</b> Disclosure note re Trust funds (including charitable) |     | ✓  |     | <i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i> |
| <b>11b.</b> Disclosure note re Trust funds (including charitable) |     |    | ✓   | <i>The figures in the accounting statements above exclude any Trust transactions.</i>                                |

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

26/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

27/05/2025

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Annual Internal Audit Report 2024/25

## NEWMARKET TOWN COUNCIL

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During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective                                                                                                                                                                                                                                                                                                                                   | Yes | No* | Not covered** |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                                                                     | ✓   |     |               |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                                                                        | ✓   |     |               |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                                                                      |     | ✓   |               |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                                                                         | ✓   |     |               |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                                                                                                                                                                              | ✓   |     |               |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.                                                                                                                                                                                                                     | ✓   |     |               |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                                                                                                                                                                              | ✓   |     |               |
| H. Asset and investments registers were complete and accurate and properly maintained.                                                                                                                                                                                                                                                                       | ✓   |     |               |
| I. Periodic bank account reconciliations were properly carried out during the year.                                                                                                                                                                                                                                                                          | ✓   |     |               |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                                 | ✓   |     |               |
| K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")                                                                                                      |     |     | ✓             |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.                                                                                                                                                                                           | ✓   |     |               |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). |     | ✓   |               |
| N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).                                                                                                                                                                                                                                           |     | ✓   |               |

| O. (For local councils only)                                                            | Yes | No | Not applicable |
|-----------------------------------------------------------------------------------------|-----|----|----------------|
| Trust funds (including charitable) – The council met its responsibilities as a trustee. |     |    | ✓              |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

04/12/2024 08/05/2025

Name of person who carried out the internal audit

H HEELIS (HEELIS &amp; LODGE)

Signature of person who carried out the internal audit

SIGNATURE

Date

08/05/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# HEELIS&LODGE

## Local Council Services • Internal Audit

### **Interim Internal Audit Report for Newmarket Town Council – 2024/2025**

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2024. The following recommendations/comments have been made:

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

*All were found to be in order. LGAs137 and VAT payments are tracked and identified within the year end accounts. The Council no longer hold the General Power of Competence (Ref: 11/5/2023 – 23/05/20).*

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

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

Standing Orders in place: Yes  
Reviewed: 29/1/2024 (Ref: 24/01/14.04)  
Financial Regulations in place: Yes  
Reviewed: 29/1/2024 (Ref: 24/01/14.04)

*The Council noted at its Annual meeting held on 13/5/2024 that Standing Orders and Financial Regulations had been reviewed on 29/1/2024 as above.*

VAT reclaimed during the year: Yes  
Registered: Yes Reg: 978481557

| Submission Period:    | Amount:    |
|-----------------------|------------|
| 01/04/2024-30/06/2024 | £11,867.71 |
| 01/07/2024-30/09/2024 | £10,181.31 |

General Power of Competence: No

*Committee Terms of Reference are in place. These are reviewed annually with the last review taking place at the Annual meeting held on 13/5/2024 (Ref: 24/05/10). The Council has the following committees:*

- *Development and Planning*
- *Committee Services*
- *Leisure Services*
- *Finance and Policy*
- *Human Resources*
- *Performance and Audit*
- *Appeals*

*A Scheme of Delegation is in place for officers of the Council. This was reviewed and approved at the Annual meeting held on 13/5/2024 (Ref: 24/05/11).*

*There were no tenders during the year that exceeded the £30,000 Public Contract Regulations threshold.*

## **Risk Assessment**

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

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

### ***Data Protection***

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

Privacy Policy published: Yes  
Link: <https://www.newmarket.gov.uk/policies-finance/privacy-policy/>

*Insurance was in place for the year of audit. Insurance cover was reviewed at the Annual meeting held on 13/5/2024 (Ref: 24/05/18).*

*The Risk Assessment and Internal Controls were last reviewed at a meeting held on 22/1/2024. This was noted at the Annual meeting held on 13/5/2024 (Ref: 24/05/13). The next review is due to take place in January 2025.*

***Reminder:*** *To undertake and minute a review of the Risk Assessment and Internal Controls during the year of audit.*

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

*Signatories on the CCLA account were reviewed and approved at a meeting held on 15/7/2024 (Ref: F/24/07/9).*

Fidelity Cover: £1,000,000

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

## Transparency

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

Smaller Council: No

Website: <https://www.newmarket.gov.uk/>

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

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

Notice of period for the exercise of public rights

**Recommendation:** *The Council should re-publish the 2024 Notice of Exercise of Public Rights prior to 31/3/2025.*

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 on their website.

**Recommendation:** *The Council should publish the Audited AGARS as detailed above prior to 31/3/2025.*

## Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £923,030 (2024-2025)      Date: 18/12/2023 (Ref: 23/12/11.01)

*Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Income controls</b>     | <p>Precept and other income, including credit control mechanisms</p> <p><i>All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.</i></p> <p><i>Hire fees for 2025-2026 were reviewed and approved at a meeting held on 7/10/2024 (Ref: L/24/10/9).</i></p>                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Petty Cash</b>          | <p>Associated books and established system in place</p> <p><i>A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from April 2024 to September 2024 and cross referenced with vouchers and the cash book.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Payroll controls</b>    | <p>PAYE and NIC in place where necessary.<br/> Compliance with Inland Revenue procedures<br/> Records relating to contracts of employment and pensions</p> <p>PAYE System in place: <b>Yes</b><br/> Employer's Reference: <b>126/N254</b><br/> P60s issued: <b>Yes</b></p> <p><i>The Council continue to operate RTI in accordance with HMRC regulations. An examination was undertaken on a sample of payroll transactions from April 2024 – September 2024. Supporting paperwork is in place and P60s have been produced as part of the year end process.</i></p> <p><i>Eligible employees have joined the nominated pension scheme. An appraisal system is in place. The system was reviewed and approved at a meeting held on 24/6/2024 (Ref: 24/06/16.01).</i></p> |
| <b>Asset control</b>       | <p>Inspection of asset register and checks on existence of assets<br/> Cross checking on insurance cover</p> <p><i>A separate asset register is in place. A review was undertaken at a meeting held on 13/5/2024 (24/05/17). A further examination will take place at the year end including confirmation that the figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.</i></p>                                                                                                                                                                                                                                                                                                                                                    |
| <b>Bank Reconciliation</b> | <p>Regularly completed and cash books reconcile with bank statements</p> <p><i>All were in order. Bank Reconciliations are carried out regularly and signed off at the Finance and Policy Committee meetings. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |

*Bank Balances were confirmed as:*

|                        |          |               |
|------------------------|----------|---------------|
| Unity Trust Current #1 | xxxx4770 | £26,987.85    |
| Petty Cash             |          | £150.00       |
| Barclaycard            |          | (£592.83)     |
| Unity Trust Current #2 | xxxx9458 | £6,406.28     |
| CCLA                   | xxxx7833 | £1,004,798.26 |

*It is noted that the Council have opened a PSDF account.*

## **Reserves**

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

*To be examined at the year end.*

## **Year-end procedures**

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

*To be examined at the year end.*

## **Sole Trustee**

The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*

## **Internal Audit Procedures**

*The Year End 2024 Internal Audit report was considered by the Council at a meeting held on 29/4/2024 (Ref: 24/04/15).*

## **External Audit**

*The Council formally approved the 2024 AGAR at a meeting of the full Council held on 29/4/2024 (Ref: 24/04/16).*

*The External Auditor's report was considered at a meeting held on 28/10/2024 (Ref: 24/10/17).*

*There were no matters arising from the External Audit.*

### **Additional Comments/Recommendations**

- The Annual Town Council meeting was held on 13/5/2024. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and the high quality of documentation presented for the audit this year, especially given the staffing difficulties that have occurred.



**Heather Heelis**  
**Heelis & Lodge**  
4 December 2024

# HEELIS&LODGE

## Local Council Services • Internal Audit

### **Year End Internal Audit Report for Newmarket Town Council – 2024/2025**

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2024. The following recommendations/comments have been made:

Income: £1,107,129   Expenditure: £879,545   Reserves: £714,847

#### 2025 AGAR Completion:

Section One: [Yes – to be approved by council](#)

Section Two: [Yes \(draft figures\) – to be approved by council](#)

Annual Internal Audit Report 2024/2025: [Yes](#)

Certificate of Exemption: [No](#)

#### ***Recommendation:***

*The Council should consider ticking 'No' in Boxes 4 and 5 in Section 1 of the 2025 AGAR.*

#### **Financial regulations**

Standing Orders and Financial Regulations

Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Standing Orders in place: [Yes](#)

Reviewed: [29/1/2024 \(Ref: 24/01/14.04\)](#)

Financial Regulations in place: [Yes](#)

Reviewed: [29/1/2024 \(Ref: 24/01/14.04\)](#)

VAT reclaimed during the year: [Yes](#)

Registered: [Yes](#)   Reg: [978481557](#)

Submission Period:

Amount:

[01/04/2024-30/06/2024](#)

[£11,867.71](#)

[01/07/2024-30/09/2024](#)

[£10,181.31](#)

[01/10/2024-31/12/2024](#)

[£13,841.25](#)

[01/01/2025-31/03/2025](#)

[£16,740.18](#)

*[There were no tenders during the year that exceeded the £30,000 Public Contract Regulations threshold.](#)*

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Lynne Lodge Dip HE Local Policy

*The Council reviewed the following documents since the Interim Audit:*

3/3/2025

- *Cemetery Regulations (Ref: C/25/03/7)*

24/3/2025

- *Cemetery Regulations (Ref: 25/03/11.01)*

## **Risk Assessment**

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

Risk Assessment document in place: Yes

### ***Data Protection***

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

*There was no evidence in the minutes that the Risk Assessment and Internal Control Statement reviews were undertaken during the year of audit. Minute reference 25/03/12.04 indicates that they were due to be reviewed at the full Council meeting held on 24/3/2025 but the review was delegated to the Policies Working Group.*

Statement of Internal Controls in place: Yes

***Recommendation:*** *To undertake and minute a review of the Risk Assessment and Internal Controls during the year of audit.*

***Recommendation:*** *To review the Statement of Internal Control during the year of audit.*

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

## **Transparency**

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

Smaller Council: No

Website: <https://www.newmarket.gov.uk/>

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

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

External audit report

*2024 Annual Return, Section One Published – No*

*2024 Annual Return, Section Two Published – No*

*2024 Annual Return, Section Three Published – No*

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

Notice of period for the exercise of public rights

*There was no evidence that the 2024 Notice of Exercise of Public Rights was published on the Council's website.*

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 on their website.

*The Council have not met the publication requirements.*

**Recommendation:** *The Council should publish the Audited AGAR for 2023-2024 on their website.*

#### **Budgetary controls** supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: Not available (2025-2026)      Date: 16/12/2024 (Ref: 24/12/11.02)

Precept: £923,030 (2024-2025)      Date: 18/12/2023 (Ref: 23/12/11.01)

*Effective budgetary procedures are in place. The precept for 2024-2025 was agreed in full council and the precept decision and amount has been clearly minuted. It is noted that in setting the 2025-2026, whilst the budget and the Band D rate have been minuted, the precept amount has been omitted.*

*The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

**Recommendation:** *To ensure that the precept amount is clearly minuted as part of the resolution to set the precept.*

## Petty Cash

Associated books and established system in place

*A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from January 2025 to March 2025 and cross referenced with vouchers and the cash book.*

## Payroll controls

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

PAYE System in place: **Yes**  
Employer's Reference: **126/N254**  
P60s issued: **Yes**

*The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place P60s have been produced as part of the year end process. An examination was carried out and followed through with sample records between January – March 2025.*

## Asset control

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

*A separate asset register is in place. Values are recorded at cost value/insurance value. The total value of assets are recorded at £4,538,087. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.*

## Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

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

*Bank Balances at 31 March were confirmed as:*

|                        |          |             |
|------------------------|----------|-------------|
| Unity Trust Current #1 | xxxx4770 | £20,706.55  |
| Petty Cash             |          | £150.00     |
| Barclaycard            |          | £nil        |
| Unity Trust Current #2 | xxxx9458 | £7,389.56   |
| CCLA                   | xxxx7833 | £722,178.90 |

*The Council had outstanding (PWLB) loans with the UK Debt Management Office (DMO) of £602,737.46 at the year end, verified by the 31<sup>st</sup> March statement.*

## Reserves

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

*The Council have adequate general reserves (£372,918) and have identified earmarked reserves of £341,929 in their year end accounts.*

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

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

*End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts.*

Local Council Tax Support Grant is excluded from Box 2: **NA**

Balance Sheet is correct: **Yes**

Trial Balance is correct: **Yes**

**Internal Audit Procedures**

*There was no evidence in the minutes that the 2024-2025 Interim Internal Audit report was considered by the Council.*

**Recommendation:** *To review the Interim Internal Audit report with the Year End Internal Audit report at the next meeting of the Council.*

**External Audit**

*The External Auditor's report was considered at a meeting held on 28/10/2024 (Ref: 24/10/17).*

*The following matters were brought to the attention of the Council:*

'Section 2 incorrectly includes items which are not staff costs as defined in the Joint Panel of Accountability and Governance Practitioners' Guide.'

*It is noted that the figures in Section 2, Boxes 4 and 6 for 2024 have been restated for the 2025 AGAR.*

**Additional Comments/Recommendations**

- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and the quality of documentation provided for the audit.



**Heather Heelis**  
**Heelis & Lodge**  
8 May 2025

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23/01/2023

NTC Committee Responsibilities and Terms of Reference

| Number                   | RESPONSIBILITY                                                                                                                                                   |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Full Town Council</b> |                                                                                                                                                                  |
| Key Responsibilities     | To carry all statutory functions reserved to Council and consider all other matters outside of any other committees terms of reference.                          |
| <b>FC1</b>               | <b>General Governance</b>                                                                                                                                        |
| FC1.1                    | To adopt the corporate strategy.                                                                                                                                 |
| FC1.2                    | To make observations on policy or strategy documents by any public body at the local, regional or national level that are outside the scope of other committees. |
| FC1.3                    | To adopt new policies and amendments to existing policies.                                                                                                       |
| FC1.4                    | To respond to major consultations (e.g. Boundary Review, Core Strategy, Major Developments, Site Allocation) and those outside the scope                         |
| FC1.5                    | To adopt any changes to Standing Orders, Financial Regulations, or Terms of Reference.                                                                           |
| FC1.6                    | To appoint members to committees.                                                                                                                                |
| FC1.7                    | To approve a schedule of routine meetings of the Council and its standing committees.                                                                            |
| FC1.8                    | To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies.                                                          |
| FC1.9                    | To make, amend, revoke, re-enact or adopt byelaws.                                                                                                               |
| FC1.10                   | To authorise the sealing of legal documents, leases, contracts and licenses where authority to do so is not provided elsewhere.                                  |
| FC1.11                   | To produce the annual report.                                                                                                                                    |
| FC1.12                   | To take appropriate action on the recommendations of committees, advisory committees or working groups of the Council.                                           |
| FC1.13                   | To consider any matters within the terms of reference of a committee.                                                                                            |
| FC1.14                   | To consider all matters outside of the terms of reference of any committee.                                                                                      |
| <b>FC2</b>               | <b>Human Resources</b>                                                                                                                                           |
| FC2.1                    | To adopt the overall staffing structure.                                                                                                                         |
| FC2.1                    | To authorise requests for additional council officers.                                                                                                           |
| FC2.3                    | To deal with all matters affecting the appointment, probation, promotion, discipline, salary and conditions of service of the Town Clerk.                        |
| <b>FC4</b>               | <b>Devolved Services</b>                                                                                                                                         |
| FC4.1                    | To take on services from other local authorities or public bodies.                                                                                               |
| <b>FC5</b>               | <b>Finance</b>                                                                                                                                                   |
| FC5.1                    | To approve the annual return and end of year accounts.                                                                                                           |
| FC5.2                    | To receive the external audit report.                                                                                                                            |
| FC5.3                    | To approve the annual budget and precept.                                                                                                                        |
| FC5.4                    | To authorise virements in accordance with the Financial Regulations.                                                                                             |
| FC5.5                    | To borrow money.                                                                                                                                                 |

| Number                              | RESPONSIBILITY                                                                                                                                                                                                                                       |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Finance and Policy Committee</b> |                                                                                                                                                                                                                                                      |
| Key Responsibilities                | To review Council governance, oversee the management of Council finances, development of council policies and business plans, including the recommendation to Council of the annual budget and precept in accordance with the Financial Regulations. |
| <b>FP1</b>                          | <b>Delegated Functions</b>                                                                                                                                                                                                                           |
| FP1.1                               | To arrange extra meetings of the committee.                                                                                                                                                                                                          |
| FP1.2                               | To monitor actions on minutes of the committee.                                                                                                                                                                                                      |
| FP1.3                               | To manage services for which the committee is responsible within an approved budget and policy.                                                                                                                                                      |
| FP1.4                               | To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.                                                                                                                |
| FP1.5                               | To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.                                                                                                                                  |
| FP1.6                               | To appoint sub-committees and working groups, decide on their composition and make appointments to them.                                                                                                                                             |
| <b>FP2</b>                          | <b>Strategy and Policy</b>                                                                                                                                                                                                                           |
| FP2.1                               | To advise the Council in formulating its objectives and priorities and in establishing programmes and to recommend such steps as are necessary to achieve these objectives.                                                                          |
| FP2.2                               | To review all policies of the council and recommend changes or additional policies.                                                                                                                                                                  |
| FP2.3                               | To advise the Council on the development and review of the constitution.                                                                                                                                                                             |
| <b>FP3</b>                          | <b>Performance and Business Management</b>                                                                                                                                                                                                           |
| FP3.1                               | Without detracting from the duties and responsibilities of other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.                                                            |
| FP3.2                               | To be responsible for monitoring the performance of the Council.                                                                                                                                                                                     |
| FP3.3                               | To monitor the progress of the capital programme.                                                                                                                                                                                                    |
| FP3.4                               | To approve the Corporate Business Plan.                                                                                                                                                                                                              |
| <b>FP4</b>                          | <b>Quality and Integrated Management System</b>                                                                                                                                                                                                      |
| FP4.1                               | To promote efficiency, value for money and an integrated approach to management.                                                                                                                                                                     |
| FP4.2                               | To oversee the formal administration of any adopted integrated management systems, risk management and quality self assessment programmes.                                                                                                           |
| FP4.3                               | To promote customer care and equality in service delivery and access.                                                                                                                                                                                |
| FP4.4                               | To manage the Local Council Aware scheme accreditation.                                                                                                                                                                                              |
| <b>FP5</b>                          | <b>Resources</b>                                                                                                                                                                                                                                     |
| FP5.1                               | To oversee and direct the use of financial and technological resources of the Council.                                                                                                                                                               |
| <b>FP6</b>                          | <b>Finance</b>                                                                                                                                                                                                                                       |
| FP6.1                               | To be responsible for the overall management and control of the finances of the Council, under the direction of the Council.                                                                                                                         |
| FP6.2                               | To monitor the Council's capital and revenue budgets.                                                                                                                                                                                                |
| FP6.3                               | To make recommendations to the council on the budget and precept requirements, having considered proposals by other committees.                                                                                                                      |
| FP6.4                               | To monitor the level of Council income/expenditure compared with approved estimates.                                                                                                                                                                 |
| FP6.5                               | To advise the Council on the financial implications of proposed new policies or development of existing policies including sources of revenue, or situations where proposed expenditure or identified income reduction is not contained on budget.   |

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| FP6.6       | To advise the Council on borrowing policy, investment and treasury management.                                                                                                                    |
| FP6.7       | The policy management of the Council's financial resources - in particular capital funds, repairs and renewals funds and to regularly monitor the performance of all funds invested.              |
| FP6.8       | To determine policy and supervise the Council's insurance arrangements.                                                                                                                           |
| FP6.9       | To supervise the Council's banking arrangements.                                                                                                                                                  |
| FP6.10      | To be responsible for all matters related to the full range of financial and accountancy functions.                                                                                               |
| FP6.11      | To review all fees and charges and make recommendations to the Council.                                                                                                                           |
| FP6.12      | To control the collection of revenues, consider reports on outstanding debts due to the Council, to undertake recovery, and to recommend to the Council the writing off of irrecoverable amounts. |
| FP6.13      | To approve all security arrangements of the council in respect of computers and financial issues.                                                                                                 |
| FP6.14      | To authorise investments and debt repayment in accordance with the Council's Policy.                                                                                                              |
| FP6.15      | To recommend to the Council all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets.                                                                |
| FP6.16      | To review the financial regulations annually and to advise the Council on the regulation and control of the Council's finances.                                                                   |
| <b>FP7</b>  | <b>Grant Scheme</b>                                                                                                                                                                               |
| FP7.1       | To administer the Council's grant scheme in accordance with policy.                                                                                                                               |
| FP7.2       | Any venue fee concessions in accordance with policy.                                                                                                                                              |
| FP7.3       | To advise the Council on amendments on the grants policy.                                                                                                                                         |
| <b>FP8</b>  | <b>Information Technology Services</b>                                                                                                                                                            |
| FP8.1       | To oversee the use of information technology in support of the Council's business and service commitments.                                                                                        |
| <b>FP9</b>  | <b>Procurement</b>                                                                                                                                                                                |
| FP9.1       | To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.                                                                                                           |
| <b>FP10</b> | <b>Communications / Public Relations and Marketing</b>                                                                                                                                            |
| FP10.1      | To co-ordinate and promote access to Council services and public information, and to advise the Council on a communications and marketing policy.                                                 |
| FP10.2      | To promote public face of the Council through the management of public media and relations.                                                                                                       |
| FP10.3      | To promote implementation of the Council's policies in respect of corporate marketing and communication.                                                                                          |
| FP10.4      | To approve content of the annual report and other publicity material relating to policies, responsibilities and outcomes of the Council.                                                          |
| <b>FP11</b> | <b>Audit</b>                                                                                                                                                                                      |
| FP11.1      | To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference.                  |
| FP11.2      | To receive, approve and recommend of the Council any necessary actions of interim audit reports.                                                                                                  |
| FP11.3      | To advise the Council on matters of data protection, access to information, freedom of information and transparency regulations.                                                                  |
| <b>FP12</b> | <b>Emergency Planning</b>                                                                                                                                                                         |
| FP12.1      | The policy management of the Council's financial resources - in particular capital funds, repairs and renewals funds and to regularly monitor the performance of all funds invested.              |

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NTC Committee Responsibilities and Terms of Reference

| Number                              | RESPONSIBILITY                                                                                                                                                                                         |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Community Services Committee</b> |                                                                                                                                                                                                        |
| Key Responsibilities                | To oversee the management and maintenance of the Council's land and property assets and those related services directly provided or commissioned by the Council.                                       |
| <b>AS1</b>                          | <b>Delegated Functions</b>                                                                                                                                                                             |
| AS1.1                               | To arrange extra meetings of the committee.                                                                                                                                                            |
| AS1.2                               | To monitor actions on minutes of the committee.                                                                                                                                                        |
| AS1.3                               | To manage services for which the committee is responsible with an approved budget and policy.                                                                                                          |
| AS1.4                               | To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee                                                                   |
| AS1.5                               | To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.                                                                                    |
| AS1.6                               | To appoint sub-committees and working groups, decide on their composition and make appointments to them.                                                                                               |
| <b>AS2</b>                          | <b>Grounds Maintenance and Management</b>                                                                                                                                                              |
| AS2.1                               | The management, control, upkeep, maintenance and development of all playing fields, open spaces, play areas, and other leisure and recreational facilities in the control or ownership of the Council. |
| <b>AS3.1</b>                        | <b>Health and Safety</b>                                                                                                                                                                               |
| AS3.1                               | All matters relating to Health and Safety relating to assets, buildings, equipment, land and persons with the Council's responsibility.                                                                |
| <b>AS4</b>                          | <b>Public Realm and Public Facilities</b>                                                                                                                                                              |
| AS4.1                               | The provision, management, control, upkeep and maintenance of all land, buildings and equipment in the management or ownership of the Council.                                                         |
| AS4.2                               | The provision, management, control, upkeep, and maintenance of street furniture, benches and signs in the management or ownership of the Council.                                                      |
| AS4.3                               | The provision, management, control and monitoring of street cleansing, litter, fly posting, graffiti relating to areas in the management or ownership of the Council.                                  |
| AS4.4                               | To ensure the Council's land and property assets are protected from loss, damage, encroachment or similar issues.                                                                                      |
| <b>AS5</b>                          | <b>Strategy and Policy</b>                                                                                                                                                                             |
| AS5.1                               | To make recommendations to Council regarding policy and strategic matters relating to all of the above.                                                                                                |

| Number                            | RESPONSIBILITY                                                                                                                                                                                   |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Leisure Services Committee</b> |                                                                                                                                                                                                  |
| Key Responsibilities              | To oversee, support and develop community projects, in conjunction with other stakeholders as appropriate, and to raise the profile of events and services supported by the Town Council.        |
| <b>LS1</b>                        | <b>Delegated Functions</b>                                                                                                                                                                       |
| LS1.1                             | To arrange extra meetings of the committee.                                                                                                                                                      |
| LS1.2                             | To monitor actions on minutes of the committee.                                                                                                                                                  |
| LS1.3                             | To manage services for which the committee is responsible within an approved budget and policy.                                                                                                  |
| LS1.4                             | To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.                                                            |
| LS1.5                             | To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.                                                                              |
| LS1.6                             | To appoint sub-committees and working groups, decide on their composition and make appointments to them.                                                                                         |
| <b>LS2</b>                        | <b>Community Engagement</b>                                                                                                                                                                      |
| LS2.1                             | To promote the social wellbeing of the town and to promote social inclusion with communities.                                                                                                    |
| LS2.2                             | To support the implementation of the Newmarket Vision Plan.                                                                                                                                      |
| LS2.3                             | To facilitate and support local community and voluntary organisations.                                                                                                                           |
| LS2.4                             | To provide a gateway to the district and county councils, the police and other public bodies to provide a coordinated public service hub for the town                                            |
| <b>LS3</b>                        | <b>Culture and Heritage</b>                                                                                                                                                                      |
| LS3.1                             | To promote, enable and facilitate cultural, artistic activities and heritage throughout the town, through the Council's own efforts and partnership working with other groups and organisations. |
| LS3.2                             | To directly or indirectly conserve the cultural heritage of the town.                                                                                                                            |
| LS3.3                             | To manage, preserve and promote the use of the town's historic records, artefacts and treasures.                                                                                                 |
| <b>LS4</b>                        | <b>Economic Wellbeing and Tourism</b>                                                                                                                                                            |
| LS4.1                             | To promote the economic wellbeing of the town through partnership with the business and community sectors.                                                                                       |
| LS4.2                             | To promote tourism within the town and power and encourage visitors.                                                                                                                             |
| LS4.3                             | To promote regeneration in the town.                                                                                                                                                             |

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| LS4.4       | To lobby for sufficient high-quality employment sites in the town and support initiatives promoting inward investment.                                                                         |
| LS4.5       | To support skills and training for local businesses.                                                                                                                                           |
| LS4.6       | To support the provision, directly or indirectly, of Christmas lights.                                                                                                                         |
| LS4.7       | To promote and support floral and planting initiatives on land outside of the control of the Council.                                                                                          |
| <b>LS5</b>  | <b>Environment</b>                                                                                                                                                                             |
| LS5.1       | To promote environmental awareness and the environmental wellbeing of the town.                                                                                                                |
| LS5.2       | To conserve the built and natural environment.                                                                                                                                                 |
| LS5.3       | Issues involving ancient monuments and areas of archaeological interest.                                                                                                                       |
| LS5.4       | To approve and action environmental audits.                                                                                                                                                    |
| LS5.5       | To lead on sustainability and transition for the town.                                                                                                                                         |
| LS5.6       | To make recommendations to the Council on the transition to net zero.                                                                                                                          |
| <b>LS6</b>  | <b>Leisure and Sport</b>                                                                                                                                                                       |
| LS6.1       | To promote, enable and facilitate arts, educational, entertainment, leisure and sporting activities and events throughout the town, through the Council's own efforts and partnership working. |
| <b>LS7</b>  | <b>Public Relations</b>                                                                                                                                                                        |
| LS7.1       | To administer town twinning.                                                                                                                                                                   |
| LS7.2       | To administer civic events and related public relations activities.                                                                                                                            |
| LS7.3       | To encourage community groups and partnerships.                                                                                                                                                |
| <b>LS8</b>  | <b>Safety and Crime Reduction</b>                                                                                                                                                              |
| LS8.1       | To install and maintain equipment for detection and prevention of crime.                                                                                                                       |
| LS8.2       | To support initiatives of the Community Safety and Crime Reduction Partnership.                                                                                                                |
| LS8.3       | To lobby for road safety improvement schemes.                                                                                                                                                  |
| LS8.4       | To liaise with the police to develop a safer community.                                                                                                                                        |
| LS8.5       | To support and promote Health and Safety initiatives in the town.                                                                                                                              |
| <b>LS9</b>  | <b>Wellbeing</b>                                                                                                                                                                               |
| LS9.1       | To work with partner organisations to improve the health of people in the town.                                                                                                                |
| LS9.2       | To improve access to services which can contribute to health.                                                                                                                                  |
| LS9.3       | To promote healthy living.                                                                                                                                                                     |
| <b>LS10</b> | <b>Young People</b>                                                                                                                                                                            |
| LS10.1      | To support public and community services and facilities for the young,                                                                                                                         |
| LS10.2      | To promote the involvement of young people in decision making within the town.                                                                                                                 |

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|-------------|---------------------------------------------------------------------------------------------------------|
| <b>LS11</b> | <b>Strategy and Policy</b>                                                                              |
| LS11.1      | To make recommendations to Council regarding policy and strategic matters relating to all of the above. |

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## NTC Committee Responsibilities and Terms of Reference

| Number                                      | RESPONSIBILITY                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Development &amp; Planning Committee</b> |                                                                                                                                                                                                                                                                                                                                          |
| Key Responsibilities                        | As a consultee of the planning authority, to consider all planning applications received from West Suffolk and East Cambridgeshire Councils, and make recommendations on behalf of the Town Council. To consider all matters relating to planning policy, infrastructure and development. To consider all matters relating to licensing. |
| <b>PT1</b>                                  | <b>Delegated Functions</b>                                                                                                                                                                                                                                                                                                               |
| PT1.1                                       | To arrange extra meetings of the committee.                                                                                                                                                                                                                                                                                              |
| PT1.2                                       | To monitor actions on minutes of the committee.                                                                                                                                                                                                                                                                                          |
| PT1.3                                       | To manage services for which the committee is responsible within an approved budget and policy.                                                                                                                                                                                                                                          |
| PT1.4                                       | To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.                                                                                                                                                                                                    |
| PT1.5                                       | To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.                                                                                                                                                                                                                      |
| PT1.6                                       | To appoint sub-committees and working groups, decide on their composition and make appointments to them.                                                                                                                                                                                                                                 |
| <b>PT2 +A12:C38</b>                         | <b>Environmental</b>                                                                                                                                                                                                                                                                                                                     |
| PT2.1                                       | To liaise with the relevant authorities in cases of public health/environmental nuisance, drainage matter, pollution and animal welfare issues.                                                                                                                                                                                          |
| PT2.2                                       | To make observations on any public health/environmental licence or registration application (other than under the Licensing Act).                                                                                                                                                                                                        |
| PT2.3                                       | Waste and recycling.                                                                                                                                                                                                                                                                                                                     |
| <b>PT3</b>                                  | <b>Highways, Transport and Traffic Management</b>                                                                                                                                                                                                                                                                                        |
| PT3.1                                       | To consider and make representations on matters to public highways including footpaths and bridleways.                                                                                                                                                                                                                                   |
| PT3.2                                       | To consider and make representations on matters relating to public transport.                                                                                                                                                                                                                                                            |
| <b>PT4</b>                                  | <b>Housing</b>                                                                                                                                                                                                                                                                                                                           |
| PT4.1                                       | To promote, enable and develop a Community Land Trust.                                                                                                                                                                                                                                                                                   |
| PT4.2                                       | To lobby sufficient affordable housing and an adequate range of housing types for the Town.                                                                                                                                                                                                                                              |

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| <b>PT5</b> | <b>Licensing</b>                                                                                                                                                                                                                                                                                            |
| PT5.1      | To make observations on any matter relating to gaming or gambling.                                                                                                                                                                                                                                          |
| PT5.2      | To make observations on applications and other matters under the licensing legislation.                                                                                                                                                                                                                     |
| <b>PT6</b> | <b>Planning and Development Control</b>                                                                                                                                                                                                                                                                     |
| PT6.1      | To make observations to the local planning authority on all planning applications within the parish boundary or within the wider area which may have an effect upon the town or its residents.                                                                                                              |
| PT6.2      | To make observations to the local planning authority on all listed building applications within the parish boundary or within the wider area which may have an effect upon the town or its residents.                                                                                                       |
| PT6.3      | To make observations to the local planning authority on all conservation area consents.                                                                                                                                                                                                                     |
| PT6.4      | To make observations to the local planning authority on all certificates of existing or proposed lawful use or development.                                                                                                                                                                                 |
| PT6.5      | To make observations to the local planning authority on all display of advertisement regulations.                                                                                                                                                                                                           |
| PT6.6      | To make observations to the local planning authority on all developments involving telecommunications.                                                                                                                                                                                                      |
| PT6.7      | To refer any planning enforcement issues to the relevant local planning authority.                                                                                                                                                                                                                          |
| PT6.8      | To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.                                                                                                                                                                                           |
| PT6.9      | To comment on tree preservation applications or the making of orders.                                                                                                                                                                                                                                       |
| PT6.10     | To make observations on planning consultation documents from any public body at the local, regional or national level.                                                                                                                                                                                      |
| PT6.11     | To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.                                                                                                                                                                                                   |
| PT6.12     | To make observations on hazardous substance applications.                                                                                                                                                                                                                                                   |
| PT6.13     | To make observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the local planning authority. |
| PT6.14     | To make observations on applications and other actions in relation to hedgerows.                                                                                                                                                                                                                            |
| PT6.15     | To make observations on street naming or numbering.                                                                                                                                                                                                                                                         |
| PT6.16     | To liaise with the relevant local authority on any matter relating to building control.                                                                                                                                                                                                                     |
| PT6.17     | To monitor proposals from developers under Section 106 Agreements or the Community Infrastructure Levy.                                                                                                                                                                                                     |
| PT6.18     | To request a district councillor to "call in" applications to be determined by the relevant committee of the local planning authority.                                                                                                                                                                      |
| PT6.19     | To undertake the Council's role in the making, review or management of conservation areas.                                                                                                                                                                                                                  |
| <b>PT7</b> | <b>Strategic Planning</b>                                                                                                                                                                                                                                                                                   |

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| PT7.1      | To make observations on local authority local plan, county waste, and mineral plans.                    |
| PT7.2      | To make observations on local authority supplementary planning documents.                               |
| <b>PT8</b> | <b>Strategy and Policy</b>                                                                              |
| PT8.1      | To make recommendations to Council regarding policy and strategic matters relating to all of the above. |

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## NTC Committee Responsibilities and Terms of Reference

| Number                           | RESPONSIBILITY                                                                                                                        |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Human Resources Committee</b> |                                                                                                                                       |
| Key Responsibilities             | Matters relating to the recruitment and management of the Council's employees and volunteers.                                         |
| <b>HR1</b>                       | <b>Delegated Functions</b>                                                                                                            |
| HR1.1                            | To arrange extra meetings of the committee.                                                                                           |
| HR1.2                            | To monitor actions on minutes of the committee.                                                                                       |
| HR1.3                            | To manage services for which the committee is responsible within an approved budget and policy.                                       |
| HR1.4                            | To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee. |
| HR1.5                            | To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.                   |
| HR1.6                            | To appoint sub-committees and working groups, decide on their composition and make appointments to them.                              |
| <b>HR2</b>                       | <b>Human Resources</b>                                                                                                                |
| HR.1                             | To recommend to the Council the overall staffing structure and approval of additional posts.                                          |
| HR.2                             | To approve human resources policies and the employee handbook.                                                                        |
| HR.3                             | Employee performance management scheme.                                                                                               |
| HR.4                             | Training and development plan for officers.                                                                                           |
| HR.5                             | Disciplinary matters under the Council's Disciplinary Procedure, unless otherwise delegated.                                          |
| HR.6                             | To manage the grievance procedure.                                                                                                    |
| HR.7                             | Issues relating to the nominated pension scheme as it affects individual employees and administration of retirement.                  |
| HR.8                             | To place staff at the disposal of other local authorities for the purpose of joint arrangements or partnership working.               |
| HR.9                             | Redundancy and redeployment.                                                                                                          |
| HR.10                            | Monitoring the equalities policy in relation to employment.                                                                           |
| HR.11                            | Approval of officer codes of conduct.                                                                                                 |
| HR.12                            | Approval of member-officer protocol.                                                                                                  |
| HR.13                            | To administer other personnel procedures.                                                                                             |
| HR.14                            | To administer the policies relating to volunteering.                                                                                  |
| HR.15                            | To administer the child and vulnerable adult policy.                                                                                  |
| HR.16                            | To administer the Council's equality policy.                                                                                          |

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## NTC Committee Responsibilities and Terms of Reference

| Number                                 | RESPONSIBILITY                                                                                                                                                                                                                                                                                                            |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Performance and Audit Committee</b> |                                                                                                                                                                                                                                                                                                                           |
| Key Responsibilities                   | Without prejudice to the responsibilities of the service committees, to review the effectiveness of all of the Council's work and the standards and levels of service provided, and to review the progress of the Neighbourhood plan. Not to be chaired by the chair or vice-chair of the Council or any other committee. |
| <b>S1</b>                              | <b>Delegated Functions</b>                                                                                                                                                                                                                                                                                                |
| S1.1                                   | To arrange extra meetings of the committee.                                                                                                                                                                                                                                                                               |
| S1.2                                   | To monitor actions on minutes of the committee.                                                                                                                                                                                                                                                                           |
| S1.3                                   | To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.                                                                                                                                                                                                       |
| S1.4                                   | To appoint sub-committee and working groups, decide on their composition and make appointments to them.                                                                                                                                                                                                                   |
| S1.5                                   | To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.                                                                                                                                                                                                       |
| <b>S2</b>                              | <b>Scrutiny</b>                                                                                                                                                                                                                                                                                                           |
| S2.1                                   | To review the effectiveness of all the Council's work and the standards and levels of service provided, and provide recommendations to Full Council.                                                                                                                                                                      |
| S2.2                                   | To review the progress of the Neighbourhood Plan community objectives and provide recommendations to Full Council on the objectives to progress over the full term of the Council.                                                                                                                                        |

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## NTC Committee Responsibilities and Terms of Reference

| Number                   | RESPONSIBILITY                                                                                                                        |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Appeals Committee</b> |                                                                                                                                       |
| Key Responsibilities     | To act as the second stage in matters relating to disciplinary matters, grievance and complaints.                                     |
| <b>A1</b>                | <b>Delegated Functions</b>                                                                                                            |
| A1.1                     | To arrange extra meetings of the committee.                                                                                           |
| A1.2                     | To monitor actions on minutes of the committee.                                                                                       |
| A1.3                     | To manage services for which the committee is responsible within an approved budget and policy.                                       |
| A1.4                     | To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee. |
| A1.5                     | To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.                   |
| A1.6                     | To appoint sub-committees and working groups, decide on their composition and make appointments to them.                              |
| <b>A2</b>                | <b>Appeals</b>                                                                                                                        |
| A2.1                     | To determine whether any appeal made by a member of staff under any of the councils human resources policies are valid.               |
| A2.2                     | To hold appeal hearings under the disciplinary, grievance, competence, redundancy and redeployment policies.                          |
| A2.3                     | To determine any appeals under the Council's complaint procedures.                                                                    |
| A2.4                     | To determine any appeal under freedom of information or data protection legislation.                                                  |

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Newmarket  
T O W N C O U N C I L

## Terms of Reference and Delegation

# Scheme of Delegation to Officers

Newmarket Town Council

Document Number NTC2.4

## CONTROLLED DOCUMENT

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|                                          |                                                     |                       |            |            |
|------------------------------------------|-----------------------------------------------------|-----------------------|------------|------------|
| Document Type                            | Terms of Reference and Delegation                   |                       |            |            |
| Document Reference:                      | NTC2.3n                                             |                       |            |            |
| Document Purpose                         | To detail the delegated powers of council officers. |                       |            |            |
| Standards & Legislation                  | Local Government Act 1972                           |                       |            |            |
| Author(s):                               | Douglas Hall, John Harvey                           |                       |            |            |
| Approved by:                             | Finance and Policy Committee                        |                       |            |            |
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|                                          |                                                     |                       |            |            |
|                                          |                                                     |                       |            |            |

## DEFINITIONS

Certain terms are used throughout these terms of reference and delegation. These terms and their definitions for the purposes of these standing orders are set out below.

“Council” shall mean NEWMARKET TOWN COUNCIL unless otherwise indicated.

“Estimates” shall mean the revenue estimates approved by the council.

“Responsible Financial Officer” shall mean the person appointed by the council to be responsible for their financial affairs under the Local Government Act 1972 §151. Unless otherwise directed, this will be the Town Clerk.

“Town Clerk” shall mean the person responsible for implementing the decisions and acting as the Proper Officer, appointed by the council under the Local Government Act 1972 §112(1).

## PREAMBLE

The delegations in this document are subject to any limitations imposed by law, the budget and the council's Standing Orders and Financial Regulations.

Grant of a delegated power does not imply any budget provision for the exercise of that power or the consequences of such exercise.

The Authorised Officer referred to is the least senior member of staff who may exercise that delegated power. Every officer more senior in the Council's staffing structure including the Town Clerk shall also enjoy the same power.

The Town Clerk may withdraw a delegated power from an officer for such period of time as they consider appropriate.

## DELEGATIONS

### 1. Staffing Matters

| Function                                                                                                                                                                                                                                            | Authorised Officers |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1.1. To appoint staff below the level of the Deputy Town Clerk if there is an approved budget for the vacant post.                                                                                                                                  | • Town Clerk.       |
| 1.2. To engage temporary staff as and when required within the estimates.                                                                                                                                                                           | • Town Clerk.       |
| 1.3. To authorise overtime working for staff within the estimates.                                                                                                                                                                                  | • Town Clerk.       |
| 1.4. The approval of individual salary gradings within any job evaluation grading structure approved by the Council.                                                                                                                                | • Town Clerk.       |
| 1.5. The approval of financial allowances to staff for travelling, subsistence, relocation expenses, telephone and car allowances, including variations to local terms to reflect variation in nationally agreed schemes or in line with inflation. | • Town Clerk.       |
| 1.6. The granting of long service awards; the award of increments within salary grades following the criteria of the relevant conditions of service.                                                                                                | • Town Clerk.       |
| 1.7. The exercise of disciplinary powers over staff, including the power to immediately suspend and to dismiss.                                                                                                                                     | • Town Clerk.       |
| 1.8. On the recommendation of a Doctor following a medical examination of the individual, to authorise the retirement of staff on the grounds of permanent ill-health.                                                                              | • Town Clerk.       |

## 2. Corporate and Miscellaneous

| Function                                                                                                                                                                                                                                                                                                                                                         | Authorised Officers                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 2.1. In consultation with the appropriate ward members and Chair of F&P committee, to submit comments and/or objections on planning and licensing matters in circumstances where such matters are likely to be determined, under delegated powers or otherwise, before a meeting of the relevant committee or the council can be held to consider the matter(s). | • Deputy Town Clerk                |
| 2.2. To arrange all civic ceremonies and ancillary events in consultation with the mayor.                                                                                                                                                                                                                                                                        | • Officers reporting to Town Clerk |
| 2.3. To represent the council at any conference meeting or inquiry to which the council is invited unless the council has indicated otherwise and to exercise any voting rights conferred by corporate membership of any body.                                                                                                                                   | • Officers reporting to Town Clerk |
| 2.4. To offer training to councillors.                                                                                                                                                                                                                                                                                                                           | • Town Clerk                       |
| 2.5. To appoint substitute Proper Officers as required so that the powers conferred on the Proper Officer can be exercised in the case of an emergency.                                                                                                                                                                                                          | • Town Clerk                       |
| 2.6. In the absence of the Town Clerk, to exercise any functions delegated to the Town Clerk.                                                                                                                                                                                                                                                                    | • Deputy Town Clerk                |
| 2.7. To enter into contracts for the purchase and supply of goods and services for use in their respective services within the estimates.                                                                                                                                                                                                                        | • Officers reporting to Town Clerk |
| 2.8. To hire plant from contractors and engage specialist sub-contractors.                                                                                                                                                                                                                                                                                       | • Officers reporting to Town Clerk |
| 2.9. To sell surplus materials, vehicles, plant, equipment and goods, salvage scrap, and other waste.                                                                                                                                                                                                                                                            | • Town Clerk                       |
| 2.10. To incur urgent expenditure in respect of any disaster within the Town Council's area until a meeting of the Council can be called and designate officers to carry out emergency functions.                                                                                                                                                                | • Town Clerk                       |

## 3. Legal

| Function                                                                                                                                                                                                                                               | Authorised Officers |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 3.1. To instruct solicitors, counsel or agents to act on behalf of the council as required.                                                                                                                                                            | • Town Clerk        |
| 3.2. Subject to prior consultation with the mayor and relevant committee chair to take and defend proceedings in any court or tribunal.                                                                                                                | • Town Clerk        |
| 3.3. Subject to prior consultation with the mayor and relevant committee chair (if available) to take all appropriate steps to secure the council's legal position in cases of urgency with regard to its assets or in aid of its statutory functions. | • Town Clerk        |
| 3.4. To issue notices and conclude agreements necessary to protect the council's assets or in aid of its statutory functions.                                                                                                                          | • Town Clerk        |
| 3.5. To authorise a member of the council's staff to appear on behalf of the council before the Magistrates' Court.                                                                                                                                    | • Town Clerk        |
| 3.6. To act as, or nominate a member of staff to act as, Data Protection Officer, including levying charges for the provision of information.                                                                                                          | • Town Clerk        |

## 4. Financial

| Function                                                                                                                                                                                                                                                                                                                         | Authorised Officers             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 4.1. To operate the council's banking arrangements.                                                                                                                                                                                                                                                                              | • Responsible Financial Officer |
| 4.2. To pay salaries and allowances.                                                                                                                                                                                                                                                                                             | • Responsible Financial Officer |
| 4.3. To pay all sums properly authorised as due.                                                                                                                                                                                                                                                                                 | • Responsible Financial Officer |
| 4.4. To collect all income due to the council, including appropriate interest and costs.                                                                                                                                                                                                                                         | • Responsible Financial Officer |
| 4.5. To submit appeals against valuations of the council property.                                                                                                                                                                                                                                                               | • Responsible Financial Officer |
| 4.6. To determine rates of interest in respect of any sums due where such interest is properly chargeable.                                                                                                                                                                                                                       | • Responsible Financial Officer |
| 4.7. To make a compensatory payment of up to £200, or higher if sanctioned by the Finance and Policy Committee                                                                                                                                                                                                                   | • Responsible Financial Officer |
| 4.8. To write off debts of up to £500 where the sum is considered irrecoverable.                                                                                                                                                                                                                                                 | • Responsible Financial Officer |
| 4.9. To manage project expenditure within a tolerance of 10% and to notify the relevant committee if such tolerance is likely to be exceeded.                                                                                                                                                                                    | • Responsible Financial Officer |
| 4.10. To manage expenditure and vire budgets within individual cost centres such that the overall cost centre budget is not exceeded. Where a cost centre budget is likely to be or has exceeded the budget then the officer shall notify the chair of the relevant committee and the chair of the Finance and Policy Committee. | • Responsible Financial Officer |

## 5. Operational, Property and Technical/Engineering

| Function                                                                                                                                        | Authorised Officers                |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 5.1. To make applications for all statutory consents necessitated by any approved council proposal or development.                              | • Town Clerk                       |
| 5.2. Within the provisions of the capital and revenue estimates to incur expenditure to repair and maintain the buildings owned by the council. | • Town Clerk                       |
| 5.3. To grant or refuse wayleaves and easements to utilities over, on or under the council's land.                                              | • Town Clerk                       |
| 5.4. Subject to any necessary approvals, to erect or authorise street furniture, including barriers, bus stops, signs, etc.                     | • Officers reporting to Town Clerk |
| 5.5. To let and manage pitches for promotional activities and commercial activities.                                                            | • Officers reporting to Town Clerk |
| 5.6. To manage events held in the Town.                                                                                                         | • Officers reporting to Town Clerk |

## Proper Officer

| Function                                                                                       | Authorised Officers |
|------------------------------------------------------------------------------------------------|---------------------|
| 6.1. Where a statute, regulation or order confers functions or duties on the "Proper Officer". | • Town Clerk        |





**Newmarket**  
T O W N C O U N C I L

# **Standing Orders**

**Newmarket Town Council Constitution**

**Document Number NTC/2.3**

## Controlled document

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|                                          |                                                                                                                                                                                                                |                       |                 |
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| Standards & Legislation                  | Public Bodies (Admission to Meetings) Act 1960<br>Local Government Act 1972<br>Local Government Act 2003<br>The Localism Act 2011<br>Public Contracts Regulations 2015<br>Utilities Contracts Regulations 2016 |                       |                 |
| Author(s)                                | NALC, John Harvey                                                                                                                                                                                              |                       |                 |
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## Introduction

These standing orders are based on the most recent NALC model, last updated in 2020.

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a broad statutory framework, and these standing orders reference many statutory requirements to which councils are subject. The statutory requirements to which a council is subject apply even when they are not incorporated into the standing orders.

Standing orders are one of the three principal governing policy documents of the council providing procedure guidance for councillors and officers. They must be observed in conjunction with the financial regulations and Code of Conduct.

Some of the standing orders are mandatory because they reflect requirements of Acts of Parliament and subsequent regulations. For ease of reference, the orders or parts of orders concerned are printed in bold type, with a citation to the relevant legislation. The standing orders in bold type may not be amended unless the legislation out of which they are born changes. Standing orders not in bold are designed to help the council operate effectively but they do not contain statutory requirements.

Unless the context suggests otherwise, any references to the male gender in these standing orders include the female gender.

## Definitions

Certain terms are used throughout these standing orders. These terms and their definitions for the purposes of these standing orders are set out below.

"Amendment" shall mean a proposal to remove or add words to a motion but shall not negate the motion.

"Council" shall mean Newmarket Town Council unless otherwise indicated.

"Chair" and "Vice chair" refer to the offices of the mayor and deputy mayor of the council, except in relation to the person chairing a meeting of the council in the

absence of the mayor and deputy mayor, or the person chairing a committee, sub-committee, or working group.

"Councillor" refers, except where the context suggests otherwise, a person elected or co-opted onto the council, or a person who is not a councillor but who is a member of a committee with or without voting rights.

"Financial Regulations" are the standing orders to regulate and control the financial affairs and accounting procedures of the council. The Financial Regulations, as opposed to the standing orders of the council, include most of the requirements relevant to the responsible financial officer.

**"Full Council"** means a formal meeting to which all elected members are summoned to attend.

"Motion" means a proposed form of specific action to be decided by the council or committee.

"Mover" means a councillor who proposes a motion.

"Resolution" is a decision lawfully made by the majority of those present and voting at a council meeting, or committee meeting with delegated powers to make such a decision.

"Responsible Financial Officer" means the person appointed by the Council to be responsible for the financial affairs of the Council under the Local Government Act.

"Second" means to formally support a motion so that it may be debated and put to the vote.

"Seconder" means a councillor who formally seconds a motion.

"Substantive motion" means the motion after all amendments have been considered and is the final one put to the vote.

"Town Clerk" shall mean the person responsible for implementing the decisions and acting as the Proper Officer of the council.

## MEETINGS OF THE FULL COUNCIL

### 1 Meetings generally

**1.1.1 Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.<sup>1</sup>**

**1.1.2 The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.<sup>2</sup>**

**1.1.3 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.<sup>3</sup>**

**1.1.4 In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council decides.<sup>4</sup>**

**1.1.5 A councillor or non-councillor with voting rights who has a disclosable pecuniary interest, or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter in accordance with the standing orders in Section 26.<sup>5</sup>**

---

<sup>1</sup> Local Government Act 1972, sch.12(10)(1)

<sup>2</sup> Local Government Act 1972, s.243

<sup>3</sup> Public Bodies (Admission to Meetings) Act 1960

<sup>4</sup> Local Government Act 1972, sch.12(8)

<sup>5</sup> Localism Act 2011, s.31

**1.1.6 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the chair of the council may in his absence be done by, to or before the vice-chair of the council (if there is one).<sup>6</sup>**

**1.1.7 The chair of the council, if present, shall preside at a meeting. If the chair is absent from a meeting, the vice-chair of the council (if there is one) if present, shall preside. If both the chair and the vice-chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.<sup>7</sup>**

**1.1.8** Meetings shall not exceed a period of two hours but with the agreement of the meeting, the chair may propose an extension of 30 minutes which shall be voted on without discussion.

**1.1.9** Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

**1.1.10** A person who speaks at a meeting shall direct their comments to the chair of the meeting.

**1.1.11** A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

## **1.2 Admission of the press and public to meetings**

**1.2.1 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.<sup>8</sup>**

**1.2.2 The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.<sup>9</sup>**

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<sup>6</sup> Local Government Act 1972, s.15(9)

<sup>7</sup> Local Government Act 1972, sch.12(11)

<sup>8</sup> Public Bodies (Admission to Meetings) Act 1960, s1(1,2)

<sup>9</sup> Public Bodies (Admission to Meetings) Act 1960, s.1(4)(c)

### 1.3 Recording of meetings

**1.3.1 Subject to standing order 1.3.2, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.<sup>10</sup>**

**1.3.2 A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.<sup>11</sup>**

### 1.4 Minutes of meetings

**1.4.1** The minutes of a meeting shall include an accurate record of the following:

- (a) the time and place of the meeting;
- (b) **the names of councillors who are present<sup>12</sup>** and the names of councillors who are absent;
- (c) interests that have been declared by councillors and non-councillors with voting rights;
- (d) the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- (e) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- (f) if there was a public participation session; and
- (g) **the resolutions made<sup>13</sup>.**

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<sup>10</sup> Public Bodies (Admission to Meetings) Act 1960, s.1(4)(d) and s.1(9)

<sup>11</sup> Public Bodies (Admission to Meetings) Act 1960, s.1(4)(a)

<sup>12</sup> Local Government Act 1972, sch.12(40)

<sup>13</sup> Local Government Act 1972, sch.12(41)

## 1.5 Draft minutes

**1.5.1** If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

**1.5.2** There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10.2.1(a).

**1.5.3** The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

**1.5.4** If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

*"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record, but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings".*

## 2 The annual meeting of the council

### 2.1 General provisions

**2.1.1** In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the councillors elected take office.<sup>14</sup>

**2.1.2** In a year which is not an election year, the annual meeting of the council shall be held on such day in May as the council decides.<sup>15</sup>

**2.1.3** If no other time is fixed, the annual meeting of the council shall take place at 6pm.<sup>16</sup> For the Council the usual time is 6.15pm

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<sup>14</sup> Local Government Act 1972, sch.12(7)(1)

<sup>15</sup> Local Government Act 1972, sch.12(7)(2)

<sup>16</sup> Local Government Act 1972, sch.12(7)(3)

## **2.2 First business of the council**

**2.2.1 The first business conducted at the annual meeting of the council shall be the election of the chair and vice-chair (if there is one) of the**

**council.<sup>17</sup>**

**2.2.2 The chair of the council, unless they have resigned or become disqualified, shall continue in office, and preside at the annual meeting until their successor is elected at the next annual meeting of the**

**council.<sup>18</sup>**

**2.2.3 The vice-chair of the council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the chair of the council at the next annual meeting of the council.<sup>19</sup>**

**2.2.4 In an election year, if the current chair of the council has not been re-elected as a member of the council, they shall preside at the annual meeting until a successor chair of the council has been elected. The current chair of the council shall not have an original vote in respect of the election of the new chair of the council but shall give a casting vote in the case of an equality of votes.<sup>20</sup>**

**2.2.5 In an election year, if the current chair of the council has been re-elected as a member of the council, they shall preside at the annual meeting until a new chair of the council has been elected. They may exercise an original vote in respect of the election of the new chair of the council and shall give a casting vote in the case of an equality of votes.<sup>21</sup>**

## **2.3 Order of business - annual meeting**

**2.3.1 Following the election of the chair of the council and vice-chair (if there is one) of the council at the annual meeting, the business shall include:**

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<sup>17</sup> Local Government Act 1972, s.15(2) and s.15(6)

<sup>18</sup> Local Government Act 1972, s.15(4)

<sup>19</sup> Local Government Act 1972, s.15(7)

<sup>20</sup> Local Government Act 1972, s.15(2)

<sup>21</sup> Local Government Act 1972, s.15(2)

- (a) **in an election year, delivery by the chair of the council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the chair of the council of his acceptance of office form unless the council resolves for this to be done at a later date;**<sup>22</sup>
- (b) to receive any declarations of interest and note any dispensation requests;
- (c) confirmation of the accuracy of the minutes of the last meeting of the council;
- (d) receipt of the minutes of the last meeting of a committee;
- (e) consideration of the recommendations made by a committee;
- (f) review of delegation arrangements to committees, sub-committees, staff, and other local authorities;
- (g) review of the terms of reference for standing committees;
- (h) allocation of members to existing standing committees;
- (i) appointment of any new standing committees in accordance with standing orders in sections 16 to 21;
- (j) review and adoption of appropriate standing orders and financial regulations;
- (k) review of arrangements (including legal agreements) with other local authorities, not-for-profit organisations, and businesses.
- (l) review of representation on or work with external bodies and arrangements for reporting back;
- (m) in an election year, to make arrangements for the council becoming eligible to exercise the general power of competence in the future;
- (n) review of inventory of land and other assets including buildings and office equipment;

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<sup>22</sup> Local Government Act 1972, s.83

- (o) confirmation of arrangements for insurance cover in respect of all insurable risks;
- (p) review of the council's and/or staff subscriptions to other bodies;
- (q) review of the council's expenditure incurred under s.137 of the *Local Government Act 1972* or the general power of competence;
- (r) determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the council; and
- (s) to consider any other matters specified in the summons.

### 3 Council meetings (other than the annual meeting)

#### 3.1 Order of business

3.1.1 At every meeting the first business shall be to appoint a person to preside if the chair and deputy chair may be absent, in accordance with standing order 1.1.7.

3.1.2 After the first business has been completed, the business shall include:

- (a) to receive any declarations of interest and note any dispensation requests;
- (b) to confirm the accuracy of draft minutes, including any amendment(s) made to them, in accordance with standing orders 1.5.1 to 1.5.4;
- (c) public participation;
- (d) to receive petitions (if any);
- (e) to receive minutes and reports and consider recommendations from committees;
- (f) to consider reports from county councillors and district councillors;
- (g) to consider reports from ward councillors;
- (h) to consider reports from councillors representing the authority on outside bodies;
- (i) to receive the mayor's report;
- (j) to consider motions in the order in which they have been notified;

- (k) to consider any other matters specified in the summons;
- (l) to receive correspondence for information; and
- (m) to consider confidential and exempt matters.

## 4 Extraordinary meetings of the council

- 4.1 The chair of the council may convene an extraordinary meeting of the council at any time.<sup>23</sup>**
- 4.2 If the chair of the council does not call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two councillors.<sup>24</sup>**

## 5 Quorum of the council

- 5.1 No business may be transacted at a meeting unless at least six members of the council are present.<sup>25</sup>**
- 5.2 If a meeting is or becomes inquorate no business shall be transacted<sup>26</sup> and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

*(See standing order 16.7.(d) for the quorum of a committee or sub-committee meeting).*

## 6 Public participation

- 6.1 Subject to standing order 6.3, this is the only time members of the public may contribute during a meeting.**
- 6.2 Members of the public may make representations, ask questions, and give evidence at a meeting which they are entitled to attend.**

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<sup>23</sup> Local Government Act 1972, sch.12(9)(1)

<sup>24</sup> Local Government Act 1972, sch.12(9)(2)

<sup>25</sup> Local Government Act 1972, sch.12(12) and sch.12(45)

<sup>26</sup> Local Government Act 1972, sch.12(12)

- 6.3 Members of the public who are also members of working groups will be permitted to contribute to debate on items at meetings of the committee that the working group report to, at the discretion of the chair.
- 6.4 The period of time designated for public participation at a meeting in accordance with standing order 6.2 shall not exceed 15 minutes unless directed by the chair of the meeting.
- 6.5 Subject to standing order 6.4, a member of the public shall not speak for more than 3 minutes.
- 6.6 In accordance with standing order 6.2, a question shall not require a response at the meeting. The chair of the meeting may direct that a written or oral response be given.

## **7 Petitions**

- 7.1 At any meeting, any member of the council may present a petition, signed by persons other than members of the council, which is relevant to some matter for which the council has a responsibility, or which affects the town.
- (a) A councillor wishing to present a petition shall give notice of his intention to do so to the proper officer at least twenty-four hours before the beginning of the meeting at which it is to be presented.
  - (b) The presentation of a petition shall last for no more than three minutes.
  - (c) No discussion will take place on any petition, but any councillor may move that a matter raised by a petition be referred to a future meeting of the council or a committee as appropriate. Once seconded, such a motion will be voted on without discussion.

## **8 Confidential business**

- 8.1 No member of the council or of any committee shall disclose to any person not a member of the council, any business declared to be confidential by the council or the committee.

## 9 Voting

**9.1 Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.<sup>27</sup>**

**9.2 The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not they gave an original vote.<sup>28</sup>**

*(See standing orders 2.2.4 and 2.2.5 for the different rules that apply in the election of the chair of the council at the annual meeting of the council).*

**9.3 Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.<sup>29</sup> Such a request shall be made before a vote is taken.**

## 10 Motions

### 10.1 Motions where written notice is required

10.1.1 A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

10.1.2 No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the proper officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

10.1.3 The proper officer may, before including a motion on the agenda received in accordance with standing order 10.1.2, correct obvious grammatical or typographical errors in the wording of the motion.

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<sup>27</sup> Local Government Act 1972, sch.12(39)(1)

<sup>28</sup> Local Government Act 1972, sch.12(39)(2)

<sup>29</sup> Local Government Act 1972, sch.12(13)

10.1.4 If the proper officer considers the wording of a motion received in accordance with standing order 10.1.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the proper officer at least 5 clear days before the meeting.

10.1.5 If the wording or subject of a proposed motion is considered improper, the proper officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

10.1.6 The decision of the proper officer as to whether or not to include the motion on the agenda shall be final.

10.1.7 Motions received shall be recorded and numbered in the order that they are received.

10.1.8 Motions rejected shall be recorded with an explanation by the proper officer of the reason for rejection.

## **10.2 Motions that do not require written notice**

10.2.1 The following motions may be moved at a meeting without written notice to the proper officer:

- (a) to correct an inaccuracy in the draft minutes of a meeting;
- (b) to move to a vote;
- (c) to defer consideration of a motion;
- (d) to refer a motion to a particular committee or sub-committee;
- (e) to appoint a person to preside at a meeting;
- (f) to change the order of business on the agenda;
- (g) to proceed to the next business on the agenda;
- (h) to require a written report;
- (i) to appoint a committee, sub-committee or working group and their members;
- (j) to extend the time limits for speaking;

- (k) to exclude the public and press from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- (l) to not hear further from a councillor or a member of the public;
- (m) to exclude a councillor or member of the public for disorderly conduct;
- (n) to temporarily suspend the meeting;
- (o) to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- (p) to adjourn the meeting; or
- (q) to close the meeting.

### 10.3 Closure motions

10.3.1 Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

*(See also standing order 11.1.3)*

## 11 Rules of debate

### 11.1 Motions and Amendments

**11.1.1** Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

**11.1.2** A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

**11.1.3** When a motion is under debate, no other motion shall be moved except:

- (a) to amend the motion;
- (b) to proceed to the next business;
- (c) to adjourn the debate;
- (d) to put the motion to a vote;

- (e) to ask a person to be no longer heard or to leave the meeting;
- (f) to refer a motion to a committee or a sub-committee for consideration;
- (g) to exclude the public and press;
- (h) to adjourn the meeting; or
- (i) to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

## 11.2 Content and length of speeches

11.2.1 Excluding motions moved understanding order 11.1.3, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

## 11.3 When a member may speak again

11.3.1 The mover of an amendment has no right of reply at the end of debate on it.

11.3.2 Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- (a) to speak on an amendment moved by another councillor;
- (b) to move or speak on another amendment if the motion has been amended since they last spoke;
- (c) to make a point of order;
- (d) to give a personal explanation; or
- (e) to exercise a right of reply.

## 11.4 Amendments to motions

11.4.1 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

**11.4.2** If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

11.4.3 An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if required by the chair of the meeting, is expressed in writing, to the chair.

**11.4.4** A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

11.4.5 If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

11.4.6 Subject to standing order 11.4.7, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

**11.4.7** One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.

**11.4.8** A councillor may not move more than one amendment to an original or substantive motion.

**11.4.9** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

## 11.5 Withdrawal of a motion

11.5.1 A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

11.5.2 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

## 11.6 Point of order

11.6.1 During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking.

**11.6.2** A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

**11.6.3** A personal explanation shall be confined to some material part of a former speech, which may appear to have been misunderstood in the present debate. The explanation should be based on fact and not on opinion.

**11.6.4** A point of order shall be decided by the chair of the meeting and their decision shall be final.

## 12 Disorderly conduct at meetings

12.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

12.2 If a person or persons disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

12.3 If a resolution made under standing order 12.2 is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 13 Standing orders generally

13.1 All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

13.2 A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the proper officer in accordance with standing orders 10.1.1 to 10.1.8.

13.3 Standing order 13.2 will not apply where the motion to add to or vary or revoke one or more of the council's standing orders is a recommendation from a written report on a review of standing orders from the council, a committee or sub-committee.

13.4 The proper officer shall provide a copy of the council's standing orders to a councillor as soon as possible.

- 13.5 The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

## 14 Previous resolutions

- 14.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by a majority of elected councillors to be given to the proper officer in accordance with standing orders 10.1.1 to 10.1.8, or by a motion moved in pursuance of the recommendation of the planning committee.
- 14.2 When a motion moved pursuant to standing order 14.1 has been disposed of, no similar resolution may be moved within a further six months.

## 15 Voting on appointments

- 15.1 Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## Committees and sub-committees

### 16 Committees and sub-committees generally

- 16.1 **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.<sup>30</sup>**
- 16.2 **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.<sup>31</sup>**
- 16.3 **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.<sup>32</sup>**

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<sup>30</sup> Local Government Act 1972, s.101 and s.102

<sup>31</sup> Local Government Act 1972, s.102(3)

<sup>32</sup> Local Government Act 1972, s.102(4)

**16.4 The minimum three clear days' public notice for a committee meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.<sup>33</sup>**

16.5 Every committee and sub-committee shall at its first meeting before proceeding to any other business elect a chair, and may elect a vice-chair, who shall hold office until the next annual meeting of the council.

16.6 No member of a standing committee shall hold office later than the next annual meeting.

16.7 The council may appoint standing committees or other committees as may be necessary, and:

- (a) shall determine their terms of reference;
- (b) shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the council;
- (c) shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- (d) shall determine the place, notice requirements, and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- (e) shall determine if the public may participate at a meeting of a committee;
- (f) shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- (g) shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend;
- (h) may dissolve a committee or sub-committee;
- (i) shall make the allocation of members to standing committees at the annual meeting of the council; and

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<sup>33</sup> Public Bodies (Admission to Meetings) Act 1960, s1(4)(a)

- (j) all members of the council are allowed to sit on any standing committee, except for the Human Resources committee, which shall be limited to the chair and deputy chair of the council and 7 additional members, and with membership being in line with political proportionality. Should there be an oversubscription to the human resources committee, a ballot will be used to decide membership. The remaining members who are not on the human resources committee may be required to form an appeals committee or disciplinary committee.

**16.8** The agenda for committee meetings shall be sent in electronic form to all councillors and such members of the press who request notification of meetings.

## **17 Extraordinary meetings of committees.**

**17.1** The chair of a committee may convene an extraordinary meeting of the committee at any time.

**17.2** If the chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

## **18 Working groups**

**18.1** There is no legal definition of a working group. Generally, however, a working party consists of a small group of members with the remit to consider policies and specific matters and conducts its business on a less formal basis than that of a committee. It does not have any decision-making powers and can only make recommendations to the council or committee from which it was formed, or to an officer of the council.

**18.2** The term "working group" refers to all informal bodies appointed by the council, its committees or the Town Clerk.

**18.3** Working groups shall be convened by the council, a standing committee, or the Town Clerk. When convening a working group, the appointing body or person will determine the terms of reference of the working group, and the initial membership. Usually, working groups will operate on a task and finish basis.

**18.4** Any working group may, at any time, add or remove members including external representatives.

**18.5** An agenda for a working group meeting will normally be sent out prior to a meeting of the working group setting out its business.

- 18.6 The Town Clerk will be responsible for arranging for notes of working group meetings to be produced and circulated to members of the working group.
- 18.7 A recommendation arising from discussions of a working group will normally be reached by consensus. However, if required, recommendations shall be determined by a majority vote.

**19 Applicability of standing orders to committees, sub-committees, steering groups and working parties.**

**19.1** The following standing orders shall apply to committee meetings.

- (a) standing orders 1.1.3, and 1.2.1 to 1.3.2 (Admission of the public and press to meetings);
- (b) standing order 1.1.5 (Code of Conduct);
- (c) standing order 8.1 (Confidential Business);
- (d) standing order 12 (Disorderly Conduct at Meetings);
- (e) standing orders 1.1.8 to 1.1.11 (Meetings generally);
- (f) standing orders 1.4.1 to 1.5.4 (Minutes);
- (g) standing orders 10.1.1 to 12.3 (Motions and Rules of Debate);
- (h) standing orders 6.2 to 6.6 (Public participation);
- (i) standing order 13.5 (Decision of chair to applicability of standing orders); and
- (j) standing orders 9.1 and 9.2 (Voting).

*Standing orders 6.2 to 6.6 (Public participation) shall not apply unless the terms of reference for the committee permit, in accordance with standing order 16.7.(f) and (g).*

**19.2** The following standing orders shall apply to sub-committee meetings.

- (a) standing orders 1.2.1 to 1.3.2 (Admission of the public and press to meetings);
- (b) standing order 1.1.5 (Code of Conduct);
- (c) standing order 8.1 (Confidential Business);

- (d) standing order 12 (Disorderly Conduct at Meetings);
- (e) standing order 1.1.8 to 1.1.11 (Meetings generally);
- (f) standing orders 1.4.1 to 1.5.4 (Minutes);
- (g) standing orders 10.1.1 to 12.3 (Motions and Rules of debate);
- (h) standing orders 6.2 to 6.6 (Public participation); and
- (i) standing orders 9.1 and 9.2 (Voting).

*Standing orders 1.2.1 to 1.3.2 (Admission of the public and press to meetings) and 6.2 to 6.6 (Public participation) shall not apply unless the terms of reference for the sub-committee permit, in accordance with standing order 16.7.(f) and (g).*

19.3 The following standing orders shall apply to working groups.

- (a) standing orders 1.2.1 to 1.3.2 (Admission of the public and press to meetings);
- (b) standing order 1.1.5 (Code of Conduct);
- (c) standing order 8.1 (Confidential Business);
- (d) standing order 12 (Disorderly Conduct at Meetings);
- (e) standing orders 1.1.8 and 1.1.9 (Meetings generally);
- (f) standing orders 6.2 to 6.6 (Public participation); and
- (g) standing orders 9.1 and 9.2 (Voting). If required, see also standing order 18.7.

*Standing orders 1.2.1 to 1.3.2 (Admission of the public and press to meetings) and 6.2 to 6.6 (Public participation) shall not apply unless the terms of reference for the working group permit, in accordance with standing order 16.7.(f) and (g)*

## 20 Presence of non-members of committees at committee and sub-committee meetings

- 20.1 A councillor who has proposed a resolution which has been referred to any committee or sub-committee of which they are not a member, may attend to explain their motion to the committee or sub-committee but shall not vote. The chair at their discretion may invite the councillor to participate in the debate on that item.
- 20.2 Any councillor shall be entitled to be present as a spectator at the meetings of any committee or sub-committee of which they are not a member, except if a resolution has been passed to exclude the public and press. The councillor may speak on any item on the agenda with the permission of the chair but may not join in the debate or vote.

## 21 Scheme of delegation to committees

- 21.1 Committees shall conform to their terms of reference.

## Proper Officer and Responsible Financial Officer

## 22 Scheme of delegation

- 22.1 The proper officer, responsible financial officer and other officers of the council shall have the authority given to them under the council's scheme of delegation.

## 23 Town Clerk

- 23.1 The clerk is employed by the council and answers to the council as a whole. The clerk manages all other staff that may be employed by the council. No one councillor or informal group of councillors can act as the line manager of either the clerk or other employees of the council, and the clerk is not answerable to any individual councillor, not even the chair of the council.

## 24 Proper Officer

- 24.1 The proper officer shall be either (i) the town clerk or (ii) other staff member(s) nominated by the council to undertake the work of the proper officer when the proper officer is absent.

24.2 The proper officer shall:

- (a) at least three clear days before a meeting of the council, a committee or a sub-committee,**
  - (i) serve on councillors by delivery or post at their residences or by email authenticated in such manner as the proper officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the councillor has consented to service by email); and <sup>35</sup>**
  - (ii) provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).<sup>36</sup>**

*See standing order 1.1.2 for the meaning of clear days for a meeting of a full council and standing order 16.4 for the meaning of clear days for a meeting of a committee;*

- (b) subject to standing orders 10.1.1 to 10.1.8, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;**
- (c) convene a meeting of the council for the election of a new chair of the council, occasioned by a casual vacancy in that office;<sup>37</sup>**
- (d) facilitate inspection of the minute book by local government electors;<sup>38</sup>**
- (e) receive and retain copies of byelaws made by other local authorities;<sup>39</sup>**
- (f) hold acceptance of office forms from councillors;**
- (g) hold a copy of every councillor's register of interests;**

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<sup>34</sup> Local Government Act 1972, sch.12(10)(2)

<sup>35</sup> Local Government Act 1972, sch.12(10)(2A)

<sup>36</sup> Local Government Act 1972, sch.12(10)(2)(a)

<sup>37</sup> Local Government Act 1972, s.88

<sup>38</sup> Local Government Act 1972, s.228



- (h) assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the council's relevant policies and procedures;
- (i) liaise, as appropriate, with the council's data protection officer (if there is one);
- (j) receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- (k) assist in the organisation of, storage of, access to, security of and destruction of information held by the council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- (l) arrange for legal deeds to be executed;  
  
*(See also standing orders 31.1 and 31.2).*
- (m) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with its financial regulations;
- (n) record every planning application notified to the council and the council's response to the local planning in the Development & Planning minute summaries;
- (o) if the nature of a planning application requires consideration before the next ordinary meeting of planning and development committee, request an extension to after the next committee meeting to allow full consideration;
- (p) manage access to information about the council via the publication scheme;  
and
- (q) retain custody of the seal of the council (if there is one) which shall not be used without a resolution to that effect.

*(See also standing orders 31.1 and 31.2).*

## 25 Responsible Financial Officer

- 25.1 The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## Code of conduct and dispensations

### 26 Code of conduct

*(See also standing order 1.1.5).*

- 26.1 All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- 26.2 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- 26.3 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- 26.4 **Dispensation requests shall be in writing and submitted to the proper officer<sup>40</sup>** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 26.5 A decision as to whether to grant a dispensation shall be made by the proper officer and that decision is final.
- 26.6 A dispensation request shall confirm:
- (a) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

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<sup>40</sup> Localism Act 2011, s.33(1)

- (b) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- (c) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- (d) an explanation as to why the dispensation is sought.

26.7 Subject to standing orders 26.4 and 26.6, a dispensation request shall be considered by the proper officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

**26.8 A dispensation may be granted in accordance with standing order 26.5 if having regard to all relevant circumstances any of the following apply<sup>41</sup>:**

- (a) without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- (b) granting the dispensation is in the interests of persons living in the council's area; or**
- (c) it is otherwise appropriate to grant a dispensation.**

## **27 Code of conduct complaints**

27.1 Upon notification by West Suffolk council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the proper officer shall, subject to standing orders 33.1 to 33.4, report this to the council.

27.2 Where the notification in standing order 27.1 relates to a complaint made by the proper officer, the proper officer shall notify the chair of council of this fact, and the chair shall nominate another staff member to assume the duties of the proper officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 27.4.

27.3 The council may:

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<sup>41</sup> Localism Act 2011, s.33(2)

- (a) provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- (b) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

**27.4 Upon notification by West Suffolk Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.<sup>42</sup>**

## Expenditure and financial regulations

### 28 Accounts and accounting statements

- 28.1 "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local councils - a Practitioners' Guide".
- 28.2 All payments by the council shall be authorised, approved, and paid in accordance with the law, proper practices, and the council's financial regulations.
- 28.3 The responsible financial officer shall supply to each councillor as soon as practicable after 30 June, 30 September, and 31 December in each year a statement to summarise:
- (a) the council's receipts and payments (or income and expenditure) for each quarter;
  - (b) the council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - (c) the balances held at the end of the quarter being reported and
- which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- 28.4 As soon as possible after the financial year end on 31 March, the responsible financial officer shall:

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<sup>42</sup> Localism Act 2011, s.28

- (a) provide each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- (b) provide to the council the accounting statements for the year in the form of section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

28.5 The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least **7** days prior to anticipated approval by the council. The annual governance and accountability return of the council, which is subject to external audit, including the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June.

## 29 Financial controls and procurement

29.1 The council shall consider and approve financial regulations drawn up by the responsible financial officer, which shall include detailed arrangements in respect of the following:

- (a) the keeping of accounting records and systems of internal controls;
- (b) the assessment and management of financial risks faced by the council;
- (c) the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- (d) the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
- (e) whether contracts with an estimated value below £25,000<sup>43</sup> due to special circumstances are exempt from a tendering process or procurement exercise.

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<sup>43</sup> Public Contracts Regulations 2015, s.109(2)(c)

- 29.2 Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- 29.3 **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 29.6 below is subject to Regulations 109- 114 of the Public Contracts Regulations 2015 which include a requirement on the council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).<sup>44</sup>**
- 29.4 Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services, or the execution of works shall include, as a minimum, the following steps:
- (a) a specification for the goods, materials, services, or the execution of works shall be drawn up;
  - (b) an invitation to tender shall be drawn up to confirm:
    - (i) the council's specification;
    - (ii) the time, date, and address for the submission of tenders;
    - (iii) the date of the council's written response to the tender; and
    - (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - (c) the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - (d) tenders are to be submitted in writing in a sealed marked envelope addressed to the proper officer;
  - (e) tenders shall be opened by the proper officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

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<sup>44</sup> Public Contracts Regulations 2015, s.109 to s.114

- (f) tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

- 29.5 Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.**
- 29.6 A public contract regulated by the Public Contracts Regulations 2015 shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website.<sup>45</sup>**
- 29.7 A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.<sup>46</sup>**

## Miscellaneous

### 30 Communicating with district and county councillors

- 30.1 An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the district and county council representing the area of the council.

### 31 Execution and sealing of legal deeds

- 31.1 A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- 31.2 Subject to standing order 31.1, any two councillors may sign, on behalf of the council, any deed required by law and the proper officer shall witness their signatures.<sup>47</sup>

*(See also standing orders 24.2.(l) and 24.2.(q) ).*

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<sup>45</sup> Public Contracts Regulations 2015



## 32 Handling staff matters

- 32.1 A matter personal to a member of staff that is being considered by a meeting of council or the human resources committee is subject to standing orders 33.1 to 33.4.
- 32.2 The town clerk's performance review will be conducted by the chair of the human resources committee and the chair of the council in accordance with the performance management policy.
- 32.3 Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chair of the human resources committee or in their absence, the vice-chair of the human resources committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the human resources committee.
- 32.4 Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the town clerk relates to the chair or vice-chair of the human resources committee, this shall be communicated to another member of the human resources committee, which shall be reported back and progressed by resolution of the human resources committee.
- 32.5 Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- 32.6 In accordance with standing order 33.1, persons with line management responsibilities shall have access to staff records referred to in standing order 32.5.

## 33 Management of information

*(See also standing orders 35.1 and 35.2).*

- 33.1 The council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.<sup>48</sup>**
- 33.2 The council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g., the Limitation Act 1980).<sup>49</sup>**
- 33.3 The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.<sup>50</sup>**
- 33.4 Councillors, staff, the council's contractors, and agents shall not disclose confidential information or personal data without legal justification.<sup>51</sup>**

## **34 Relations with the press and media**

- 34.1 Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media.**

## **35 Responsibilities to provide information**

*(See also standing orders 36.1 to 36.6).*

- 35.1 In accordance with freedom of information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.<sup>52</sup>**

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<sup>48</sup> Data Protection Act 2018

<sup>49</sup> Limitation Act 1980

<sup>50</sup> Data Protection Act 2018

<sup>51</sup> Data Protection Act 2018

<sup>52</sup> Freedom of Information Act 2000

**35.2 The council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.<sup>53</sup>**

**36 Responsibilities under data protection legislation<sup>54</sup>**

*(Below is not an exclusive list. See also standing orders 33.1 to 33.4).*

36.1 The council may appoint a Data Protection Officer.

**36.2 The council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

**36.3 The council shall have a written policy in place for responding to and managing a personal data breach.**

**36.4 The council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

**36.5 The council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

**36.6 The council shall maintain a written record of its processing activities.**

**37 Restrictions on councillor activities**

37.1 Unless duly authorised no councillor shall:

- (a) inspect any land and/or premises which the council has a right or duty to inspect; or
- (b) issue orders, instructions, or directions.

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<sup>53</sup> Local Government (Transparency Requirements) (England) Regulations 2015

<sup>54</sup> Data Protection Act 2018

## Appendix A Councillors guide

### 1 Roles and responsibilities

It is important that all councillors understand their roles and responsibilities (set out below) to avoid any misunderstandings that may lead to conflict later. Councillors bring different skills, have different attitudes, and need to work as an effective team. The town clerk is there to provide advice and implement the council's decisions. The town clerk is termed the 'proper officer' answerable only to the council as a whole, the employer.

The town council also employs a responsible financial officer who is charged with the management of the council's finances. These are professional paid officers and have considerable decision-making powers delegated to them to ensure the effective discharge of the council's functions and services. The advice of the town clerk is important and should always be a councillor's first point of contact.

The term of office of councillors is four years commencing on the fourth day after the ordinary day of election and ending on the fourth day after the next ordinary election. The ordinary day of election is the first Thursday in May, or such other day as may be fixed by the Secretary of State by order.

A person elected as a councillor cannot act in that capacity until they have signed a declaration of acceptance of office and delivered it to the town clerk. If the declaration is not made and delivered within two months from the day of the election, the office of the person elected becomes vacant.

#### 1.1 Councillors' duties

Councillors have the following duties set out in law:

- Must sign a declaration of acceptance of office, agree to abide by the LGA 2020 Code of Conduct as adopted and register any Disclosable Pecuniary Interests and Other Registerable Interests
- Must attend meetings when summoned to do so and is responsible to disclose any pecuniary interests before an item is discussed
- Is entitled to vote at meetings
- Can resign at any time by written notice to the chair of the council
- Must inform the town clerk of an intended absence in order that it can be recorded/approved

*If a councillor does not attend any meeting of the council, committee, or sub-committee, or does not carry out an executive function as a member, for six consecutive months they automatically cease to be a member of the authority. If a councillor has special reasons for not being able to attend meetings there may be circumstances under which the council can extend the period. The council can only extend the period before the six months has elapsed.*

The National Association of Local Councils (NALC) publish the *Good Councillor's Guide* that provides further details, a copy of which the town clerk can provide on request.

## 1.2 Councillors' role

Whilst there is no set job description for a councillor, below gives you a flavour of your role:

- To abide by the council's code of conduct and not bring the office of councillor into disrepute
- To act collectively with others as employer
- To be the ultimate policy makers of the council giving strategic and corporate management direction
- To serve as advocates for their communities (individual wards), protecting and promoting the community and ensuring that the needs and issues which affect residents are addressed
- To deal with individual casework and to act as advocates for constituents in resolving particular concerns or grievances
- To act as custodians of the public purse, fixing a budget, setting a precept, and monitoring the expenditure of the council
- To balance different interests within their ward and to represent the ward as a whole
- To balance the needs and concerns of the whole of the council's area and between areas of competing needs in the interests of the whole of the council's area
- To attend council meetings and meetings of committees to which they have been appointed, and to be involved in all significant decision-making

- To take steps to keep in touch with their communities by attending residents' or local community meetings and training events
- To be available to represent the council on other bodies
- To deal promptly with correspondence/communication from their constituents and the council's officers
- To maintain the highest standard of conduct and ethics

#### 1.2.1 Beware of what a councillor cannot do

- councillors cannot make a decision on behalf of the council
- Instruct the town clerk or staff in their duties
- Write to the press on council matters
- Represent the council as and wherever they wish
- Resign by walking out of a meeting

#### 1.3 Role of the town clerk

The town clerk is appointed under statute as the *'Proper Officer of the council'* (*Local Government Act 1972, s.270(1)*). The post is akin to the chief executive of the principal authority in that it is the head of the council's administration. The town clerk is responsible for seeing that the business of the council runs smoothly and efficiently and is conducted in accordance with the law. The town clerk has responsibility for the management of the town council's assets (its land and buildings, finances, staff, and reputation). The town clerk prepares the council for taking decisions, before, during and after meetings, implements decisions and protects the council as a corporate body. Responsibilities range across organising meetings and events, managing sites, facilities, staff, and finance, to marketing, negotiating and public relations.

The town clerk has a number of statutory duties; these include:

- Signing and serving on councillors summons with an agenda to attend council meetings
- Convening meetings of council if a casual vacancy in the office of the chair of the council occurs

- Receiving and holding copies of byelaws made by other local authorities which affect the council's area
- Receiving and retaining documents or notices

#### 1.4 Role of the Chair (Mayor)

The council *must* have a chair (the mayor), responsible for ensuring that proper decisions are taken in council meetings, that meetings run smoothly and on time. The mayor ensures that all councillors have the opportunity to speak at meetings and that procedure is followed in accordance with standing orders. The mayor is the public face of the council, representing the council in a civic capacity.

#### 1.5 Role of the Council as a Whole

The council is a corporate body, a legal entity separate from that of its members. Its decisions are the responsibility of the whole council. The council has many powers and duties granted by Parliament including the important authority to raise money through taxation (the precept) and a range of powers to spend public money.

The council is responsible for a number of community facilities throughout the town, including the public office at the King Edward VII Memorial Hall, two closed churchyards, sponsored roundabouts, various flower beds, play areas, public toilets, and allotments.

It also maintains the Newmarket Clock Tower, War Memorials, a number of bus shelters, street benches, Birdcage Walk, the Cooper Memorial, Bill Tutte Memorial, the land surrounding the statue of The Queen with mare and foal, as well as street planters and hanging baskets

The council administers the Newmarket cemetery and chapel, the Severals grass area and Memorial Hall grounds, as well as two venues - The Memorial Hall and the Severals Pavilion.

The Council is also responsible for a number of street lighting columns and provides Christmas lighting in the town. It is involved in the promotion of Newmarket across various media and both running and facilitating events & festivals.

See also section 3.3 below.

#### 1.6 The Council as Employer

Councils often have to deal with a range of employment relation issues which require clear and straightforward employment policies and procedures that help to handle employment issues quickly, fairly, and consistently.

The town clerk is employed by the council and answers to the council as a whole. The town clerk manages any other staff that may be employed by the council. No one councillor can act as the line manager of either the town clerk or other employees. These rules and principles should build on mutual respect and consideration between the town clerk and the council.

NALC publish the *Good Employers Guide* that provides further details.

## 2 Councillors' Code of Conduct – LGA 2020 Code of Conduct

Under the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, members of the town council are required to register theirs and their partner's disclosable pecuniary interests in a register held by the monitoring officer, West Suffolk Council within 28 days of becoming a member or co-opted member. Provisions in relation to disclosable pecuniary interests are enforced by criminal sanction that came into force on 1 July 2012. A copy of the register is available for public inspection and is published on both the town and district council websites.

The council, in accordance with the Localism Act 2011, s.27, adopted a code of conduct to promote high standards of behaviour by its members and co-opted members whenever they conduct the business of the council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the council. The code is based on the principles of:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

There may be occasions where a number of councillors must declare interests and their withdrawal from that meeting may render the decision making inquorate or ineffective. There are provisions in the council's rules on dispensations.

Please make yourself familiar with your obligations under the code, what to declare and how to declare interests (As a reminder every agenda have standing items for the registration of interests. The rule of thumb is if in doubt ask), how to apply for a dispensation, and what to do if you are offered gifts or hospitality (training is offered).

## 2.1 Things a councillor should not do in relation to the code of conduct

It is important for councillors to be aware that they must not:

- bring their council or office into disrepute
- disclose confidential information
- misuse council resources or authorise their misuse, in particular for unauthorised party-political purposes
- misuse their official position to their own advantage or to the advantage or disadvantage of others
- stop somebody seeing or getting copies of documents they are allowed to have
- unduly influence any person who works for the council

## 3 The Decision-making process

Council meetings are where councillors play their part as decision makers. They are formal events where the public and press have a right to observe how the council operates, the exception being when sensitive matters are discussed such as legal, contractual, or staffing matters.

Decisions are called 'resolutions' and these are mostly made by the full council, please remember these are 'corporate decisions'. Decisions can in some cases be delegated to committees and to officers. Some committees make recommendations to council. The work that these groups undertake is set out in their 'terms of reference'.

The council has the following committee structure:

There are 6 standing committees. All councillors can sit on any standing committee except for human resources, which is limited to 9 members.

Standing committees of the council:

- Development and Planning
- Community Services
- Leisure Services
- Performance and Audit
- Human Resources
- Finance and Policy

Working groups can be appointed by each standing committee and will make recommendations to that committee.

- (a) The chair of the committee presents the minutes of each standing committee, to the full council.
- (b) The chair will say, "I am pleased to present the minutes of the committee and seek their adoption".
- (c) All the recommendations of the committee in the minutes, are then formally proposed and seconded, and a vote ensues. The recommendations then become resolutions of the council.
- (d) Any recommendation can be amended and then voted upon by full council.
- (e) If any recommendation fails to receive the support of the council, then the recommendation is referred back to the committee.
- (f) If a majority of councillors vote against the adoption of the minutes, then all recommendations are referred back to the committee.

The annual meeting of the council takes place in May, and in an election year the annual meeting must take place on the day when the councillors take office, or within 14 days thereafter. Councillors take office in an election year four days after the date of the election.

The annual town meeting is a completely different meeting and takes place between 1 March and 1 June. This is not a council meeting but a meeting when electors can speak and set the agenda and local issues are debated.

A list of meeting dates is provided annually.

### 3.2 Powers and duties

There are wide ranging activities covered by acts of parliament setting out powers and functions giving local councils permission to act upon. These include consideration of the provision of allotments if requested to do so, provision and maintenance of bus shelters, borrow money, power to provide a wide range of recreational facilities.

### 3.3 The general power of competence

The Localism Act includes a 'general power of competence'. It gives local authorities the legal capacity to do anything that an individual can do that is not specifically prohibited. The general power gives councils more freedom to work together with others in new ways to drive down costs and increase their confidence to do creative, innovative things to meet local people's needs.

Every electoral term the town council must consider whether it is an "eligible parish council", having met the conditions prescribed by the Secretary of State in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012; these being around the competency of the town clerk and the electoral mandate of the council.

### 3.4 Meetings, conduct of business, standing orders

Rules about the way meetings must be run, some of which are set by legislation, are contained within the council's standing orders.

Standing orders set out the order of business, rules about debate, voting requirements, and the procedures for public participation. Please read standing orders so that you are aware of the protocol on the conduct of meetings.

### 3.5 Council meeting agendas

At least three clear working days before a meeting a public notice of the meeting will be placed on the council's notice board outside the Memorial Hall and on the Council's website.

At the same time, councillors will receive a 'summons' requesting their attendance at the meeting with an agenda. Topics requiring a decision cannot be added to an agenda after it has been issued. If you wish to raise an item for inclusion, contact the

town clerk with details. Standing orders set out how you can give notice to raise a question or ask for a motion to be placed on the agenda.

It is the responsibility of the town clerk, often in consultation with the chair of the council and committee chairs to set the agendas for full council and committee meetings respectively.

### 3.6 Helpful suggestions for meetings

#### 3.6.1 Agendas and reports

- **All** agendas and reports are uploaded onto the council's website and councillors are emailed links to those papers
- On receipt, read through each agenda and any associated reports to identify important items - those affecting your area
- Make sure that you understand what actions are being proposed
- Think about what the result will be if those actions are taken
- Are the costs involved justified?
- Think about whether there are any alternatives that could be explored
- If you have any questions, please contact the town clerk, chair of the council, committee chair, or the author of the report, before you attend the meeting

#### 3.6.2 In the meeting

- Read the agenda and its associated reports in advance of the meeting and follow the advice set out above
- Identify the areas where you feel you have a contribution to make
- Prepare yourself - check your facts, the background; ask for an explanation from the town clerk and/or fellow councillors
- Read your standing orders so that you understand the procedure. If in any doubt, please ask the town clerk
- Remember your duty to declare an interest and if in any doubt check with the town clerk on the best course of action

- If possible, tell the chair in advance that you wish to speak and on which agenda item
- Be prepared to intervene on other items - often debates will lead into unexpected territory which may be of particular interest or relevance to you and your constituents
- Remember not to confine yourself to the ward which you represent. Consider the town as a whole
- Beware the law of defamation!

### 3.6.3 Apologies for absence

You have a duty to attend but if something crops up and you cannot attend, notify the town clerk so that your apology and reason can be recorded in the minutes. If you fail to attend meetings for six months, without formal council approval, you **will** be automatically disqualified and cease to be a councillor.

### 3.6.4 After the meeting - council minutes

It is the responsibility of the town clerk, or a duly delegated officer to write the minutes as a legal record of the council's decision which are confirmed and signed by the chair at the next ordinary meeting. No discussion can take place on the minutes, only their accuracy. Minutes should contain a heading, those present, and a decision at the very least. They are not meant to be a verbatim record of discussions, but the town clerk is likely to minute any advice given. Draft minutes are placed on the council's website marked as such.

### 3.7 Important documents

The following are important documents that councillors should be able to reference in the decision-making process:

- Standing orders
- Financial regulations
- Committee terms of reference and delegation
- Budget for the current year and any projected financial planning
- Newmarket neighbourhood plan

- Local development framework
- Minutes of previous meetings

Also, available for councillors to view, upon application to the town clerk:

- Assets register
- Insurance policy
- Lease agreements
- Schedule of council fees and charges

### 3.8 Council guidelines, policies, procedures, and protocols

The council has also adopted a number of guidelines, policies, procedures and protocols, these are all available on the council's website.

Guidelines are principles that guide actions, frequently based on best practices.

Policies are specific principles that guide decision making and indicate the position and values of the council on a given subject.

Procedures are written set of instructions that describe the approved and recommended steps of a particular process, and supplement policies and describe how policies will be implemented.

Protocols are written plans that specify procedures to be followed in specific situations.

## 4 Planning matters

Being involved in planning is an important activity for the council. The planning authority (West Suffolk Council) must consider the town council's view before it decides to grant or refuse planning permission.

The town council's planning and development committee is charged with considering all planning applications which include:

- Full planning permission
- Outline planning permission
- Householder planning permission

- Reserved matters
- Listed building consent
- Change of use
- Conservation area consents to prune/fell trees
- Licensing
- Advertising consent

The Town and Country Planning Act 1990 provides the main legal basis of the English planning system as amended by the Planning and Compulsory Purchase Act 2004. Further changes have been introduced by the Localism Act 2011.

The National Planning Policy Framework (NPPF) sets out the Government's economic, environmental, and social planning policies for England and contains the framework within which local plans are developed. The purpose of the NPPF is to help achieve 'sustainable development' that meets the needs of the present without compromising the ability of future generations to meet their own needs.

The Planning and Compulsory Purchase Act 2004 placed an obligation on local planning authorities to produce a local plan (or core strategy) shaping how land use and places will change and develop over the next 15 to 20 years. It also sets out a spatial planning strategy - what the general location of development will be.

Planning decisions need to be made in line with the development plan, unless there are good reasons why this should not be done. These reasons are called material considerations and include:

- overshadowing
- overlooking or loss of privacy
- adequate parking and servicing
- overbearing nature of proposal
- loss of trees
- loss of ecological habitats
- design and appearance

- layout and density of buildings
- effect on listed building(s) and conservation areas
- access or highways safety
- traffic generation
- noise and disturbance from the scheme
- disturbance from smells
- public visual amenity, but not loss of private individual's view
- flood risk

There are however a number of areas that cannot be considered as material/relevant; these include:

- loss of value to individual property
- loss of view
- boundary disputes including encroachment of foundations, gutters
- private covenants or agreements
- the applicant's personal conduct or history
- the applicant's motives
- potential profit for the applicant or from the application
- private rights to light
- private rights to way
- damage to property
- disruption during any construction phase
- loss of trade or competitors
- age, health, status, background, work patterns of the objector
- time taken to do the work

- capacity of private drains
- building or structural techniques
- alcohol or gaming licences

For further information about planning CPRE have a number of helpful publications:

- Planning explained
- How to respond to planning applications
- How to shape where you live

## 5 Dealing with public money

The responsible financial officer administers the finances of the council and collectively councillors are responsible for ensuring the proper management of the council's finances to avoid risk of fraud, loss, or bad debts.

The council must operate a sound system of internal control in accordance with The Accounts and Audit Regulations 2015 and to prepare an annual governance statement in accordance with proper practices in relation to accounts. The law requires another audit to be carried out so that local taxpayers can be assured that the risks to public money have been managed.

The Local Government Transparency Code 2015 requires certain councils to publish a range of financial information online. The code can be viewed at.

<https://www.gov.uk/government/publications/local-government-transparency-code-2015>

Detailed information is set out in the Joint Panel on Accountability and Governance - Practitioners' Guide, available at <https://www.nalc.gov.uk/jpag>. The guide sets out how accounts should be kept, their format and how and when they must be approved and published, where and for how long taxpayers can view the accounts and details behind them.

The council's finances are controlled by checking spending against budget plans regularly at council meetings. The council's own financial regulations set out how the council must manage its finances and its overall system of internal control. As part of this, the council appoints an independent 'competent' auditor to conduct an internal audit, which is in turn reported with the accounts. As a member of the council, you are responsible for ensuring that the annual return accurately presents the financial management by the council. The

council's finances are controlled by checking spending against budget plans regularly at council meetings.

#### 5.1 Budget and precept

The council is empowered to incur expenditure in the execution of its statutory powers. It obtains its funds (the precept) from the principal authority for the expenses it is expecting to incur in the financial year ahead and so it is important that an accurate budget is set for the proper carrying out of the council's functions. The budget setting process normally starts around October each year and request for the precept is normally sent in late January.

#### 5.2 Annual return

The council's financial year begins on 1 April and ends on 31 March in the following year. Legislation requires a council to prepare accounting statements for each year, which must be externally audited. Proper practices provide for a council to prepare its accounting statements in the form of an annual return which summarises the accounts and includes an annual governance statement.

### 6 Handling information

#### 6.1 Freedom of information

The Freedom of Information Act 2000 allows the public access to certain types of information held by the council, subject to release of personal information under the Data Protection Act 1998. Requests must be in writing; email is accepted, and the council must respond promptly and normally within 20 working days. The council is entitled to make a charge which must be set out in a Publication Scheme which also sets out the type of information published and the manner in which is published. The council does not have to respond to repeated or 'vexatious' requests if it has already responded to an identical or substantially similar request from the same person.

There are some other exemptions which fall into the category of 'absolute exemptions' such as court proceedings or personal information that would breach the data protection act. The council then has a duty to consider whether disclosure is required in the public interest. Guidance is available from the Information Commissioner. See the town council's website to view the publication scheme or ask the clerk for a copy.

#### 6.2 Data protection

All councils hold a wide range of information and are required to 'notify' the Information Commissioner of personal data it holds, subject to certain exemptions. Personal data may be as simple as holding someone's name and address but in addition includes amongst other things details of complaints, lists of contacts, employee/personnel records, and information provided for the purpose of placing a contact to which the data subject is a party. Images taken by CCTV systems can now also fall within the data protection regime.

Councillors are covered by the council's notification and have the same responsibilities with regard to data protection as the town clerk and employees of the council. If councillors are processing electronic personal data in an individual capacity (i.e., where you are not acting on behalf of the council) you are likely to be classed as data controllers and would individually need to notify the Information Commissioner. For advice and guidance, go to [www.ico.gov.uk](http://www.ico.gov.uk).

### 6.3 'Need to know'

Councillors do not have a 'need to know' for all council business and cannot claim an automatic right to see all council documentation and information. There is a general rule of thumb in establishing whether a councillor has a 'need to know':

- If you are a member of a committee, you have the right to inspect documents or to obtain information relating to the business of that committee.
- If not a committee member, you need to demonstrate why sight of the information in question is necessary to enable you to perform your duties as a councillor.
- The document or information will be withheld if a councillor's motives are indirect, improper, or ulterior.
- Councillors wishing to inspect council documents should specify precisely what information they need and for what purpose.

### 6.4 Confidential information

The council's standing orders and the code of conduct require members and officers to maintain confidentiality. When a councillor is acting, or gives the impression as acting, as a representative of the council, a councillor is obligated not to disclose information which is confidential or where disclosure is prohibited by law. There are

some exceptions, for instance if you are required to do so by law, where you have a person's consent or disclosure is in the public interest (justified in only very limited circumstances). Improper disclosure of confidential information constitutes a breach of the code of conduct.

#### 6.5 Defamation and privilege

Councillors when making statements in council and committee meetings should be aware that they are subject to the general principles of law relating to defamation. As a general defence a councillor should show that any such alleged statement was made on a 'qualified' privileged occasion, when the councillor who makes the statement must show that the statement was made without malice and in pursuit of a public duty. If, upon investigation, the statement is found to be true, it is not defamatory at all, but if it is found to be untrue, privilege can be claimed if the councillor acted without malice.

#### 6.6 Press and media

##### 6.6.1 Dealing with the press

- Check the council's policy on the issue of press statements.
- Seek help from the town clerk on how to handle individual press members.
- Get to know the reporters who cover your area and those who are regularly present at council meetings. Learn how to explain your views on issues and do not talk "off the record" - some things are best kept unsaid!
- When approached either in person or on the telephone, think carefully before you speak, and ask for time to consider your reply if necessary.

##### 6.6.2 Dealing with the media

- Seek help from the town clerk.
- Think carefully about anything you say. Remember that it may well be reported, and it may be your voice that says it! If necessary, therefore, ask for time to consider your reply and take appropriate advice.
- Be aware that the reporter has deadlines, and these are even tighter than for newspapers - local radio has bulletins every hour!

- Remember that a recorded interview may be cut and edited in just the same way as a press report.
- Beware of radio reporters who ring you and say that they want to do a recorded interview immediately over the telephone. Unless you are very confident, ask them what they want to talk about and ring them back in ten minutes. Use this time to compose yourself, to decide what you are going to say and, if necessary, to take advice.
- When taking part in live broadcasts (including phone-ins), always agree beforehand what areas you will and will not discuss.
- Do your homework and learn all the facts before you go to the studio.
- Be honest in your answers. Even the slightest hesitation on air can sound like evasion, dishonesty or incompetence.
- Even if you do not know the answer to a particular question, it is better to admit that, rather than make up something which, with hindsight, may have been improper.
- Broadcast appearances are best left to those who feel at home on radio or TV. Most of us need extra coaching, so if you are likely to be a spokesperson, try to get broadcasting skills training.

## 7 Members' services

All councillors will be given access to a town council email address.

The town clerk shall be the first point of call for any additional support from the council.

## 8 Managing risk

The Health & Safety at Work Act 1974 places a duty on councils as employers and employees to protect the health and safety of its employees and the public visiting its premises. This includes maintaining the safety of any places of work, the working environment (including equipment) and without risks to health for which the town clerk will undertake appropriate risk assessments. The Disability Discrimination Act 2010 imposes obligations on councils as employers and wider obligations to ensure access to services, including permanent physical adjustments to premises and meeting rooms.

### 8.1 Insurance

The council undertakes a review of its risks annually. Using the asset register as a guide, the council will identify the level and severity of any likely risk and take appropriate steps to manage the consequences, which includes reviewing its insurances prior to renewal date.

Policies normally cover core risks, such as property and public liability in addition to mandatory cover for Employers' Liability, Fidelity Guarantee (Employee Dishonesty), and Hirer's Indemnity. Other optional cover is available. The council's insurance may also cover councillors for Personal Accident, Libel and Slander and Officials' Indemnity. The town clerk & responsible financial officer will advise.

## 9 Useful contacts and sources of advice

- The Town Clerk. It is their job to receive information and to keep the council informed. The Town Clerk is a member of the Society of Local Council Clerks.
- Association of Town & City Management
- Historic Towns Association
- Ministry of Housing, Communities & Local Government
- The National Allotment Society
- National Association of British Market Authorities
- The National Association of Local Councils
- Newmarket Local History Society
- Suffolk Association of Local Councils
- Suffolk County Council
- West Suffolk Council
- UK Government

## 10 Useful publications

- The Good Councillor's Guide - NALC

- Being a Good Employer - NALC
- Joint Panel on Accountability and Governance Practitioners' Guide - NALC
- The Local Council Award Scheme - NALC
- Planning Explained - CPRE
- How to respond to planning applications - CPRE
- How to shape where you live - CPRE
- Newmarket Neighbourhood Plan - NTC
- LGA Code of Conduct 2020 - NTC
- Dignity & Respect Policy - NTC

## Appendix B Chairmanship - good practice

This is intended as a guide for those presiding at meetings of the council and as a source to which to refer when there is a procedural difficulty during a meeting.

The chair of the town council is entitled to use the title "town mayor". The title confers no additional powers on the chair and, in particular, has no implications for their conduct in meetings.

Notes:

- The word "chair" includes "town mayor" and means the person actually presiding at a meeting
- The word "vice-chair" includes "deputy town mayor"
- The word "council" includes "committee", where any function has been delegated

### 1 Basic Principles

The officers and agents of the council must act as the council's executive and carry out its decisions. They cannot do this properly unless they have instructions which they can understand.

It is the primary, if not the only, function of the council to frame instructions upon which people can act; even a decision to take no action is such an instruction.

The council's instructions are conveyed by resolutions, and it is the purpose of the council's proceedings to reach, without unreasonable delay, an intelligible and lawful decision for the right reasons. The whole duty of a chair is to ensure that this purpose is achieved and to this end they must:

- (a) protect the council against outside interference;
- (b) ensure that everything to be discussed is lawful;
- (c) ensure that the council is invited to deal with clear issues;
- (d) ensure that as far as possible information is complete;
- (e) permit every point of view to have a fair hearing;
- (f) ensure that opinions expressed are relevant to the matter in hand;

- (g) ensure that business is transacted with reasonable speed;
- (h) ensure as far as possible that proceedings are friendly and free from personalities; and
- (i) co-operate with the officers and councillors.

## 2 The authority of the chair

### 2.1 Origin

The office of chair of a local authority is created by statute, which has conferred upon the occupant of the chair a second or casting vote on all occasions but one. The scope of his authority, however, depends upon ancient customs which are perfectly logical and arise from the necessities of the case.

### 2.2 Nature and limitations

Whether or not the council has passed any standing orders, the chair's procedural authority is derived from the council as a whole and an individual councillor must obey his rulings because they are the rulings of the council itself. It follows from this, however, that the chair cannot overrule the council and that a councillor who is dissatisfied by the chair's ruling may invite the council to disagree with it. Such appeals against the chair ought to be very rare.

The authority of the chair, as such, is limited to matters of procedure and neither increases nor decreases his right (in comparison with other members) to discuss the merits of a particular case. It is one of his most difficult tasks to remember that, while the chair gives him authority on matters of procedure, it confers no rights (other than the casting vote) on matters of policy above those possessed by other members.

## 3 Preliminary

Before any meeting, the chair should study the items on the agenda with either the clerk or any other officers, and should in effect ask in respect of each item the following questions:

- What does it mean?
- Is it lawful?
- Do we know enough about it?

- Has any member special knowledge of this problem?
- Is there any member who may have a pecuniary interest?

## 4 Outside interference

### 4.1 Disorderly or disruptive behaviour

The standing orders of a council govern the actions that can be taken when disorderly conduct or behaviour disrupts the debate at a meeting or obstructs the proceedings in a meeting. This includes a situation where someone is behaving offensively or using inappropriate language.

Disruptive individuals, whether they are councillors or members of the public, are at risk of being asked to leave the meeting. The chair may request anyone who is disruptive to stop and should explain the consequences if they do not behave appropriately.

The chair should never argue or allow argument with an interrupter. If an individual disregards the chair's request to modify their conduct, aimed at restoring order to the debate or to the meeting itself, any councillor (including the chair) may move a (procedural) motion that the offending person(s) are "no longer heard" or excluded from the meeting. If the meeting then passes a resolution that requires a person to be silent or leave the meeting, but this is ignored, further steps can be taken.

The meeting may be temporarily suspended to give the offending person(s) an opportunity to improve their behaviour or to persuade them to be silent or to leave the meeting. If after a suspension of the meeting, disruptive behaviour continues, the meeting may need to be closed and consideration of the outstanding business for the meeting postponed to a later date. It is, however, illegal to decide to exclude specific members of the public from any future meeting.

### 4.2 Disclosable Pecuniary interests and Other Registerable Interests

The law requires that where a member has a disclosable pecuniary interest or other registerable interest in a matter to be considered at a meeting, they cannot take part in discussions or vote on the matter at a meeting unless they have been granted a dispensation. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

If the interest has not been recorded, they must advise the monitoring officer within 28 days of the interest becoming apparent.

#### 4.3 Rulings on notices

The chair must be satisfied that the meeting is lawful. The chair does not need to have personal knowledge that the proper notices and summonses have been issued, but if complaints are made, they must give a ruling based upon the essential justice of the matter. A meeting is not necessarily illegal because someone has not received a notice to which they are entitled, but where an irregularity appears to be intentional or important the meeting should be adjourned until it has been corrected.

#### 4.4 Quorum

No business can be transacted if no quorum is present. This rule applies not only to cases of physical absence but to cases of disqualification by interest. A situation may, therefore, sometimes arise where the council cannot act because it is impossible to obtain a disinterested quorum. In such a case the chair should adjourn the matter until it can be next dealt with. Those members with a pecuniary interest should consider making an application for dispensation to the council where appropriate.

#### 4.5 *UltraVires* proposals

The chair should satisfy himself that any proposal involving expenditure is lawful and should rule any unlawful proposal or amendment out of order. Where there is any doubt, advice should be sought well before the meeting and in time to delete it, if necessary, from the agenda.

### 5 A clear issue

Every decision of the council must be made by an affirmative vote of a majority of those present and voting (including, where necessary, the chair's second or casting vote). The members must, therefore, know exactly what they are being asked to decide and each proposition must be put to them in a form which can be answered by a simple "Yes" or "No". From this there follow certain practical consequences:

- (a) **All** motions should be affirmative in form; it is never necessary to move that a resolution be rejected; and
- (b) where there is more than one solution to a problem each solution must be separately put to the vote.

## 5.2 The affirmative form

The most exact method of putting a question to the vote is by the use of the following formula:

"The resolution is as follows:

(e.g.) *'That the clerk's salary be raised to £5,000 a year'.*

The motion is that this resolution be agreed to".

(Note: A resolution is a proposal of the action intended to be taken for example, "That the council buy a mower". An option is the procedural formula by which the council disposes of business: for example, "The motion is that the resolution be amended by \_\_\_ " or "The motion is that the council do now adjourn").

## 5.3 Separating the issues

In attempting to reach a decision a council may from time to time be faced with alternative solutions. Some alternatives may be mutually exclusive; others may be matters of detail subsidiary to the principal issue.

Where the alternatives are mutually exclusive it may be desirable in the first instance to discuss the resolutions embodying them together until the general trend of opinion is apparent and then to put one of them in the form of an amendment to the other; for instance, if a council considers that it can afford either a swimming pool or a new playing field but not both, a decision to provide the one in practice excludes the other. Therefore, the resolution on behalf of each should be discussed together and the issue at this stage may be informally stated thus:

*"If the council is to spend its money, would it prefer a swimming pool or a playing field?"*

In more formal language the issue is put to the vote by substantive resolution and amendment:

*"The resolution is that the swimming pool be provided. To this the following amendment has been moved:*

*leave out the words 'swimming pool' and substitute the words 'new playing field'.*

*The motion is that this amendment be agreed to".*

A vote on an amendment does not end the matter: it merely decides what shall be discussed next. Thus, in the example, if the amendment is carried, all further discussion of the swimming pool becomes out of order, but the council has yet to decide whether the major operation shall be carried out at all. This is done by putting *the resolution as amended to the vote*.

## 6 Method of voting

The rules on the manner in which decisions are taken are peremptory and admit of no exceptions. Every decision must be reached by a majority of those voting. Appointments to employments must be decided in the same way as other questions.

## 7 Completeness of information

Sensible decisions cannot be reached without reasonably complete information, which it is usually the duty of the clerk to supply. The chair should before the meeting consider whether enough information is available or likely to be made available, and at the meeting they should make a point of asking a member with special knowledge to give their opinion. If it appears at the meeting that information is still insufficient, they should move to adjourn consideration until more is known, and sometimes it may be desirable to frame questions and to instruct the clerk to obtain the answers by a specified date.

## 8 Impartiality

When differences of opinion develop in discussion it is the duty of the chair to give a fair hearing to all points of view including their own, if they have one. It is not their duty as chair to suppress either their own convictions or their privilege to impose their opinions. Experience has shown that the safest and least controversial course is for the chair to call upon speakers for and against a proposal to speak alternately and for the chair to avoid speaking first or last.

Some people are better at putting a case than others and the chair ought to allow reasonable latitude to the less eloquent. For this reason, mechanical rules of debate limiting, for instance, the time allowed for a speech or the number of times a member may speak, are undesirable, and the chair should have some latitude in applying them.

## 9 Relevance

### 9.1 General rule

A speech must be directed to the point under discussion and nothing else. This rule is easy to state, but not always easy to apply fairly, because the relevance of what is being said may be understood by the speaker before it is grasped by the listener; whilst the rule should not be made a cover for "barracking from the chair" it is probably true that if it was enforced more strictly, business would be much more quickly and efficiently conducted than is often the case, and many unnecessary arguments and even some quarrels would be avoided. Bad feeling originates in irrelevancies more often than in any other way. On the other hand, it is sometimes advantageous to allow irrelevance in order to "clear the air". Too harsh suppression can breed ill will and a sense of grievance.

## 9.2 Personalities

The chair should do their best to prevent observations in discussion; the custom whereby the speeches are in a form addressed to the chair, should only be observed because it forces members to employ an impersonal mode of expression. If a member makes an offensive personal observation, the chair should immediately intervene to seek immediate apology to an offended member.

## 9.3 Methods of enforcement

Where a speech is obviously irrelevant the chair should stop the speaker and invite them to return to the point or sit down. Where the irrelevance is not quite so obvious the chair may often find it convenient to ask the speaker to explain how their remarks relate to the issue.

## 9.4 Revival of decided issues

The chair should not allow a matter that has been decided to be reopened at the same meeting. An attempt to revisit a previous agenda item should be firmly ruled out of order as irrelevant to the matter now under discussion, even if the member who raises it was not present when the item was considered.

## 9.5 Minutes

One of the commonest irrelevances is the practice of attempting to discuss the merits of what is contained in the minutes, on a motion for their signature as a correct record. On such a motion the only issue is whether the words of the minutes accurately record the events at the meeting of which they are a record.

## 9.6 Other problems

Letters received by the council should not be read out verbatim: this provokes irrelevant discussion on wording and is liable to lead to misunderstanding by the public. On the very rare occasions that the exact text is needed by every councillor the clerk should issue copies. Normally it is sufficient to report the main issue in the letter: for example, "Mrs Smith of \_\_\_\_ has written asking the council to get the pile of rubbish removed from outside 48 \_\_\_\_ Lane".

## 10 Reasonable despatch

### 10.1 Intervals

It is important that business should be transacted with reasonable speed. Long meetings bore members and reduce the level of attentiveness. Long intervals between meetings lead to missed opportunities. The council cannot expect to be consulted regularly by other bodies if it does not respond promptly. The chair ought to call special meetings in necessary cases. The right of the council to be notified of planning applications makes this especially important.

### 10.2 Obstruction at meetings

Deliberate obstruction is rare but must be firmly dealt with when it occurs. It is difficult to be directly obstructive for long without being irrelevant, and therefore deliberate obstruction sometimes takes the form of raising a succession of points of order. In dealing with this type of obstruction it is well to remember that a point is not necessarily a point of order because the person who makes it labels it as such. (For points of order see paragraph **11.1** below).

### 10.3 Repetition

If it is evident that nothing new can be said on either side in a particular discussion, a chair is justified in putting the matter to the vote even though there are still members wishing to speak. Usually, however, the state of affairs is not so clear and in such cases the chair should ask leave of the council to put the matter to the vote.

### 10.4 References

**All** deliberative bodies have a natural tendency to refer questions to someone else (e.g., an officer or a committee) for consideration or report. These are frequently unnecessary because they are often used only when a council is unwilling to make a final decision.

## 11 Some procedural points

### 11.1 Points of order

Points of order relate to procedure only and take precedence over all other business; it is the duty of the chair to deal with them. If a point relates to the substance of a matter under discussion it is not a point of order and should be ruled out of order by the chair. The person raising the matter of substance in this way should be told to save it for his speech on the business.

For instance, if the provision of a swimming pool is being discussed and someone interrupts the speaker by saying "On a point of order, can we afford it?" the interruption should be ruled out of order as this is not a procedural question. It is part of the merits of the business and must be decided by discussion. If, however, the interruption had been "On a point of order, have we power to do this?" the chair (in consultation with the clerk) must give a ruling and the answer is "No", the council has no power to act as proposed and the business ought not to be under discussion.

### 11.2 Procedural resolutions

Procedural resolutions should normally be put without discussion. The usual exceptions are resolutions to

- correct minutes;
- alter the order of business; or
- refer to committee.

### 11.3 Closure motions

The following are the respective effects of closure resolutions:

- On the passing of a resolution to proceed to *next business*, proceedings on the business in hand come to a stop and no decision upon it can be taken.
- On the passing of a resolution to *move to a vote*, the mover is usually entitled to reply before the matter is put to the vote. By custom the chair may refuse to accept such a resolution until they think that the matter has been sufficiently debated.

- A resolution to *adjourn a discussion or a meeting* stops the discussion at the moment it is passed, and no decision is taken on the business; therefore, the discussion may later be resumed at the point where it was interrupted.

#### 11.4 Amendments

An amendment, which in substance negates the principal resolution, should not be allowed because it is confusing and unnecessary.

An amendment should always be put to the vote before the resolution that it seeks to amend. (See also paragraph 5.3 above.)

#### 11.5 "Any other business"

The summons to a meeting of the council must by law specify the business to be transacted; the council cannot legally decide to take any action under the general heading of "any other business" because these words do not specify any item of business. The rule prevents the council deciding any business which will have either expenditure consequences or lead the council into a legal situation: for example, by making a contract.

#### 11.6 "Urgent" business

The law makes no provision for dealing with "urgent" business. If it is "urgent" only because it was not notified in time to appear on the agenda, it should be left till the next meeting. If it is genuinely "urgent", that is it was too late for the agenda and it will be too late for action if left till the next ordinary meeting an additional meeting should be called or the council should have a regular arrangement for the reference of such matters either to a committee or to the clerk for action. It is contrary to local government law for the chair or any other single member to take a decision binding the council.

### 12 Use of the chair's votes

Save on one occasion the chair has both an ordinary and a casting vote. There is no rule of law which requires the chair to give his ordinary vote at the same time as the other members are voting, and it is obviously undesirable and undignified to wait and then say, "the voting is 5 to 4 against; I therefore vote in favour which makes it even".

Where there is an equality of votes a chair may be faced with an embarrassing problem. A resolution requires a majority and therefore, since an equality is not majority, they may declare the resolution not carried. This course is, however, sometimes regarded as

irresponsible or lacking in courage; in such circumstances the chair ought to give a casting vote, if at all possible, in such a way that the matter can be considered again; for instance, on a motion to accept a particular tender a vote in favour will conclude the matter, but a vote against will leave the way open for further negotiations or reconsideration.

### 13 Presence of the public and press

In principle, the public (which includes the press) is entitled to be present at all meetings of the council and its committees and sub-committees. The council or a committee, however, may exclude the public for a particular item of business, if in its opinion such exclusion is reasonable and in the public interest. Where the public and press have been excluded the decisions made in the closed session must be minuted: a record should be kept of who was present at the session: the press should be told of any decision. Business is 'confidential' if its discussion must be kept private: it is 'special' and the reasons for confidentiality must be stated in any case where the need for privacy is not obvious.

### 14 Maladministration

No outside body can adjudicate on complaints about the procedures of a local council if the law has not been broken. It is, however, important for the good name of the council that complaints be handled properly and fairly.

### 15 Public participation

In accordance with approved standing orders, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chair of the meeting.

### 16 Length of meetings

Standing orders permit meetings to continue for up to 2hrs, with an extension of 30 minutes if agreed by the meeting

## Appendix C Town Clerk job responsibilities

### 1 Overall responsibilities

The town clerk is designated as the proper officer of the council under the provisions of the Local Government Act 1972 s.112(1) and, as such, is under a statutory duty to carry out all the functions and to serve or issue all the notices and notifications required by law of a local authority's proper officer.

### 2 Specific responsibilities

As proper officer the town clerk is responsible to the council as body corporate for the following, allowing that delegation to other members of staff will be necessary provided always that any actions carried out by the town clerk shall be in accordance with the council's standing orders, financial regulations and scheme of delegation in force at any given time.

#### 2.1 Statutory and legal

To advise the council on matters of policy and law and ensure compliance with legal, statutory and other provisions governing or affecting the running of the council are complied with.

To ensure that agendas and notices of meetings are issued in accordance with statutory time limits and the council's standing orders in consultation, as necessary, with appropriate elected members.

To ensure that documents are signed and sealed in accordance with the law.

To receive correspondence and documents on behalf of the council and to respond in accordance with the known policy of the council, reporting to council as necessary.

To ensure that burial records are correctly kept.

To ensure the council's role as consultee body on development control matters are effectively and efficiently discharged in accordance with the council's policies.

#### 2.2 Policy

In consultation with elected members, to produce specific policy documents and to monitor and review the same on a regular basis.

To research proposals and produce information to aid effective decision making, in line with council's policies, and to constructively implement those decisions in a timely manner.

Alert elected members to changes in legislation which may have a bearing on its stated policies.

Use their initiative to propose methods of achieving the stated policies of the council and report to elected members on the practicability and effects of such proposals.

### 2.3 Staff management

Ensure that the council complies with all employment, health & safety at work and any other legislation that may affect employees.

Effectively manage all staff employed by the council and in particular to ensure that all members of staff are:

- recruited in a fair and non-discriminatory manner;
- managed in a fair manner and in accordance with the council's grievance and disciplinary procedures and any employment legislation current from time to time; and
- trained and equipped to carry out their work in a safe and practical manner.

To identify personal development and training needs and opportunities through the appraisal system.

From time to time to carry out a training needs analysis and develop a training schedule for all employed staff and elected members.

To deal with all grievance and disciplinary matters in line with the council's written procedures.

Bring to the attention of the council any serious staffing issues and manage these issues through the grievance and appeals policies as appropriate.

Review the level of staffing on a regular basis to ensure that it is commensurate with the council's requirements and activity.

Appoint such temporary staff as may be required from time to time.

## 2.4 Administrative and general

To supervise the preparation of agendas, minutes and reports for all council and committee meetings and supervise preparation of the minutes.

To attend all meetings of the council, its committees, sub-committees, and working groups notwithstanding that such duties may be delegated by the town clerk to another officer.

To monitor the implemented policies of the council to ensure they are achieving the desired result and where appropriate to suggest modifications.

To ensure that the council's property and other physical resources are maintained in good condition, authorising repairs and/or replacement in accordance with the council's financial regulations.

On their own initiative and/or as a result of suggestions by councillors, to draw up proposals for consideration by the council and where appropriate, to discuss such matters with specialists in other fields and officers at principal authorities.

Manage major projects in which the council is involved and to advise from time to time as to the practicability and likely effects of specific courses of action.

Maintain links with the local press and media, liaise with the mayor on all contact with the press and media and prepare press releases as necessary.

Encourage partnership working with the council, by means of forging links with principal authorities, other statutory authorities and community organisations.

Study reports and other data which may have a bearing on the council's activities and attend meetings to discuss the same as necessary.

Attend relevant training courses and conferences in connection with the work of the council.

## 2.5 Civic activities

To ensure proper care of all civic regalia.

To attend all designated civic functions and ensure that arrangements are dignified and appropriate, including the Remembrance Day parade.

To represent the town council, alongside the mayor, at certain civic functions as necessary.

To uphold and ensure the dignity of the civic role of the council.

The terms of this job description may vary from time to time as directed by the council.  
The post holder will be expected to undertake such other duties as may be required from time to time, suitable to the level of responsibility of the post of town clerk.

## Appendix D Responsible Financial Officer job responsibilities

### 1 Overall responsibilities

To provide day-to-day financial management of the council under the direction of the town clerk, and to supervise the work of the finance assistant(s). To manage the council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice. To ensure that the council complies with the financial regulations as approved from time to time by councillors.

To act as the council's "Responsible Finance Officer" (RFO) described in the *Accounts and Audit Regulations 2003*, sec. 2(2)(a) as:

*"The person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body".*

The Regulations impose specific duties on the RFO to

- (a) establish a sound system of internal control and arrangements for the management of risk;
- (b) carry out an annual review of the system of internal control and to prepare and publish an annual statement of internal control;
- (c) determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date; and
- (d) determine the accounting control systems and ensure that they are observed.

### 2 Specific responsibilities

#### 2.1 Year-end financial statements:

Prepare the council's annual financial statements in accordance with applicable legislation and guidelines.

Within applicable time constraints, make the financial statements available to the council's auditors and to provide such working papers, explanations and information as the auditors may require carrying out the annual audit.

Prepare the annual statement of internal control and to seek the council's approval of such statement every year.

## 2.2 Management of accounts:

Prepare monthly management accounts for presentation to council, together with explanations of major variances.

Provide same to managers and investigate discrepancies.

Prepare working hours summaries from information supplied by the finance assistant.

## 2.3 Annual estimates:

Prepare revenue and capital estimates for the council and to make recommendations to the council for the amount to be precepted in the following year.

To prepare forecasts for subsequent years on a three-year rolling basis.

## 2.4 Internal control

Review and monitor the council's systems and ensure that proper checks and controls are in place.

To liaise with the council's internal auditor.

Carry out investigations and prepare reports on an ad hoc basis.

## 2.5 Risk management

Devise and implement a system of risk management covering all aspects of the council's activities.

Carry out an annual review of the council's risk management strategy.

## 2.6 Other strategies

Participate in the preparation of the other strategic reviews e.g., fraud and negligence, investment strategy, IT strategy etc. and to make recommendations.

## 2.7 Pensions

Monitor the LGPS and stakeholder pension.

Attend occasional seminars.

Review annual pension returns prepared by the finance assistant.

Apply FRS17 rules to the financial statements if applicable.

## 2.8 VAT

Review the council's VAT exemption status and, if necessary, to prepare annual schedule of exempt inputs.

Deal with HM Customs and Excise as required.

## 2.9 Investments

Comply with the investment strategy.

Review periodically and make recommendations to council.

## 2.10 Payroll

Be up to date with payroll legislation.

Be able to prepare monthly payroll if finance assistant is absent.

Check annual Inland Revenue returns.

Check annual pay award calculations.

Prepare monthly statement of staff working hours for comparison with budget.

## 2.11 Utilities and Services

Regularly carry out reviews of provision of service ensuring most cost-effective suppliers are in place, bearing in mind the opportunity to purchase on behalf of all council facilities.

## 2.12 IT

Overall responsibility for IT.

### 2.13 Meetings

Attend appropriate meetings (normally evening) to provide financial advice.

### 2.14 Department budgets

Monitor and ensure implementation of all necessary procedures and documentation to ensure appropriate financial management in all departments across the council.

### 2.15 Asset register

Ensure that the council's asset register is maintained in a suitable manner to meet auditor's requirements.

### 2.16 Leases and licences

Ensure that a record of all of the council's leases and licences are maintained in a suitable manner to meet auditor's requirement and are reviewed at appropriate times (rent reviews etc.,).

### 2.17 Insurance

Responsibility for insurance contracts.

### 2.18 General

To assist as a senior member of the council's team with its overall performance management. This could involve undertaking different tasks at the request of the town clerk.

### 2.19 GDPR

Being aware and compliant with General Data Protection Regulations.

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Newmarket  
TOWN COUNCIL

# Financial Regulations

Newmarket Town Council Constitution

Document Number NTC/2.3

## Controlled document

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## Introduction

These financial regulations are based on the most recent NALC model, last updated in July 2019.

Local councils operate within a broad statutory framework, and these financial regulations reference many statutory requirements to which councils are subject. The statutory requirements to which a council is subject apply whether or not they are incorporated into the financial regulations.

## Definitions

In this document, the following definitions apply:

"Accounts and Audit Regulations" or "The Regulations" means the regulations issued under the provisions of section 32 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

"Annual Governance Statement" means the annual report prepared, approved and published with the financial statements that reviews the council's overall governance arrangements.

"Billing Authority" means West Suffolk Council, the authority that directly bills council tax and business rates.

"Capital Expenditure" means the acquisition of land or buildings, the erection of buildings, the erection of permanent works, the purchase of vehicles, plant, machinery, equipment and furniture and any related fees, which are not financed from the revenue budget. Items or groups of items under the value of £1,000 would not normally be classified as capital expenditure.

"Chair" and "Vice chair" refer to the offices of the mayor and deputy mayor of the council, except in relation to the person chairing a meeting of the council in the absence of the mayor and deputy mayor, or the person chairing a committee, sub-committee, or working group.

"Clerk" means the town clerk for the time being or a person appointed by the town clerk or **Full** Council or duly authorised committee to act on the town clerk's behalf if the town clerk is absent or otherwise indisposed.

"Finance Committee" means any standing committee of the council that has been appointed to regulate and control the finances of the council.

"Financial Regulations" or "These Regulations" govern, set out and detail how the council conducts, controls and manages its financial affairs. The Financial Regulations, as opposed to the standing orders of the council, include most of the requirements relevant to the RFO.

"Full Council" or "The Council" means any formal meetings of the Council to which all members are summoned to attend.

"Internal Control" is a system of rules, systems and procedures intended to make sure that the council's financial activities are well managed.

"Proper Practice" or "Proper Practices" shall refer to guidance issued in the Practitioners' Guide issued by the Joint Panel on Accountability and Governance UPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

"RFO" means Responsible Financial Officer, described in the Accounts and Audit Regulations as the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of the council or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body.

## **1 General**

- 1.1** These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of Full Council. Financial regulations are one of the council's key governing policy documents providing procedural guidance for members and officers. These Regulations must be observed in conjunction with the council's standing orders, scheme of delegation and any individual financial regulations relating to contracts.
- 1.2** The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3** The council's accounting control systems must include measures:
- (a) for the timely production of accounts;
  - (b) that provide for the safe and efficient safeguarding of public money;
  - (c) to prevent and detect inaccuracy and fraud; and
  - (d) identifying the duties of officers.
- 1.4** These Regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5** At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6** Deliberate or willful breach of These Regulations by an employee may give rise to disciplinary proceedings.
- 1.7** Members are expected to follow the instructions within These Regulations and not to entice employees to breach them. Failure to follow instructions within These Regulations brings the office of councillor into disrepute.
- 1.8** The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

1.9 The RFO:

- (a) acts under the policy direction of the council;
- (b) administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- (c) determines on behalf of the council its accounting records and accounting control systems;
- (d) ensures the accounting control systems are observed;
- (e) maintains the accounting records of the council up to date in accordance with proper practices;
- (f) assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- (g) produces financial management information as required by the council.

1.10 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11 The accounting records determined by the RFO shall in particular contain:

- (a) entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- (b) a record of the assets and liabilities of the council; and
- (c) wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12 The accounting control systems determined by the RFO shall include:

- (a) procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- (b) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- (c) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- (d) procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- (e) measures to ensure that risk is properly managed.

1.13 The Full Council is not empowered by These Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- (a) setting the final budget or the precept (council tax requirement);
- (b) approving accounting statements;
- (c) approving an annual governance statement;
- (d) borrowing;
- (e) declaring eligibility for the General Power of Competence; and
- (f) The Finance Committee may be delegated the following decisions:
  - (i) writing off bad debts under the value of £2,500 (the Clerk shall have the authority to write off bad debts under the value of £500);
  - (ii) addressing recommendations in any report from the internal or external auditors. Changes to standing orders, financial regulations or policies reserved to Full Council on recommendation of the Finance Committee.

**1.14** In addition, Full Council must:

- (a) determine and keep under regular review the bank mandate for all council bank accounts; and
- (b) approve any grant, donation or payment-in-kind in excess of £5,000 (the Finance Committee may be delegated the authority to approve such payments under this amount); and
- (c) in respect of the annual salary for any employee, have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

## 2 Accounting and audit (internal and external)

- 2.1 All accounting procedures and financial records of The Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the chair of the council or a payment signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. This is by convention the chair of the Finance Committee. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6 The internal auditor shall:

- (a) be competent and independent of the financial operations of the council;
- (b) report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- (c) to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- (d) have no involvement in the financial decision making, management or control of the council.

2.7 Internal or external auditors may not under any circumstances:

- (a) perform any operational duties for the council;
- (b) initiate or approve accounting transactions; or
- (c) direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8 For the avoidance of doubt, in relation to internal audit the terms "independent" and "independence" shall have the same meaning as is described in proper practices.

2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

2.10 The RFO shall, without undue delay, bring to the attention of all members any correspondence or report from internal or external auditors.

2.11 The RFO shall provide an action plan to take forward any measures identified for action by the internal and external auditors for consideration by the Finance Committee.

### 3 Annual estimates (budget) and forward planning

- 3.1 Each budget holding committee (if any) shall review its five-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and Full Council.
- 3.3 The council shall consider annual budget proposals in relation to the council's five- year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.6 The Council will review and revise its Medium-Term Financial Strategy following the budget process.

### 4 Budgetary control and authority to spend

- 4.1 The Clerk is authorised to incur expenditure, and delegate authority to officers within the approved expenditure limits, within the approved budget. This will include, for example, the salaries and wages and any other expenses of staff employed within the approved establishment, repairs and maintenance of buildings, grounds and equipment, normal day-to-day requirements of the council including minor works, supplies and replacement of equipment. Approved expenditure limits are:

- (a) Any proposed capital or revenue expenditure over £10,000 must be subject to Full Council approval regardless of it being financed from a previously approved budget.
- (b) Any proposed capital or revenue expenditure up to and including £10,000 may be approved by a duly delegated committee of the council from a previously approved budget.
- (c) Supplies and services costing £5,000 or less, either capital or revenue, may be ordered by an authorised officer from a previously approved budget subject to the receipt of quotations where applicable or other requirements of the Procurement Policy.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk.

4.2 Contracts may not be disaggregated to avoid controls imposed by These Regulations.

4.3 Except as provided below no expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of Full Council. Expenditure on the following may be incurred without further approval:

- (a) to meet increases in costs of salaries and other authorised expenses arising as a result of awards by a national negotiating body;
- (b) to meet unavoidable increases in the cost of day-to-day items included in the estimates;
- (c) the Clerk may incur expenditure on behalf of the Council which is necessary to cover the cost of major repairs urgently needed to prevent damage to, or deterioration of, premises, or to remove danger, or any unforeseen purpose which they are satisfied that delay would be detrimental to the best interest of the Council whether or not there is any budgetary provision for the expenditure, subject to a limit of £20,000. The Clerk shall report such action to the chair as soon as possible and to the Council as soon as practicable thereafter.

- (d) Claims which by statute have to be met, including any County Court Judgement.
  - (e) fund transfers within the councils banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance Committee.
  - (f) In addition to the provision in paragraph (c) above, any action under this financial regulation shall be reported to the next meeting of the committee concerned and to the Finance Committee.
- 4.4 Except as provided in regulation 4.5 below, during the budget year, and with the approval of Full Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.5 The Clerk is authorised to approve virements between existing approved budget headings where the overall control total remains the same provided that:
- (g) no policy issues are contravened
  - (h) no virements between committees are approved
  - (i) no virements between capital and revenue are approved
  - (j) no virements affecting earmarked reserves are approved
  - (k) a report on any virements is presented retrospectively to the appropriate committee at the first available opportunity.
- 4.6 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.7 The salary budgets are to be reviewed at least annually by the end of November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the chair of the council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.8 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is

satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

- 4.9 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.10 The RFO shall regularly provide the Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15 per cent of the budget or £500, whichever is greater.
- 4.11 Changes in earmarked reserves shall be approved by Full Council as part of the budgetary control process.

## **5 Banking arrangements and authorisation of payments**

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by Full Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments for ratification, forming part of the agenda for the meeting and present the schedule to the Finance Committee. The Finance Committee shall review the schedule for compliance and, having satisfied itself shall ratify the payments as appropriate by a resolution of the Finance Committee. A detailed list of all payments shall be disclosed in accordance with the council's policies relating to the Local Government Transparency Code. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices

submitted, and which are in order, in accordance with suppliers' terms or otherwise within 30 days.

- 5.5 Members are subject to the LGA 2020 code of conduct that has been adopted by the council and shall comply with the code and standing orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.6 The council will aim to rotate the duties of members in These Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.7 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

## 6 Instructions for the making of payments

- 6.1 The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under regulation 5 above (banking arrangements and authorisation of payments), Full Council, a duly delegated committee or, if so delegated, the town clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Full Council or duly delegated committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of the council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment may be presented for approval prior to the council or committee meeting.

- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Full Council or Finance Committee as made. The approval of the use of a fixed term direct debit by resolution of the council at contract renewal date.

Payment for certain items may be made by internet banking transfer provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Full Council or Finance Committee as made.

- 6.8 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained in the office safe in a sealed dated envelope. This envelope may not be opened other than in the presence of two other members. After the envelope has been opened, in any circumstances, the PIN and/ or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of Full Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.9 No employee or member shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.10 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.11 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the service administrator. The bank mandate approved by the council shall identify a number of members who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the service administrator alone, or by the service administrator with a stated number of approvals.
- 6.13 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as a very serious matter under These Regulations.
- 6.14 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO.
- 6.15 Any corporate credit card opened by the council will be in the name of the Clerk, transactions checked weekly by the Clerk, and shall be subject to automatic

payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 6.16 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- (a) The RFO shall maintain a petty cash float of up to £150 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment.
  - (b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in These Regulations.
  - (c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## 7 Payment of salaries

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Full Council or Finance Committee meeting, as set out in These Regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of Full Council or relevant committee.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to

inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- (a) by any member who can demonstrate a need to know;
- (b) by the internal auditor;
- (c) by the external auditor; or
- (d) by any person authorised under the Local Audit and Accountability Act 2014, or any superseding legislation.

7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Regulations, to ensure that only payments due for the period have actually been paid.

7.6 An effective system of personal performance management should be maintained for the senior officers.

7.7 Any termination payments shall be supported by a clear business case and reported to the Full Council. Termination payments shall only be authorised by Full Council.

7.8 Before employing interim staff, the council must consider a full business case.

## **8 Loans and investments**

8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Full Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Full Council.

8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by Full Council. In each case a report in writing shall be provided to the council in respect of value for money for the proposed transaction.

8.3 The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the RFO.

- 8.4** All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5 The council shall consider the need for an investment strategy and policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any strategy and policy shall be reviewed by the council at least annually.
- 8.6 All investments of money under the control of the council shall be in the name of the council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## 9 Income

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by Full Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The Full Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.

- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the managing trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

## 10 Orders for work, goods and services

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in financial regulation 11.1 below.
- 10.4 A member may not issue an official order or make any contract on behalf of the council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## 11 Contracts

- 11.1 Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
  - (ii) for specialist services such as are provided by legal professionals acting in disputes;
  - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - (v) for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the chair and vice-chair of the council); and
  - (vi) for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
  - (vii) In cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption in accordance with regulation 18.2 below.
- (b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.
- (c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- (g) Any invitation to tender issued under this regulation shall be subject to standing order 28.4 (tender process for contracts for the supply of goods, materials, services or the execution of works) and shall refer to the terms of the Bribery Act 2010.
- (h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a), the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000, the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, regulation 10.3 above shall apply.
- (i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- (j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## 12 Payments under contracts for building or other construction works

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5 per cent or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and the Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## 13 Stores and equipment

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## 14 Assets, properties and estates

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £5,000.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of Full Council, together with any other consents required by law. In each case a report in writing shall be provided to the council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of Full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## 15 Insurance

- 15.1 Following the annual risk assessment (per regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 15.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

## 16 Charities

- 16.1** Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with charity law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by charity law or any governing document.

## 17 Risk management

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by Full Council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## 18 Suspension and revision of Financial Regulations

- 18.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to These Regulations.
- 18.2 The council may, by resolution of the council duly notified prior to the relevant meeting of the council, suspend any part of These Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the council.

## RISK MANAGEMENT SCHEME

Adopted by Full Town Council – 27<sup>th</sup> May 2025 Resolution: tbc

### Risk Management Strategy

#### Introduction

This document sets out the framework on which risk management processes at Newmarket Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk – ‘Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative’.

Risk Management - ‘Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.’ [Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council’s business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council’s Business Plan.

Implementing the strategy involves identifying, analysing/prioritising, managing and monitoring risks.

#### Risk Types

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk - failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

**Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

**Risk Analysis** – Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

**Risk Prioritisation** - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

**Risk Control** – Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- Tolerate - documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.
- Treat - loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;
- Transfer – the financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;
- Terminate – the circumstances from which the risk arises are ceased so that the risk no longer exists.

**Risk Register** –Details on the impact and likelihood matrix are included below. Health and Safety risks are assessed in a similar manner but are assessed, recorded and managed separately to the matrix below.

**Risk Monitoring** – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

### **Roles and Responsibilities**

Councillors – risk management is seen as a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include: approval of the Risk Management Strategy; consideration of the Risk Assessment Matrix.

Proper Officer and Responsible Financial Officer- will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers – when developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

**Role of Internal Audit** – the Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Council. Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

**Training** – Risk Management training will be provided to key staff. Councillors will receive appropriate briefings.

## Risk Assessment and Management (Financial & Business). Reviewed March 2023.

| 1. RISKS: Financial - Income         |                                                    |          |          |             |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                  |   |        |   |   |      |               |                |   |
|--------------------------------------|----------------------------------------------------|----------|----------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------|---|---|------|---------------|----------------|---|
|                                      |                                                    |          |          |             | Low                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                  |   | Medium |   |   | High |               |                |   |
|                                      |                                                    |          |          |             | RISK LEVEL                                                                                                                                                                                                                                                                                                                                                                          | 1                                                                                                                                                                                                                                                | 2 | 3      | 4 | 5 | 6    | 7             | 8              | 9 |
| <u>Activity</u>                      | <u>Risk Identified</u>                             | <u>L</u> | <u>I</u> | <u>RISK</u> | <u>Management of Risk</u>                                                                                                                                                                                                                                                                                                                                                           | <u>Action</u>                                                                                                                                                                                                                                    |   |        |   |   |      | <u>By Who</u> | <u>By When</u> |   |
| <b>Precept</b>                       | Not Submitted                                      | L        | H        | 3           | Full TC Minute & Diary to forward request to District. Check and Report if not received by end of April<br>Calculated on need after other income taken from estimated expenditure<br>Each committee drafts budget in October and continues to assess and evaluate need to January. Proposed budgets to F&P and Council with explanatory notes. Budgets discussed in public meetings | Diary<br>Diary/Bank Statement<br>Full consultation with committees, based on Strategy.<br>Draft budget on Accountancy system. Ensure all expenditure accounted for. Ensure previous year's actual figures considered. Use RFO, & Proper Officer. |   |        |   |   |      | RFO           | ongoing        |   |
|                                      | Not Paid by District Council                       | L        | H        | 3           |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                  |   |        |   |   |      |               |                |   |
|                                      | Adequacy of Precept                                | L        | H        | 3           |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                  |   |        |   |   |      |               |                |   |
|                                      | Adequacy of Budget provision                       | L        | H        | 3           |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                  |   |        |   |   |      |               |                |   |
| <b>Responsible Financial Officer</b> | Requirement to maintain permanent, experienced RFO | L        | M        | 2           | In-house training & knowledge sharing.                                                                                                                                                                                                                                                                                                                                              | Produce documentation of procedural processes                                                                                                                                                                                                    |   |        |   |   |      | RFO           | June 24        |   |
| <b>Funds to repay PWLB loans</b>     | Adequate provision in Budget                       | L        | M        | 2           | Accounted for when drawing up the draft budget.                                                                                                                                                                                                                                                                                                                                     | Ensure adequate budget provision made for future years                                                                                                                                                                                           |   |        |   |   |      | RFO           | ongoing        |   |
| <b>Charges from Sevels Pavilion</b>  | Set realistic budget income level                  | M        | M        | 4           | Manage charges to ensure optimum use of Pavilion                                                                                                                                                                                                                                                                                                                                    | Events Manager to build strategy to increase bookings                                                                                                                                                                                            |   |        |   |   |      | EM            | ongoing        |   |
| <b>Charges Cemetery</b>              | Plot Allocation<br>Receipt of fees                 | M        | M        | 4           | Outsourced to West Suffolk.<br>Risk managed by West Suffolk.                                                                                                                                                                                                                                                                                                                        | Put monitoring in place of SLA quarterly burial income & expenditure                                                                                                                                                                             |   |        |   |   |      | RFO           | Quarterly      |   |
| <b>Charges Allotments</b>            | Below Budget prediction                            | L        | L        | 1           | From Associations, so predictable.                                                                                                                                                                                                                                                                                                                                                  | Need to monitor to ensure receipt. Invoiced in January annually                                                                                                                                                                                  |   |        |   |   |      | RFO           | February       |   |

| RISKS: Financial – Income (continued)  |                                                                                    |   |   |      | <div> <div>Low</div> <div>Medium</div> <div>High</div> </div>                                                                                                                                           |                                                                                                            |   |   |   |   |   |          |           |
|----------------------------------------|------------------------------------------------------------------------------------|---|---|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---|---|---|---|---|----------|-----------|
| RISK LEVEL                             |                                                                                    |   |   |      | 1                                                                                                                                                                                                       | 2                                                                                                          | 3 | 4 | 5 | 6 | 7 | 8        | 9         |
| Activity                               | Risk Identified                                                                    | L | I | RISK | Management of Risk                                                                                                                                                                                      | Action                                                                                                     |   |   |   |   |   | By Who   | By When   |
| Investment Income                      | Adequacy to meet Budget prediction                                                 | L | M | 2    | Reviewed annually at year end.                                                                                                                                                                          | Keep under review. Action investment strategy.                                                             |   |   |   |   |   | RFO      | ongoing   |
| Grant for Public Toilets               | Below budget prediction                                                            | L | L | 1    | Regular contribution from District Council received of £3,300                                                                                                                                           | Need to monitor to ensure receipt. Invoiced annually in April                                              |   |   |   |   |   | RFO      | ongoing   |
| Income from Memorial Hall              | Sufficient income to cover costs.                                                  | M | L | 2    | Manage charges to ensure optimum use of Memorial Hall, Chamber & EC Room. Set realistic budget of expenditure.                                                                                          | Retain Events Manager and ensure that income is reviewed monthly at Community & Leisure Services Committee |   |   |   |   |   | EM / RFO | Monthly   |
| VAT Claim                              | Lack of VAT reclaim                                                                | L | M | 2    | In accordance with Financial Regulations. Claim paid directly in to Council's bank account and noted as receipt in cashbook. Reclaims on quarterly basis.                                               | Finance & Policy Committee to scrutinise to ensure receipt                                                 |   |   |   |   |   | RFO      | Quarterly |
| Administration of Accounts             | Receipt arrangements. Invoices may not be sent out in timely manner or not at all. | M | H | 6    | Internal controls in accordance with Financial Regulations. Receipts currently entered weekly by RFO. Invoices prepared in accordance with procedures. Event Manager prepares booking invoices monthly. | Finance & Policy committee to review aged debtors report and balance sheet monthly.                        |   |   |   |   |   | EM / RFO | Monthly   |
| Handling cash from events / petty cash | Misappropriation of funds (events)                                                 | L | H | 3    | Cash should be handled by 2 people, recorded in paying-in book and relevant Cashbook and banked asap. Adequate fidelity insurance in place.                                                             | Review operating procedure.                                                                                |   |   |   |   |   | RFO      | Annually  |
|                                        | Petty Cash                                                                         | L | M | 2    | Allowed to sum of £150, renewed as required. Each cheque signed by 2 signatories. All petty cash expenditure is recorded in Petty Cash monthly spreadsheet and CB2. Balanced monthly.                   | Review operating procedure.                                                                                |   |   |   |   |   | RFO      |           |

| 2. Risks: Financial - Expenditure  |                                                           |   |   |      |                                                                                                                               |                                                                                                                                                                                                   |   |        |   |   |             |           |   |
|------------------------------------|-----------------------------------------------------------|---|---|------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------|---|---|-------------|-----------|---|
|                                    |                                                           |   |   |      | Low                                                                                                                           |                                                                                                                                                                                                   |   | Medium |   |   | High        |           |   |
| RISK LEVEL                         |                                                           |   |   |      | 1                                                                                                                             | 2                                                                                                                                                                                                 | 3 | 4      | 5 | 6 | 7           | 8         | 9 |
| Activity                           | Risk Identified                                           | L | I | RISK | Management of Risk                                                                                                            | Action                                                                                                                                                                                            |   |        |   |   | By Who      | By When   |   |
| Salaries                           | Inadequate funding for salaries & costs                   | L | M | 2    | Posts fully costed. Budget accurately set. Check PAYE calculations                                                            | Review all salaries and conditions of service. Maintain realistic HR EMR<br>Operating Procedure in place, with TC undertaking check of monthly payroll figures and signing to indicate completed. |   |        |   |   | TC / RFO    | Monthly   |   |
|                                    | Wrong pay rate, hours or deductions.                      | L | L | 1    | Systems in place for recording rates of pay, hours and calculation of deductions. Undertake manual checks when inputting data |                                                                                                                                                                                                   |   |        |   |   |             |           |   |
| Direct Costs and Overhead expenses | Goods not supplied                                        | L | M | 2    | Purchase order system in place. Goods/services checked against orders                                                         | Review operating systems as necessary                                                                                                                                                             |   |        |   |   | RFO / Admin | Ongoing   |   |
|                                    | Invoice incorrectly calculated<br>Payment to wrong party  | L | M | 2    | Check arithmetic and against purchase order<br>Invoice initialled by signatories.                                             |                                                                                                                                                                                                   |   |        |   |   |             |           |   |
| Grants                             | Power to Pay                                              | L | M | 2    | NTC holds General Power of Competence (GPC) until May 2023                                                                    | Maintain GPC. Ensure qualified member of staff & confirmation by FTC. Resolution shown in the minutes (Clerk to become qualified ASAP with confirmation at FTC)                                   |   |        |   |   | TC / RFO    | June 2023 |   |
|                                    | Agreement of Council to pay<br>Cheque / Bank Transfer     | L | L | 1    | Approval at council/committee meeting<br>Signatory / online authorisation by 2 signatories                                    |                                                                                                                                                                                                   |   |        |   |   |             |           |   |
|                                    | Value for Money                                           | M | M | 4    | Review merits before approval                                                                                                 | Prioritise in accordance with Strategic Objectives.<br>Pay on completion, on invoice/receipt                                                                                                      |   |        |   |   |             | Ongoing   |   |
|                                    | Work not done                                             | M | M | 4    | Require feedback from organising body<br><br>Grants EMR and Grants Policy in place                                            |                                                                                                                                                                                                   |   |        |   |   |             |           |   |
| Election Costs                     | Invoiced at agreed rate. Maintain EMR for 4-year & casual | L | M | 2    | Accrue annually into EMR Elections                                                                                            | Monitor EMR to ensure funds for full and by-elections                                                                                                                                             |   |        |   |   | RFO         | ongoing   |   |
| VAT Payment                        | VAT analysis & payment not made on time                   | M | L | 2    | All items in cash book. Payment for authorisation sheet. Payments up to date.                                                 | Verify, pay after monthly accounts.                                                                                                                                                               |   |        |   |   | RFO         | Quarterly |   |
| Reserves General                   | Adequacy                                                  | L | M | 2    | Consider at budget setting, set at 25% of net turnover                                                                        | Revise medium term financial plan to build general reserves and investment strategy                                                                                                               |   |        |   |   | F&P         | Ongoing   |   |

| Risks: Financial – Expenditure (contd) |                                       |   |   |      |                                                                                                                                                                                                                                                                                 |                                                                                                                      |   |   |   |   |   |          |                            |   |
|----------------------------------------|---------------------------------------|---|---|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|----------|----------------------------|---|
|                                        |                                       |   |   |      | RISK LEVEL                                                                                                                                                                                                                                                                      | 1                                                                                                                    | 2 | 3 | 4 | 5 | 6 | 7        | 8                          | 9 |
| Activity                               | Risk Identified                       | L | I | RISK | Management of Risk                                                                                                                                                                                                                                                              | Action                                                                                                               |   |   |   |   |   | By Who   | By When                    |   |
| Reserves Earmarked                     | Adequacy                              | L | M | 2    | Consider at budget setting and year end                                                                                                                                                                                                                                         | Assess against Strategy.                                                                                             |   |   |   |   |   | RFO      | Ongoing                    |   |
| Assets                                 | Loss, damage etc.                     | M | M | 4    | Regular inspections, update insurance and register. Review adequacy of public liability insurance                                                                                                                                                                               | Complete full inspection of assets and inventory Premium excess amount to be researched.                             |   |   |   |   |   | TC       | Annually June 23           |   |
|                                        | Risk to third party                   | M | M | 4    | Safety inspections                                                                                                                                                                                                                                                              |                                                                                                                      |   |   |   |   |   | TK       | Ongoing                    |   |
| Staff                                  | Loss of key personnel                 | L | H | 3    | Hours, health, stress, uncertainty, conditions etc.                                                                                                                                                                                                                             | Council to review terms and conditions and member-officer roles. Ensure that Performance Management system followed. |   |   |   |   |   | TC       | Ongoing                    |   |
|                                        | Fraud by staff                        | L | H | 3    | Fidelity guarantee insurance. Monitoring by TC/ RFO. Regular financial reports to committees, councillors have authority to pay.                                                                                                                                                | Regularly review and monitor systems of internal control.                                                            |   |   |   |   |   | TC/ RFO  |                            |   |
| Borrowing                              | Authority to borrow                   | L | M | 2    | Authority from full Council and application to PWLB                                                                                                                                                                                                                             | Ensure adequate provision in future Budgets                                                                          |   |   |   |   |   | RFO      | Annually                   |   |
| Legal Powers                           | Illegal activity or payment           | L | H | 3    | Education of members as to their legal powers. Maintain General Power.                                                                                                                                                                                                          | Put training in place for councillors.                                                                               |   |   |   |   |   | TC       | Ongoing                    |   |
| Financial Records                      | Non-standard or non-compliant records | L | M | 2    | Regular internal audit; interim and year end. Regular expenditure/income reports to F&P Committee                                                                                                                                                                               | Continue system of regular review and internal audit.                                                                |   |   |   |   |   | RFO      | Ongoing                    |   |
| Medium Term Financial Plan             | Need to plan for longer term          | L | L | 1    | 4-yearly renewal.                                                                                                                                                                                                                                                               | Maintain MTFS linked to Strategy. Annual review.                                                                     |   |   |   |   |   | TC       | Annual                     |   |
| Expenses                               | Misappropriation                      | L | H | 3    | Staff & councillor expenses managed by Proper Officer/RFO. Mileage and eyecare expenses authorized in advance. Raised through expenses claim form. Councillors' expenses recorded in Ledger. Paid via Petty Cash system or electronic transfer; approved by Chair of F&P Cttee. | Ensure signatories do not authorize their own expenses.                                                              |   |   |   |   |   | TC / RFO | Ongoing                    |   |
| Credit cards                           | Misuse by holders                     | M | M | 4    | Credit card for use by staff as required. CB4 balanced with Credit Card statement and checked monthly. Monitored by TC.                                                                                                                                                         | Maintain a check on credit card limit.                                                                               |   |   |   |   |   | RFO      | Monthly / Annually Ongoing |   |

### 3. Risks: Strategic

| RISK LEVEL                            |                                                                                   |   |   |      |                                                                                                                             |                                                                                                                                                                                |                         |                           |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---------------------------------------|-----------------------------------------------------------------------------------|---|---|------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------|--|---|---|---|---|---|---|---|---|---|
| Activity                              | Risk Identified                                                                   | L | I | RISK | Management of Risk                                                                                                          | Action                                                                                                                                                                         | By Who                  | By When                   |  |   |   |   |   |   |   |   |   |   |
| Grants                                | If Grant Scheme not linked to strategic priorities                                | M | M | 4    | Grants given to certain community projects in accordance with council strategy.                                             | Grant process ensures risk is managed.                                                                                                                                         | Council/Cttee           | Ongoing                   |  |   |   |   |   |   |   |   |   |   |
| Provision of existing Services        | Unable to afford or deliver                                                       | M | M | 4    | Provision included in budget. Review best means of provision.                                                               | Need to be in accordance with Strategy & be included in Business Plan. Risk assessment & full costing of proposals                                                             | RFO / TC                | Ongoing                   |  |   |   |   |   |   |   |   |   |   |
| Additional functions in future        | The needs & wishes of town not being fulfilled by other organisations.            | M | M | 4    | Plan to free up money from outsourcing and look at priorities.<br>NTC evaluating if it can provide.                         | Need risk assessment on new functions and allocate resources.<br>Community Self-Help Scheme for High Street weed-killing by NTC.<br>TC to consider proposals to fill any gaps. | Council/Cttee<br><br>TC | Ongoing<br><br>April 2023 |  |   |   |   |   |   |   |   |   |   |
| Neighbourhood Plan & Council Strategy | Lack of clear direction & allocation of resources<br>Unable to implement strategy | M | L | 2    | P&A Committee formed. Review NNP document to keep relevant for 2025.                                                        | Quarterly P&A Cttee meetings on schedule. Referrals to relevant committees as necessary.                                                                                       | RFO                     | Ongoing 2025              |  |   |   |   |   |   |   |   |   |   |
|                                       |                                                                                   | M | L | 2    | NNP Working Group meeting monthly; this writing team meeting more frequently. Consultations with stakeholders taking place. |                                                                                                                                                                                |                         |                           |  |   |   |   |   |   |   |   |   |   |

| 4. Risk: Operational          |                                                                                                                               |             |             |             |                                                                                                                                                                                                                                                       |                                                                                                                              |          |                     |   |   |   |   |  |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------|---------------------|---|---|---|---|--|
|                               |                                                                                                                               |             |             | RISK LEVEL  |                                                                                                                                                                                                                                                       |                                                                                                                              |          |                     |   |   |   |   |  |
|                               |                                                                                                                               |             |             | 1           | 2                                                                                                                                                                                                                                                     | 3                                                                                                                            | 4        | 5                   | 6 | 7 | 8 | 9 |  |
| Activity                      | Risk Identified                                                                                                               | L           | I           | RISK        | Management of Risk                                                                                                                                                                                                                                    | Action                                                                                                                       | By Who   | By When             |   |   |   |   |  |
| Insurance Cover for Council   | Risk to finances, staff and third parties if inadequate cover.<br><br>Action taken against Council by employee or third party | M           | H           | 6           | Buildings/ Land/ Allotments/ Cemeteries/bus shelters etc.<br>Vehicles & Plant<br>Contents<br>Equipment<br>Fidelity<br>Theft<br>Personal Injury (Councillors & Officers)<br>Public Liability<br>Slander/Libel<br>Employer Liability<br>External Events | Monitor cover and update as necessary, particularly in light of outsourcing.<br>Clarify liabilities<br>Check policy excess.  | TC / RFO | Annually            |   |   |   |   |  |
| Security                      | Risk to:<br>1: Staff<br>2: IT<br>3: Buildings                                                                                 | L<br>L<br>L | H<br>H<br>H | 3<br>3<br>3 | Key holding procedures.<br>Backup files offsite, password protection<br>Maintain security of building, alarms, fire safety                                                                                                                            | Review all procedures as necessary.<br>Abbey Security for night-time/weekend security<br>N-CIS contract for support & backup | TC       | Ongoing             |   |   |   |   |  |
| Regular maintenance of assets | Risk to staff & third parties of loss or damage                                                                               | L           | M           | 2           | Annual Business Risk<br>Up to date Assessments<br>Adequate legislative safety checks of assets                                                                                                                                                        | Monitor and review assessments. And H&S procedures and processes                                                             | DTC      | Annually<br>Ongoing |   |   |   |   |  |
| Asset Register                | Risk if assets not properly recorded & valued                                                                                 | L           | M           | 2           | Asset Register,                                                                                                                                                                                                                                       | Review and update. Add maps and photographs; cross ref to insurance schedule.                                                | TC       | Ongoing             |   |   |   |   |  |
| Council Liability             | Non-compliance with laws<br>1. Public<br>2. Employer<br>3. Employee Indemnity                                                 | L           | M           | 2           | Policies kept relevant. Internal audit checks adequate levels of cover.                                                                                                                                                                               | Monitor & review policies and adequate insurance levels.                                                                     | TC       | Ongoing             |   |   |   |   |  |

## 5. Risk: Operational (contd)

| RISK LEVEL                         |                                                                                                                                                 |   |   |      | 1                                                                                                                                                | 2                                                                                                                                                                                                                             | 3                 | 4       | 5 | 6 | 7 | 8 | 9 |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---|---|------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------|---|---|---|---|---|
| Activity                           | Risk Identified                                                                                                                                 | L | I | RISK | Management of Risk                                                                                                                               | Action                                                                                                                                                                                                                        | By Who            | By When |   |   |   |   |   |
| Employment and Terms of Conditions | Potential dispute due to non-compliance with policies and legislation                                                                           | L | H | 3    | All staff have an up-to-date contract of employment and job description; with T&Cs in Staff Handbook.                                            | Ensure any new staff are issued with contract and job description. Review JD through Performance Management Scheme; assisted by HR consultants. Review handbook and policies; implement any changes in legislation.           | TC / HR Committee | Ongoing |   |   |   |   |   |
| Duty of Care                       | Duty of care to visitors, staff and councillors not fulfilled                                                                                   | M | H | 6    | Adequate insurance, risk assessments and action plans. Dignity at Work Policy. C&R compliance. Respond to issues in timely fashion.              | H&S risk assessments carried out regularly & recommendations actioned                                                                                                                                                         | TC                | Ongoing |   |   |   |   |   |
| Health and Safety                  | Harm to:-<br>1: Members<br>2: Employees<br>3: Public<br>4: Contractors                                                                          | M | H | 6    | Undertake regular safety risk assessments both general and specialist. Monitor health and safety policies and implement safe working procedures. | External health and safety expertise bought in to advise and support. Regular training of staff and review of procedures                                                                                                      | TC                | Ongoing |   |   |   |   |   |
| Town & Country Planning            | Adverse effect on the town and on community amenities if the Town Council fails to respond to Planning applications or Local Plan consultations | L | M | 2    | Council responds through Development & Planning Committee (meets fortnightly) or Full Town Council for major applications.                       | Planning lists compiled by administrative staff and issued with agendas, allowing applications to be considered in advance of meetings. Extension of time sought should a consultation deadline fall before relevant meeting. | TC / Admin        | Ongoing |   |   |   |   |   |

| Risk: Operational (contd) |                                                                                                                                                                         |   |   |      |                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                |        |         |   |   |   |   |   |
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|                           |                                                                                                                                                                         |   |   |      | RISK LEVEL                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                |        |         |   |   |   |   |   |
|                           |                                                                                                                                                                         |   |   |      | 1                                                                                                                                                                                                                                      | 2                                                                                                                                                                                                                                                              | 3      | 4       | 5 | 6 | 7 | 8 | 9 |
| Activity                  | Risk Identified                                                                                                                                                         | L | I | RISK | Management of Risk                                                                                                                                                                                                                     | Action                                                                                                                                                                                                                                                         | By Who | By When |   |   |   |   |   |
| Training                  | Lack of knowledge of regulations, legislation or good practice                                                                                                          | M | M | 4    | Through recognition of training needs and development of annual training & development plans<br><br>Access to relevant professional bodies (NALC, SALC, SLCC), health and safety advisors.                                             | New members to attend SALC “New Councillor” training and to be issued joining pack with council policies and relevant documents during induction process. Cross ref: Legal Power<br><br>Staff training needs identified through Performance Management scheme. | TC     | Ongoing |   |   |   |   |   |
| Freedom of information    | Requests not responded to within specified time limits                                                                                                                  | L | H | 3    | FOI policy and Register in place. Seek advice from Monitoring Officer or SALC as required                                                                                                                                              | Action any FOI requests in accordance with policy.                                                                                                                                                                                                             | TC     | Ongoing |   |   |   |   |   |
| Governance Documents      | Policies not up to date, failing to account for changes in legislation/ good practice.                                                                                  | M | M | 4    | Review schedule of policies in place                                                                                                                                                                                                   | Review as necessary                                                                                                                                                                                                                                            | TC     | Ongoing |   |   |   |   |   |
|                           |                                                                                                                                                                         | M | M | 4    |                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                |        |         |   |   |   |   |   |
| Press releases            | Failure to comply with legislation and good practice                                                                                                                    | M | M | 4    | Adopted Publicity Code                                                                                                                                                                                                                 | Act in accordance with policy. Proactive press releases.                                                                                                                                                                                                       | TC     | Ongoing |   |   |   |   |   |
| Data Protection           | Insecurity of data:-<br>1. Intentional leaks by staff/councillors<br>2. Digital data / cyber attacks<br>3. Non-compliance with GDPR and Data Protection Act legislation | M | H | 6    | Confidential documents are securely destroyed. Council computers are password protected and have anti-virus software. The Council is registered with the Information Commissioner. Councillors use “newmarket.gov.uk” e-mail addresses | Continue to outsource IT support for expertise.<br><br>Ongoing awareness training for staff and councillors on regulations.                                                                                                                                    | TC     | Ongoing |   |   |   |   |   |

|                                          |                                                                             |   |   |      |                                                                                       |                                                                                                                                      |  |  |               |            |                |   |   |   |   |   |   |   |   |
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|                                          |                                                                             |   |   |      |                                                                                       |                                                                                                                                      |  |  |               |            |                |   |   |   |   |   |   |   |   |
| Risk: Operational (contd)                |                                                                             |   |   |      |                                                                                       |                                                                                                                                      |  |  |               | RISK LEVEL | 1              | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| <u>Activity</u>                          | <u>Risk Identified</u>                                                      | L | I | RISK | <u>Management of Risk</u>                                                             | <u>Action</u>                                                                                                                        |  |  | <u>By Who</u> |            | <u>By When</u> |   |   |   |   |   |   |   |   |
| Byelaws                                  | That any intended byelaw is not lawfully implemented                        | L | L | 1    | Not applicable at present, should any action be needed seek legal advice              | Act in accordance with advice given<br>Look into council-owned areas.                                                                |  |  | TC            |            | Only if needed |   |   |   |   |   |   |   |   |
| Archiving documents                      | Non-compliance with security and statutory retention periods                | M | M | 4    | Needs to be in accordance with a document retention policy and GDPR.                  | Review documents as necessary.                                                                                                       |  |  | TC            |            | Ongoing        |   |   |   |   |   |   |   |   |
| Public Access                            | Public not able to safely access services according to need.                | L | M | 2    | Services available at stated times. Subject to relevant health and safety inspections | Monitor and review                                                                                                                   |  |  | TC            |            | Ongoing        |   |   |   |   |   |   |   |   |
| Contracts (1) - External                 | Compliance with legislation and Town Council policies                       | M | M | 4    | External Contracts policy in place.                                                   | Act in accordance with policy<br>Prepare specification, determine on price and quality and enable monitoring and feedback mechanisms |  |  | TC            |            | Ongoing        |   |   |   |   |   |   |   |   |
| Contracts (2) – Service Level Agreements | Risk to performance, cost and reputational damage if not properly monitored | M | M | 4    | Implement monitoring provision                                                        | Monitor against specification and price.<br>Ensure channels for regular review and feedback                                          |  |  | TC            |            | Ongoing        |   |   |   |   |   |   |   |   |

|                            |                                                |          |          |          |                                                                                                              |                                                                                                                                                                        |   |   |               |   |   |                |   |   |
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| <b>5. Risk: Compliance</b> |                                                |          |          |          |                                                                                                              |                                                                                                                                                                        |   |   |               |   |   |                |   |   |
|                            |                                                |          |          |          | RISK LEVEL                                                                                                   | 1                                                                                                                                                                      | 2 | 3 | 4             | 5 | 6 | 7              | 8 | 9 |
| <b>Activity</b>            | <b>Risk Identified</b>                         | <b>L</b> | <b>I</b> | <b>R</b> | <b>Management of Risk</b>                                                                                    | <b>Action</b>                                                                                                                                                          |   |   | <b>By Who</b> |   |   | <b>By When</b> |   |   |
| <b>Legal Powers</b>        | Not having legal power to undertake activities | L        | L        | 1        | Council to retain General Power of Competence, with two thirds of elected Members and CiLCA qualified Clerk. | Council resolution taken to confirm eligibility<br>Review at next relevant annual meeting (that which takes place in a year of ordinary elections of town councillors) |   |   | TC            |   |   | Ongoing        |   |   |

|                                       |                                                                                                                            |   |   |   |                                                                                                                                                                                                                                         |                                                                                                                           |            |         |
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| <b>Minutes</b>                        | That minutes are not accurate and legal                                                                                    | L | H | 3 | Decisions of Council and committees recorded as resolution or recommendation. Approved at following meeting, adopted at Council. Minutes in loose form with numbered pages. Each page initialled by Chairman. Experienced Minute Clerk. | Governed by Standing Orders – act in accordance with policy.                                                              | TC         | Ongoing |
|                                       | Loss of Minutes                                                                                                            | L | H | 3 | Minutes and agendas are held on the website, with hard copies held and archived at the Memorial Hall. Electronic copies also saved and backed up electronically.                                                                        | Ensure electronic files are regularly backed up and minutes posted to website in timely fashion.                          |            |         |
|                                       | Lack of transparency                                                                                                       | L | M | 2 | Available in office and on Website                                                                                                                                                                                                      | Draft minutes posted to website, replaced as final version once signed.                                                   |            |         |
| <b>Minutes - Confidential Matters</b> | Confidentiality not maintained when required (usually legal, commercially sensitive or staffing matters) or GDOR / Privacy | L | H | 3 | Confidential matters discussed following a resolution to close a meeting in accordance with Standing Orders, stating reason.                                                                                                            | Any decisions taken should be shown in public minutes, with wording appropriate to maintain any confidentiality required. | TC         | Ongoing |
| <b>Members Interests</b>              | Non-identification of conflict of interest by council members                                                              | M | L | 2 | Update declarations of interest<br>Record any declarations in the minutes<br>Adopted LGA 2020 Code of Conduct                                                                                                                           | Issue prompts to councillors to update their interests and ensure accessible through the council website.                 | TC / Cllrs | Ongoing |
| <b>Councillor Declarations</b>        | Declarations not accurate or legal                                                                                         | M | H | 6 | NTC website maintains link to WSC website page<br>Seek advice from monitoring officer if needed                                                                                                                                         | Review & update as required.<br>Training requirement for councillors.                                                     | TC         | Ongoing |
| <b>Dispensations</b>                  | Non-compliance with legislation                                                                                            | M | M | 4 | Standing Orders to outline the procedure                                                                                                                                                                                                | Follow process and review as needed                                                                                       | TC         | Ongoing |

#### Risk: Compliance (contd)

| RISK LEVEL               |                                                                                                        |   |   |   |                                                                                                         |                                                                                    |          |          |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|--------------------------|--------------------------------------------------------------------------------------------------------|---|---|---|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------|----------|--|---|---|---|---|---|---|---|---|---|
| Activity                 | Risk Identified                                                                                        | L | I | R | Management of Risk                                                                                      | Action                                                                             | By Who   | By When  |  |   |   |   |   |   |   |   |   |   |
| Budget & Precept         | That these are not set in accordance with legislation                                                  | L | H | 3 | Final budget and precept set at Full Town Council agreed by resolution.                                 | Ensure the resolution is shown in the minutes                                      | TC / RFO | Annually |  |   |   |   |   |   |   |   |   |   |
| Accounts & Annual Return | Not acting in accordance with Financial Regulations<br>Failure to achieve a satisfactory annual return | L | H | 3 | Regular financial reports to committee<br>Financial Regulations and Internal Controls reviewed annually | Act in accordance with Financial Regulations<br>Internal audits (annual & interim) | TC / RFO | Ongoing  |  |   |   |   |   |   |   |   |   |   |

|                               |                                                                               |   |   |   |                                                                                                    |                                                                                                                             |    |         |
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| <b>Website</b>                | Not compliant with Transparency Code<br>Not compliant with Accessibility Code | L | M | 2 | Website redesigned to allow compliance and kept updated.                                           | New documents to be added in line with legislation.<br><br>Staff trained to be able to undertake this.                      | TC | Ongoing |
| <b>Code of Conduct</b>        | Not compliant with legislation & best practice                                | L | M | 2 | LGA Code of Conduct 2020 adopted. Dignity at Work Policy adopted. C&R signed up.                   | Review when model codes updated<br>Training for councillors                                                                 | TC | Ongoing |
| <b>Agendas and Notices</b>    | Not complying with legislation                                                | L | H | 3 | Follow legislation and adopted practices.                                                          | Review & follow process                                                                                                     | TC | Ongoing |
| <b>Freedom of Information</b> | Non-compliance                                                                | L | M | 2 | Follow legislation, allow request by letter/email. Keep Register.                                  | Review process and ensure staff can administer                                                                              | TC | Ongoing |
| <b>Publication Scheme</b>     | Non-compliance                                                                | L | M | 2 | On website                                                                                         | Review Publication Scheme and Information Guide. Update on Website.                                                         | TC | Ongoing |
| <b>Data Protection</b>        | Non-compliance                                                                | L | M | 2 | Operational procedures in place.<br>Current registration with ICO in place.<br>Details on website. | Monitor how data is stored, made available and disposed of.<br>Follow guidance.<br>Cross ref: Data Protection (operational) | TC | Ongoing |

| Risk: Compliance (contd)       |                                                         |   |   |   |                                                                                                               |                                                    |   |   |   |   |        |          |   |   |
|--------------------------------|---------------------------------------------------------|---|---|---|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---|---|---|---|--------|----------|---|---|
|                                |                                                         |   |   |   | RISK LEVEL                                                                                                    | 1                                                  | 2 | 3 | 4 | 5 | 6      | 7        | 8 | 9 |
| Activity                       | Risk Identified                                         | L | I | R | Management of Risk                                                                                            | Action                                             |   |   |   |   | By Who | By When  |   |   |
| Statutory Governance Documents | Not compliant with legislation or current best practice | L | M | 2 | Standing Orders, Financial Regs. Scheme of Delegation to Officers.                                            | Adopt and review annually.                         |   |   |   |   | TC     | Annually |   |   |
| Internal & External Audits     | Failure to undertake Internal Audit                     | L | H | 3 | Regular Interim & Year End Internal Audit visits                                                              | Internal auditor appointed and reviewed regularly. |   |   |   |   | RFO    | Ongoing  |   |   |
|                                | Non-compliance with audit requirements                  | L | H | 3 | Requirement in Financial Regs (and legislation) that Full Council must agree response to each recommendation. | Response to IA included in yearly planning.        |   |   |   |   | TC     |          |   |   |

|                    |                                                          |   |   |   |                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                     |    |         |
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| <b>Councillors</b> | Acting inappropriately and beyond their legal boundaries | M | H | 6 | TC responsible for ensuring Acceptance of Office signed and LGA Code of Conduct 2020 given to councillors. Councillors responsible for completing and returning declaration of interest forms (to include notification of any updates) and declaring these at meetings<br>Dignity at Work Policy. C&R statement.<br>TC provides advice on legality of resolutions/actions. | Training for new and inexperienced councillors.                                                                     | TC | Ongoing |
|                    | Lack of transparency                                     | L | H | 3 | Declaration of interest forms displayed on WSC website with link from NTC website.                                                                                                                                                                                                                                                                                         | Declarations & website updated as required                                                                          | TC |         |
|                    | Lack of membership/quorum                                | L | L | 1 | Attendance and apologies recorded for meetings. Care taken over quorum.                                                                                                                                                                                                                                                                                                    | Town Clerk responsible for notifying member casual vacancies to WSC and advertising in accordance with legislation. | TC |         |
|                    | Inexperienced councillors                                | M | M | 4 | Training and mentoring                                                                                                                                                                                                                                                                                                                                                     | Provide training and mentoring.                                                                                     |    |         |

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## **INTERNAL CONTROL STATEMENT FOR YEAR ENDING 27<sup>th</sup> MAY 2025**

### **1. SCOPE OF RESPONSIBILITY**

Newmarket Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

### **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

### **3. THE INTERNAL CONTROL ENVIRONMENT**

#### **The Council:**

The council reviews its obligations and objectives and approves budgets for the following year at its November to December committee meetings and at its meeting of the council approves the level of precept for the following financial year by January.

Newmarket Town Council has appointed a Finance & Policy Committee. The Committee meets on alternate months. Members of the Committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Committee are circulated to all members of the Council. The Chairman of the Finance and Policy Committee is appointed to have responsibility for monthly bank reconciliation checks.

The full council meets monthly and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Finance and Policy Committee via the Clerk and Responsible Finance Officer. The council carries out regular reviews of its internal controls, systems and procedures.

#### **Clerk to the Council/Responsible Finance Officer:**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Responsible Financial Officer is responsible for administering the Council's finances. The Clerk is responsible for advising on the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

#### **Payments:**

All payments are reported to the council for approval. Two members of the council must authorise every payment. All authorised signatories are members of the Council. No officer of the Council can sign cheques or authorise online payment transactions. A report of all payments is provided to the Finance and Policy committee.

## **INTERNAL CONTROL STATEMENT FOR YEAR ENDING 27<sup>th</sup> MAY 2025**

### **Income:**

All income is received and banked in the council's name in a timely manner and reported to the council.

### **Risk Assessments/Risk Management:**

The council reviews its risk assessment annually, and regularly reviews its systems and controls.

### **Internal Audit:**

The council appoints an independent and competent internal auditor who reports to the council on a half yearly basis on the adequacy of it's:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

### **External Audit:**

The council's external auditors submit an annual certificate of audit which is presented to the Council.

## **4. REVIEW OF EFFECTIVENESS**

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement of Internal Control.

### **Systems of Internal Control**

The systems of internal control (attached as appendix 1) were reviewed by Finance and Policy committee on 22<sup>nd</sup> January 2024 and adopted by full council on 29<sup>th</sup> January 2024.

### **Statement of Internal Control**

This Statement of Internal Control, was approved by Finance and Policy Committee on 22<sup>nd</sup> January 2024.

## Internal Controls – Appendix 1

### INCOME – CASH/CHEQUES/ELECTRONIC BANK TRANSFER

| Procedure No: | PROCEDURE                                                                                                                                                                                                           | CARRIED OUT BY | CHECKED BY            |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|
| 1.            | Write out receipt for all cash and cheque income received                                                                                                                                                           | ADM/EM         | RFO                   |
| 2.            | Mark appropriate Sales Ledger invoice with receipt no                                                                                                                                                               | ADM/EM         | RFO                   |
| 3.            | If non-SL invoice (i.e.: Tea dance revenue) mark appropriate Cash Pay-In Voucher with receipt no                                                                                                                    | EM             | RFO                   |
| 4.            | All cash/cheques income to be entered onto Excel pay-in sheet & received into the Rialtas A/c System under the appropriate income nominal codes                                                                     | RFO            | INTERNAL AUDITOR      |
| 5.            | All Electronic Bank Transfer income to be represented by a corresponding Remittance Advice or, in absence, a BACS receipt voucher & received into the Rialtas A/c System under the appropriate income nominal codes | RFO            | INTERNAL AUDITOR      |
| 6.            | Bank Reconciliations to be carried out throughout the month, with Final Reconciliation at month end                                                                                                                 | RFO            | Chair of Finance Ctte |
| 7.            | Annual Precept: to be paid into current a/c by BACS by WSC at the end of April                                                                                                                                      | RFO            | INTERNAL AUDITOR      |

### EXPENDITURE – CURRENT ACCOUNT (CASHBOOK 1)

| Procedure No: | PROCEDURE                                                                                         | CARRIED OUT BY | CHECKED BY              |
|---------------|---------------------------------------------------------------------------------------------------|----------------|-------------------------|
| 1.            | Purchase Orders prepared against quotes for non-contract expenditure                              | ADMIN          | RFO                     |
| 2.            | Invoices matched & checked against purchase order on receipt & prepared for weekly payment run    | RFO            | Two A/c signatories     |
| 3.            | Entered into Rialtas A/c System under the appropriate nominal code                                | RFO            | INTERNAL AUDITOR        |
| 4.            | Payment run to be prepared for batch of invoices in Rialtas A/c System                            | RFO            | INTERNAL AUDITOR        |
| 5.            | Electronic Bank Transfer payments set up for the batch (any cheques prepared as a separate batch) | RFO            | Two A/c signatories     |
| 6.            | DDs to be prepared as separate batches                                                            | RFO            | FTC annually in advance |
| 7.            | Remittance Advices to be produced from Rialtas A/c System and emailed                             | ADMIN          | RFO                     |
| 8.            | Final Bank Reconciliation at month end                                                            | RFO            | Chair of Finance Ctte   |

## Internal Controls – Appendix 1

### EXPENDITURE – PETTY CASH (CASHBOOK 2)

| Procedure No: | PROCEDURE                                                                                                                                                                | CARRIED OUT BY | CHECKED BY             |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------|
| 1.            | A receipt must be obtained for all expenditure. A VAT receipt if appropriate                                                                                             | ALL STAFF      | RFO                    |
| 2.            | Petty Cash Voucher to be completed for each receipt; Date, Staff Initials, Outlet Name, Details of goods/services, which area, price including VAT amount where relevant | RFO            | INTERNAL AUDITOR       |
| 3.            | Petty Cash Summary Excel Spreadsheet completed at month end with cashbox tally entered                                                                                   | ADMIN          | RFO                    |
| 4.            | Summary Excel totals entered into Rialtas A/c System under appropriate expenditure nominal codes.                                                                        | RFO            | INTERNAL AUDITOR       |
| 5.            | Cheque written for petty cash amount to be withdrawn with a denomination listing & authorising letter for NatWest Bank (acting as agent for Unity Trust Bank)            | RFO            | Two a/c signatories    |
| 6.            | Cashbook transfer completed on the Rialtas A/c System (from Current Account to Petty Cash Account)                                                                       | RFO            | INTERNAL AUDITOR       |
| 7.            | Final Bank Reconciliation at month end                                                                                                                                   | RFO            | Chair of Finance Cttee |

## Internal Controls – Appendix 1

### EXPENDITURE – SALARIES (CASHBOOK 3)

| Procedure No: | PROCEDURE                                                                                                               | CARRIED OUT BY | CHECKED BY             |
|---------------|-------------------------------------------------------------------------------------------------------------------------|----------------|------------------------|
| 1.            | Employees to complete a monthly overtime sheet as necessary for authorisation                                           | ALL STAFF      | TC                     |
| 2.            | A monthly wages spreadsheet to be prepared detailing all staff gross pay and overtime if applicable                     | TC             | ?                      |
| 3.            | Wages are processed in the Moneysoft Payroll Manager software                                                           | RFO            | INTERNAL AUDITOR       |
| 4.            | Pensions are processed in the B&CE People's Pension online system for DD payment                                        | RFO            | INTERNAL AUDITOR       |
| 5.            | PAYE/NICs Electronic Bank Transfer payment set up                                                                       | RFO            | Two A/c Signatories    |
| 6.            | Net Wages, PAYE/NICs, Pensions payments entered into Rialtas A/c System under the appropriate expenditure nominal codes | RFO            | INTERNAL AUDITOR       |
| 7.            | Salary Summary Excel spreadsheet completed & entered into the Rialtas A/c System as a Wages Control Account Journal     | RFO            | INTERNAL AUDITOR       |
| 8.            | Final Bank Reconciliation at month end                                                                                  | RFO            | Chair of Finance Cttee |

## Internal Controls – Appendix 1

### EXPENDITURE – CREDIT CARD (CASHBOOK 4)

| Procedure No: | PROCEDURE                                                                                                                                                                 | CARRIED OUT BY | CHECKED BY            |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------|
| 1.            | A receipt must be obtained for all expenditure. A VAT receipt if appropriate                                                                                              | ALL STAFF      | RFO                   |
| 2.            | Credit Card Voucher to be completed for each receipt; Date, Staff Initials, Outlet Name, Details of goods/services, which area, price including VAT amount where relevant | ALL STAFF      | RFO                   |
| 3.            | Vouchers entered into the Rialtas A/c System under the appropriate expenditure nominal codes                                                                              | RFO            | INTERNAL AUDITOR      |
| 4.            | Amounts checked at month end with online credit card statement                                                                                                            | RFO            | INTERNAL AUDITOR      |
| 5.            | Cashbook transfer completed for statement payment on the Railtas A/c System (Current Account to Barclaycard Account)                                                      | RFO            | INTERNAL AUDITOR      |
| 6.            | Final Bank Reconciliation at month end                                                                                                                                    | RFO            | Chair of Finance Ctte |

**NB: ALL FOUR CASHBOOKS ARE PRESENTED BY RFO AT THE NEXT FINANCE & POLICY COMMITTEE MEETING FOR APPROVAL.**



|                |                                                      |
|----------------|------------------------------------------------------|
| Report to      | <b>Annual Meeting of the Council</b>                 |
| Subject        | <b>Subscriptions to other bodies – annual review</b> |
| Purpose        | <b>Information/Decision</b>                          |
| Classification | <b>Unrestricted</b>                                  |
| Meeting date   | <b>27<sup>th</sup> May 2025</b>                      |
| Item number    | <b>19</b>                                            |
| Written By     | <b>Cathy Whitaker CLERK</b>                          |

**Summary:** This report outlines the current subscriptions that NTC pays to other bodies – for information and approval.

| <b>NAME OF BODY</b>                                     | <b>FEE</b> |
|---------------------------------------------------------|------------|
| Chamber of Commerce                                     | £349       |
| Institute of Cemetery and Crematorium Management (ICCM) | £105       |
| Suffolk Association of Local Councils (SALC)            | £1,866     |
| Society of Local Council Clerks (SLCC)                  | £480       |
| MARPA                                                   | £25        |

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|                |                                                    |
|----------------|----------------------------------------------------|
| Report to      | <b>Annual Meeting of the Council</b>               |
| Subject        | <b>Town Council representation on other bodies</b> |
| Purpose        | <b>Information/Decision</b>                        |
| Classification | <b>Unrestricted</b>                                |
| Meeting date   | <b>27<sup>th</sup> May 2025</b>                    |
| Item number    | <b>20</b>                                          |
| Written By     | <b>Cathy Whitaker CLERK</b>                        |

**Summary:** This report outlines current other bodies with Town Council representation – for councillor allocation, information and approval.

| <b>NAME OF BODY</b>                                   | <b>Current Cllr representative (to May 2025)</b> | <b>Cllr representative (from May 2025)</b> |
|-------------------------------------------------------|--------------------------------------------------|--------------------------------------------|
| Love Newmarket BID                                    | Cllr Perry                                       |                                            |
| Suffolk Police & Crime Commissioner (PCC)             | Cllr Hood                                        |                                            |
| Suffolk Association of Local Councils (SALC)          | Cllr Harvey                                      |                                            |
| WSC Town & Parish Forum                               | Cllr Jones                                       |                                            |
| Town Twinning representation:-<br>MLF<br>LEXLINK      | Cllr Borda<br>Cllr Hood                          |                                            |
| <b>National Association of Super Councils Network</b> | <b>NEW</b>                                       |                                            |
| Newmarket Vision Steering Group                       | Mayor; Cllr Winter                               |                                            |
| West Suffolk Disability Forum                         | Cllr Hulbert                                     |                                            |
| MARPA                                                 | Cllr Hulbert                                     |                                            |
| Newmarket Rail Group                                  | Cllr Perry                                       |                                            |
| Newmarket Youth Strategy Group                        | Cllr McHugh                                      |                                            |

**NB:** Newmarket Town Council is now eligible to become a member of NALC's Super Councils Network.

The Super Councils Network is a network for the largest local (parish and town) councils with an annual precept of over £1m or an annual turnover of over £1.5m.

There is no cost to join the network. It is open to all councils in membership of their local county association that meet either the criteria or turnover threshold.

The network meets quarterly on Zoom; Agendas and dial in details will be sent out a week before each meeting.

Previous meetings have covered topics such as NALC and the LGA's Peer Challenge Programme, LG Inform's Data Benchmarking Tool, the Devolution White Paper and devolution of assets and services. We welcome suggestions for topics to be discussed in future meetings.

The network is open to officers and councillors; however, we would particularly encourage councillors to attend. To that end we would encourage all councils to nominate a lead councillor who will attend meetings.

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Item 21a

DATED 1<sup>st</sup> April 2025

Newmarket Town Council

**and**

West Suffolk Council

CONTRACT

**for the provision of:**

Management & Administration of Newmarket Cemetery,  
Provision of CCTV, Bin emptying, and the Grounds  
Maintenance of various Town Council owned sites

**Service Agreement**  
**April 2025 – March 2026**

**Employer**

Organisation: Newmarket Town Council of Memorial Hall, High St,  
Newmarket CB8 8JP ("The Town Council")

Name:

Position:

Signature: \_\_\_\_\_ *CE Whitaker* \_\_\_\_\_ Date: \_01\_/\_04\_/\_2025

**Service Provider**

Organisation: West Suffolk Council, Western Way,  
Bury St Edmunds, IP33 3YU ("the Provider")

Name: Damien Parker

Position: Service Manager (Green Space and Heritage)

Signature:

Date:

## Part C Pricing schedule

| Contract Item No: | Scheduled work                                                                                                                                                                                                                                   | Contract Figure 2025-26 |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Item 1            | Cemetery Admin Fee                                                                                                                                                                                                                               | £12,802.07              |
|                   |                                                                                                                                                                                                                                                  |                         |
| Item 2            | St Mary's - Map 1<br>(main closed church yard)                                                                                                                                                                                                   | £2,334.13               |
|                   | St Mary's (separate closed church Yard) Map 1                                                                                                                                                                                                    | £1,110.33               |
|                   | All Saints Church Map 2                                                                                                                                                                                                                          | £1,970.13               |
|                   | Newmarket Cemetery Map 3                                                                                                                                                                                                                         | £29,072.26              |
|                   | Seasonal Bedding (Summer & Winter) Fred Archer Way J/W Exeter Road (3 beds) Map 4<br>(Twice annually Strip out, plant and initial water - Plants provided by 3rd party)                                                                          | £4,696.82               |
|                   | Seasonal Bedding (Summer & Winter) War Memorial Garden Map 5<br>(Twice annually Strip out, plant and initial water - Plants provided by 3rd party)                                                                                               | £3,092.56               |
|                   | Seasonal Bedding (Summer & Winter) - Cooper Bart Memorial bed on Birdcage Walk<br>(Twice annually Strip out, plant and initial water - Plants provided by 3rd party) Map 6                                                                       | £378.64                 |
|                   | Seasonal Bedding (Summer & Winter) Bill Tutte Memorial Area Map 7<br>(Twice annually Strip out, plant and initial water - Plants provided by 3rd party)                                                                                          | £715.09                 |
|                   |                                                                                                                                                                                                                                                  |                         |
| Item 3            | CCTV Monitoring<br>- 1 x unit (3 x cameras) Cemetery Gate / Statue (£1,281.25)<br>- 3 x cameras Memorial Hall Gardens (£1,537.50)<br>- 2 x units (6 x cameras) Yellow Brick Road. (£2,562.50)<br>Twelve cameras total                            | £5,381.25               |
|                   |                                                                                                                                                                                                                                                  |                         |
| Item 4            | Bin emptying (104 occasions unit rate £3.05):<br>Memorial Hall Gdns - 8 Units<br>St Mary's Closed Church Yard - 2 Units<br>All Saints Church Yard - 1 Units<br>The Severals - 9 Units<br>Birdcage Walk - 1 Units<br>Newmarket Cemetery - 8 Units | £9,704.07               |
|                   |                                                                                                                                                                                                                                                  |                         |
|                   | <b>Total Scheduled work</b>                                                                                                                                                                                                                      | <b>£71,257.34</b>       |

| Contract Item No: | Unscheduled Work & Expenses                                  | Contract Figure 2025-26 |
|-------------------|--------------------------------------------------------------|-------------------------|
| <b>Item 5</b>     | Cemetery grave digging charges Full Interment Standard Grave | £329.35 per occasion    |
|                   |                                                              |                         |
|                   | Cemetery grave digging charges Full Interment Large Grave    | £658.70 per occasion    |
|                   |                                                              |                         |
|                   | Cemetery grave digging charges Children's Graves             | £164.67 per occasion    |
|                   |                                                              |                         |
|                   | Cemetery grave digging charges - Interment of Ashes          | £63.74 per occasion     |

## **PART D – Site location plans**

The following plans are attached separately:

- Map 1 St Mary's church yard and church yard extension.
- Map 2 All Saints Church
- Map 3 Newmarket Cemetery
- Map 4 Flower bed location Fred Archer Way J/W Exeter Road
- Map 5 Flower bed location War Memorial Garden
- Map 6 Flower bed Cooper Bart Memorial bed on Birdcage Walk.
- Map 7 Flower beds Bill Tutte Memorial Area

## Item 21b

### Part C Pricing schedule – SLA NTC/JCE 2025/2026

#### 1. Grounds Maintenance (Full 12 Months Cost) (2025/2026)

|                                                                                                                                                      |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Maintenance of GM features:                                                                                                                          |                |
| Memorial Hall Grounds                                                                                                                                | £ 6,778        |
| The Severals Map 2                                                                                                                                   | £ 6,684        |
| Three Sponsored Roundabouts Map 4                                                                                                                    | £ 2,131        |
| Amenity Areas Birdcage Walk & South of A1304 Map 5                                                                                                   | £ 8,751        |
| Flower Beds Fred Archer Way J/W Exeter Road Map 6                                                                                                    | £ 1,993        |
| Bill Tutte Memorial Area Map 7                                                                                                                       | £ 269          |
| Clock Tower Roundabout area Map 8                                                                                                                    | £ 1,993        |
| War Memorial Garden area                                                                                                                             | £ 7,965        |
| <b>Sub total</b>                                                                                                                                     | <b>£36,564</b> |
| Hanging Baskets and High Street planter Maintenance                                                                                                  | <b>£33,849</b> |
| <b>NB.</b> The above figures exclude the provision of summer bedding plants and Hanging baskets as these are purchased directly by the Town Council. |                |
| Total (Grounds Maintenance Features)                                                                                                                 | <b>£70,413</b> |

### PART D – Agreement Area – Site location plans

The following plans are attached separately:

|       |                                             |
|-------|---------------------------------------------|
| Map 1 | Memorial Hall Grounds                       |
| Map 2 | The Severals                                |
| Map 4 | Three Sponsored Roundabouts                 |
| Map 5 | Newmarket Cemetery & Birdcage Walk          |
| Map 6 | Flower Beds Fred Archer Way J/W Exeter Road |
| Map 7 | Bill Tutte Memorial Area                    |
| Map 8 | Clock Tower Roundabout Area                 |



C Whitaker 25/4/25  
FOR NEWMARKET TOWN COUNCIL

R Achner  
FOR JOCKEY CLUB ESTATES

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At 31 March the following assets were held:

|                                              | 2025<br>Value<br>£ | 2024<br>Value<br>£ | Change      |
|----------------------------------------------|--------------------|--------------------|-------------|
| <b>Freehold Land and Buildings</b>           |                    |                    |             |
| KE VII Memorial Hall                         | £ 2,609,263        | £ 2,609,263        | £ -         |
| Chapel Workshops                             | £ 170,352          | £ 170,352          | £ -         |
| Sports Pavilion - The Severals               | £ 554,455          | £ 554,455          | £ -         |
| Field Terrace Allotments                     | £ 1                | £ 1                | £ -         |
| New Cheveley Road Allotments                 | £ 1                | £ 1                | £ -         |
| The Severals Allotments                      | £ 1                | £ 1                | £ -         |
| All Saints Churchyard                        | £ 1                | £ 1                | £ -         |
| St Mary's Churchyard                         | £ 1                | £ 1                | £ -         |
| Land at 45 Field Terrace Road                | £ 1                | £ 1                | £ -         |
| Public Toilets                               | £ 1                | £ 1                | £ -         |
|                                              | <b>£ 3,334,077</b> | <b>£ 3,334,077</b> | <b>£ -</b>  |
| <b>Vehicles and Equipment</b>                |                    |                    |             |
| Office & Memorial Hall Furniture & Equipment | £ 152,138          | £ 151,396          | £ 742       |
| Memorial Hall Stage Lighting etc             | £ 36,142           | £ 36,142           | £ -         |
| Grounds Maintenance Tools & Equipment        | £ 7,797            | £ 7,797            | £ -         |
| Signage                                      | £ 6,392            | £ 6,392            | £ -         |
| Display Cases/A boards                       | £ 3,100            | £ 2,952            | £ 148       |
| Play Equipment                               | £ 170,540          | £ 170,540          | £ -         |
| Computer Hardware - fixed and portable       | £ 6,514            | £ 6,514            | £ -         |
| Walkie Talkies                               | £ 146              | £ -                | £ 146       |
| P A System                                   | £ 4,443            | £ 2,857            | £ 1,586     |
| Speed Devices                                | £ 10,077           | £ 10,077           | £ -         |
| Telephone Hardware                           | £ 1,327            | £ 1,327            | £ -         |
| Severals Pavilion Furniture and Equipment    | £ 18,524           | £ 18,524           | £ -         |
| Cinema Kit                                   | £ 2,000            | £ 2,000            | £ -         |
| CCTV equipment                               | £ 7,625            | £ 7,625            | £ -         |
| Flagpole                                     | £ 950              | £ 950              | £ -         |
| Clock Tower Lighting System                  | £ 18,750           | £ 18,750           | £ -         |
| Cemetery Automated Gate Equipment            | £ 5,753            | £ 5,753            | £ -         |
| EV Charging Point                            | £ 1,645            | £ 1,645            | £ -         |
| Pedestrian Control Barriers x 10             | £ 400              | £ -                | £ 400       |
| Portable Wheelchair Ramp                     | £ 110              | £ 110              | £ -         |
| Picnic Tables / Parasols                     | £ 2,848            | £ 2,848            | £ -         |
| Soapbox Jumps                                | £ -                | £ 2,950            | £ -2,950    |
| Gazebos                                      | £ 2,089            | £ 2,089            | £ -         |
|                                              | <b>£ 459,310</b>   | <b>£ 459,238</b>   | <b>£ 72</b> |
| <b>Infrastructure Assets</b>                 |                    |                    |             |
| Planters                                     | £ 23,073           | £ 23,073           | £ -         |
| Benches                                      | £ 34,924           | £ 34,924           | £ -         |
| Bus Shelters (11)                            | £ 61,305           | £ 61,305           | £ -         |
| Street Lights (184)                          | £ 92,000           | £ 92,000           | £ -         |
| Bins                                         | £ 4,813            | £ 4,813            | £ -         |
| Shed                                         | £ 662              | £ 662              | £ -         |
| Container Storage (Mem Hall backyard)        | £ 4,109            | £ 4,109            | £ -         |
| Water Feature                                | £ 80,682           | £ 80,682           | £ -         |
| Cycle Racks                                  | £ 8,942            | £ 8,942            | £ -         |
| Cemetery Shed                                | £ 4,026            | £ 4,026            | £ -         |
| Christmas Lights Infrastructure              | £ 16,985           | £ 16,985           | £ -         |
| Fencing (Mem Gardens)                        | £ 4,200            | £ 4,200            | £ -         |
| Grit Bins                                    | £ 180              | £ 180              | £ -         |
|                                              | <b>£ 335,901</b>   | <b>£ 335,901</b>   | <b>£ -</b>  |
| <b>Community Assets</b>                      |                    |                    |             |
| Civic Regalia                                | £ 3,677            | £ 3,677            | £ -         |
| Cooper Memorial                              | £ 96,061           | £ 96,061           | £ -         |
| Clock Tower                                  | £ 266,971          | £ 266,971          | £ -         |
| War Memorial/Bombing Plaque (MH)             | £ 42,087           | £ 42,087           | £ -         |
| Bill Tutte                                   | £ 1                | £ 1                | £ -         |
| Queens Statue                                | £ 1                | £ 1                | £ -         |
| Cemetery                                     | £ 1                | £ 1                | £ -         |
|                                              | <b>£ 408,799</b>   | <b>£ 408,799</b>   | <b>£ -</b>  |
|                                              | <b>£ 4,538,087</b> | <b>£ 4,538,015</b> | <b>£ 72</b> |

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

In certain instances current insurances values have been used as approximate current replacement cost.

Fixed Assets For The Year Ended 31st March 2022

**Fixed Assets - Additions and Disposals for the year ended  
31st March 2022**

|                                        | <b>Additions</b> |              | <b>Removals</b> |              | <b>Change</b> |           |
|----------------------------------------|------------------|--------------|-----------------|--------------|---------------|-----------|
|                                        | <b>£</b>         | <b>3,022</b> | <b>£</b>        | <b>2,950</b> | <b>£</b>      | <b>72</b> |
| Additional sound system equipment/mics | £                | 1,586        | £               | -            | £             | 1,586     |
| Dishwasher and stand                   | £                | 742          | £               | -            | £             | 742       |
| A3 display board                       | £                | 148          | £               | -            | £             | 148       |
| Walkie Talkies                         | £                | 146          | £               | -            | £             | 146       |
| Pedestrian Control Barriers            | £                | 400          | £               | -            | £             | 400       |
| Soapbox Jumps                          | £                | -            | £               | 2,950        | -£            | 2,950     |

## Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

|                                                    |                        |
|----------------------------------------------------|------------------------|
| <b>Policy No.</b>                                  | YLL-272021-0693        |
| <b>1. Name of policyholder</b>                     | Newmarket Town Council |
| <b>2. Date of commencement of insurance policy</b> | 14/01/2025             |
| <b>3. Date of expiry of insurance policy</b>       | 13/01/2026             |

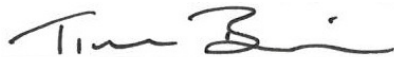
We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)

2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

Signed on behalf of Zurich Insurance Company Ltd (Authorised Insurer).

Signature



Tim Bailey

Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

### Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

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Mrs Cathy Whitaker  
Newmarket Town Council  
Memorial Hall  
High Street  
Newmarket  
Suffolk  
CB8 8JP

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

|                                                       |                               |
|-------------------------------------------------------|-------------------------------|
| Policy Number                                         | YLL-272021-0693               |
| Insured                                               | Newmarket Town Council        |
| Business                                              | Parish / Town Council         |
| Period of Insurance                                   |                               |
| From                                                  | 14 <sup>th</sup> January 2025 |
| To                                                    | 13 <sup>th</sup> January 2026 |
| and any other period for which cover has been agreed. |                               |

|                 |            |
|-----------------|------------|
| Renewal Premium | £ 9,417.59 |
|-----------------|------------|

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

|                                  |                                |
|----------------------------------|--------------------------------|
| Schedule Number                  | 143481134                      |
| Long term agreement active until | 14 <sup>th</sup> January 2027  |
| Preparation Date                 | 24 <sup>th</sup> December 2024 |
| Prepared by                      | Mr Jonathan Meiseles           |
| Policy Form Reference            | MLAACH09                       |

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

## Important information

### Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

## Lines of Cover applying

### Part A – Material damage

#### Table Headings

|              |                                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements                                                                      |
| Contents (b) | Other contents and consumable stock not specified below including printed books and unused stationery                       |
| Contents (c) | Computer equipment, other office equipment and sports equipment                                                             |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco                                                                                                                     |
| Contents (f) | Camcorders, videos and gaming machines                                                                                      |
| Contents (g) | Civic Regalia                                                                                                               |

#### Sums Insured

| Premises Address                                                                                           | Buildings Sum Insured | Loss of Rent | Contents (a) | Contents (b) | Contents (c) | Contents (d) | Contents (e) | Contents (f) | Contents (g) |
|------------------------------------------------------------------------------------------------------------|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 1. Memorial Gardens Public Conveniences, Address, Memorial Gardens Public Conveniences, Newmarket, CB8 8JP | £127,485.97           | N/A          | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        |
| 2. Chapel/Workshops/Public Toilets, Address, Dullingham Road, Newmarket, Suffolk, CB8 9JT                  | £544,407.41           | N/A          | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        |
| 3. King Edward VII Memorial Hall, Address, High Street, Newmarket, Suffolk, CB8 8JP                        | £3,133,117.24         | N/A          | £163,087.84  | £879.44      | £17,591.75   | £350.86      | £0.00        | £0.00        | £0.00        |
| 4. Sports Pavilion, Address, The Severals, Bury Road, Newmarket, Suffolk, CB8 7YN                          | £1,026,897.25         | N/A          | £7,614.87    | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        | £0.00        |

**For Premises: 1, 2, 3, 4**

**Insured Perils applicable to Material Damage : 1-13, 15 & 16**

#### Excesses Applicable to Premises 1, 2, 3 & 4

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

|                                            |      |
|--------------------------------------------|------|
| Accidental Damage                          | £100 |
| Theft                                      | £100 |
| Riot civil commotion and Malicious Persons | £250 |
| Storm or Flood                             | £250 |
| Escape of Water                            | £250 |
| Falling Trees or Branches                  | £250 |

**Operative Endorsements:** 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

**Part B – Business interruption**

| Premises Address | Additional Expenditure | Indemnity Period (Months) | Loss of Data | Indemnity Period (Months) | Loss of Gross Revenue | Indemnity Period (Months) |
|------------------|------------------------|---------------------------|--------------|---------------------------|-----------------------|---------------------------|
| All Premises     | £86,000                | 24                        | N/A          |                           | £160,000              | 24                        |

**For Premises:** 1, 2, 3, 4

**Insured Perils applicable to Business Interruption :** 1-13, 15 & 16

**Operative Endorsements:**

None

## Part C – All risks

### Table Headings

|              |                                                                                                                             |
|--------------|-----------------------------------------------------------------------------------------------------------------------------|
| Contents (a) | Furniture, fixtures, fittings and tenants improvements                                                                      |
| Contents (b) | Other Contents and consumable stock not specified below including printed books and unused stationery                       |
| Contents (c) | Computer Equipment, other office equipment and sports equipment                                                             |
| Contents (d) | Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment |
| Contents (e) | Tobacco                                                                                                                     |
| Contents (f) | Camcorders, videos and gaming machines                                                                                      |
| Contents (g) | Civic Regalia                                                                                                               |

### Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

| Item Description                          | Sum Insured | Excess |
|-------------------------------------------|-------------|--------|
| Grounds Maintenance Tools and Equipment   | £4,962.27   | £100   |
| Sound and Lighting System                 | £45,915.45  | £100   |
| PA System with additional microphones     | £2,198.58   | £100   |
| Play Equipment inc kiosk, fences and bins | £307,739.93 | £100   |
| Clock Tower                               | £468,115.20 | £100   |
| 2 x Display Cases                         | £2,809.88   | £100   |
| Cemetery CCTV                             | £990.93     | £100   |
| Civic Regalia                             | £6,217.31   | £100   |
| Street Lights                             | £116,878.46 | £100   |
| Laptops/ Computers                        | £3,938.29   | £100   |
| Cooper Memorial                           | £162,500.73 | £100   |
| War Memorial                              | £67,869.65  | £100   |
| Christmas Lights Infrastructure           | £16,953.72  | £100   |
| 47 x Benches                              | £40,772.80  | £100   |
| 38 x Planters                             | £29,312.35  | £100   |
| Bins                                      | £3,376.77   | £100   |
| Cycle Racks                               | £11,360.09  | £100   |
| Shed                                      | £841.02     | £100   |
| Cemetery Shed                             | £5,114.71   | £100   |
| 11 x Bus Shelters                         | £77,882.97  | £100   |
| 5 Stainless Steel Bollards                | £2,888.34   | £100   |
| Memorial Paving (Bill Tutte Memorial)     | £43,324.95  | £100   |
| Bill Tutte Memorial                       | £134,778.65 | £100   |
| Defibrillator x 2                         | £4,573.51   | £100   |
| Speed Indicator Device                    | £4,514.43   | £100   |
| Sensory Wall                              | £31,760.46  | £100   |

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

## Part D – Money

|                                                                                                                                              | Limit any one loss |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):                                       | £250,000           |
| 2. Loss of other Money:                                                                                                                      |                    |
| (a) in transit in the custody of any <b>member</b> or <b>employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe | £5,000             |
| (b) in the private residence of any <b>member</b> or <b>employee</b>                                                                         | £250               |
| (c) in the <b>premises</b>                                                                                                                   |                    |
| (i) in the custody of or under the actual supervision of any <b>member</b> or <b>employee</b>                                                | £5,000             |
| (ii) in locked safes or strongrooms                                                                                                          | £5,000             |
| (iii) in locked receptacles other than safes or strongrooms                                                                                  | £250               |

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

### Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

**Part E – Public liability**

**Limit of Indemnity:** £15,000,000

**Operative Endorsements: None**

**Part F – Hirers' liability**

**Limit of Indemnity:** £2,000,000

**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

**Operative Endorsements**

None

**Part G – Employers liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None

**Part H – Libel and slander****Sum Insured**

£250,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

## Part N – Fidelity guarantee

**Persons Guaranteed:**  
All **members** and **employees**

**Sum Guaranteed**  
£1,000,000

**Excess:** £100 each and every loss

### Operative Endorsements:

None

## Part O – Personal accident

| The cover |                           |                                                                                                                                                           |
|-----------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category: | Insured Persons:          | Operative Time:                                                                                                                                           |
| A         | Employees                 | Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of <b>business</b>                |
| B         | <b>member</b>             | Engaged in the <b>business</b> including undertaking Journeys and whilst commuting directly between place of residence and usual place of <b>business</b> |
| C         | <b>volunteer</b>          | Engaged in the <b>business</b> including undertaking Journeys and whilst commuting directly between place of residence and usual place of <b>business</b> |
| D         | key personnel as follows: | 24 hours per day engaged in any activity worldwide not excluded from this cover.                                                                          |

| Excesses  |                |
|-----------|----------------|
| Excesses: | Not applicable |

| Table of benefits                                                        |                            |            |            |           |
|--------------------------------------------------------------------------|----------------------------|------------|------------|-----------|
| Benefit:                                                                 | Category:                  |            |            |           |
|                                                                          | A                          | B          | C          | D         |
| 1. Death                                                                 | 5.00 times annual earnings | £50,000.00 | £50,000.00 | £Nil      |
| 2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes) | 5.00 times annual earnings | £50,000.00 | £50,000.00 | £Nil      |
| 3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech     | 5.00 times annual earnings | £50,000.00 | £50,000.00 | £Nil      |
| 3B. Total Loss of Hearing in one ear                                     | 25% of 3A                  | 25% of 3A  | 25% of 3A  | 25% of 3A |
| 4. Permanent Total Disablement                                           | 5.00 times annual earnings | £50,000.00 | £50,000.00 | £Nil      |

|                                          |                                                                                                                                                                                                                                                                                                                                                                    |                  |                  |                  |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|------------------|
| 5. Permanent Partial Disablement         | See section 2.16                                                                                                                                                                                                                                                                                                                                                   | See section 2.16 | See section 2.16 | See section 2.16 |
| 6. Paraplegia                            | £75,000 if 1 is £50,000 or more, otherwise £Nil                                                                                                                                                                                                                                                                                                                    | £75,000          | £75,000          | £Nil             |
| 7. Quadriplegia                          | £125,000 if 1 is £50,000 or more, otherwise £Nil                                                                                                                                                                                                                                                                                                                   | £125,000         | £125,000         | £Nil             |
| 8. Temporary Total Disablement           | 1.00 times weekly earnings                                                                                                                                                                                                                                                                                                                                         | £100.00 per week | £100.00 per week | £Nil             |
| 9. Temporary Partial Disablement         | 50% of 8 or Nil                                                                                                                                                                                                                                                                                                                                                    | 50% of 8 or Nil  | 50% of 8 or Nil  | 50% of 8 or Nil  |
| Benefit Period – temporary disablement   | 104 weeks                                                                                                                                                                                                                                                                                                                                                          | 104 weeks        | 104 weeks        | 104 weeks        |
| Deferment Period – temporary disablement | 0 days                                                                                                                                                                                                                                                                                                                                                             | 0 days           | 0 days           | 0 days           |
| <b>Operative endorsements</b>            |                                                                                                                                                                                                                                                                                                                                                                    |                  |                  |                  |
| <b>Endorsement title:</b>                | <b>Endorsement wording:</b>                                                                                                                                                                                                                                                                                                                                        |                  |                  |                  |
| 1                                        | Special Exclusion 2 of Section 3 is inoperative provided always that the <b>insurer</b> will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90 |                  |                  |                  |

**Part P – Legal expenses****Insured Incidents:**

|                                                |           |
|------------------------------------------------|-----------|
| 1. Employment Disputes and Compensation Awards | Operative |
| 2. Legal Defence                               | Operative |
| 3. Statutory Licence Appeal                    | Operative |
| 4. Contract Disputes                           | Operative |
| 5. Debt Recovery                               | Operative |
| 6. Property Protection and Bodily Injury       | Operative |
| 7. Tax Protection                              | Operative |

**Limit of Indemnity:** £200,000

**Operative Endorsements: None**

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

| Type of Claim                                   | Claims team      | Claims contact details                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Buildings, contents including 'All Risks' items | Property Claims  | <b>Online:</b> <a href="https://propertyclaims.zurich.co.uk/index.html">https://propertyclaims.zurich.co.uk/index.html</a><br><b>Tel:</b> 0800 028 0336<br><b>Email:</b> <a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a><br><b>Address:</b> Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF |
| Business interruption                           |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Money                                           |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Works in progress                               |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Public liability                                | Liability Claims | <b>Online:</b> <a href="https://liabilityclaims.zurich.co.uk/index.html">https://liabilityclaims.zurich.co.uk/index.html</a><br><b>Tel:</b> 0800 783 0692<br><b>Email:</b> <a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a><br><b>Address:</b> Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB                                |
| Employers liability                             |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Personal assault under Money                    |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Personal accident                               |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Financial and administrative liability          | Motor Claims     | <b>Online:</b> <a href="https://motorclaims.zurich.co.uk/index.html">https://motorclaims.zurich.co.uk/index.html</a><br><b>Tel:</b> 0800 916 8872<br><b>Email:</b> <a href="mailto:zmnewmotorclaims@uk.zurich.com">zmnewmotorclaims@uk.zurich.com</a><br><b>Address:</b> Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW                            |
| Motor Claims                                    |                  |                                                                                                                                                                                                                                                                                                                                                                                           |
| Legal Expenses                                  | DAS Legal Claims | <b>Tel:</b> 0117 934 2116                                                                                                                                                                                                                                                                                                                                                                 |

### How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority  
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL  
Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

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# Newmarket Youth Insight Report

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25/03/2025

Prepared by For Children & Young People  
for the Newmarket Charitable Foundation

**SOMEWHERE** SAFE  
**SOMETHING** POSITIVE  
**SOMEONE** TRUSTED



# Newmarket Youth Insight Report

25/03/2025

Prepared by For Children & Young People  
for the Newmarket Charitable Foundation



**For Children & Young People (4YP)**  
is a registered charity.

14 Lower Brook Street, Ipswich, Suffolk, IP4 1AP  
01473 252607

Charity Number: 1084286 • Company Number: 3954918

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## 1. Preface

In April 2024, Newmarket Charitable Foundation procured 4YP to undertake a consultation of the needs of Children, Young People and Young Adults (“CYP”) in Newmarket.

Two 4YP CYP Practitioners visited Newmarket on average a day per week between June and the end of the October, to undertake a consultation and needs analysis.

Three-quarters of all 10-14 year-olds, and a third of all 15-19 year olds, as counted in the most recent census, were reached by this project.

## 2. Methodology

The following methods were used to gain a better understanding of the current provision available and the views of children, young people and the community:

### 2.1. Mapping of current services ([Appendix I](#))

Desktop consideration of the current provision for CYP in Newmarket, identifying what already exists, to better understand the gaps and be able to direct CYP to existing services that they may not be aware of.

### 2.2. Questionnaires ([Section 5](#))

Initially ideas were workshopped, and online research undertaken, as to what had worked well for similar projects. Agreed a suitable reward for completion with NCF of cinema tickets from a prize draw of people who chose to provide contact details. Worked with CYP and a 4YP work experience placement to revise and finalise the questions, ensuring that they were appropriate and accessible.

Questionnaires were then made available electronically (via Google Forms) and on paper. Paper copies were made available to schools and in the following shops:

- CEX
- British Heart Foundation
- Salvation Army
- Scope
- YMCA

### 2.3. Comments Boxes

Five comments boxes were created and initially placed in four venues:

- Foley House Family Hub
- Kings Cinema
- Newmarket Leisure Centre
- Newmarket Library (one upstairs and one downstairs)

After a few weeks there had been a limited response, so they were redistributed as follows:

- Kings Cinema
- Newmarket Pony Club
- Newmarket Library
- The Racing Centre
- West Suffolk College

## 2.4. Campaign

The “Youth Town, Your Say” campaign was created and launched, which included posters and social media posts with QR codes to the questionnaire and stickers.



The poster features a central graphic with three speech bubbles: a yellow one at the top with the word "Your" in a black script font, a blue one on the left with a red heart and the word "TOWN" in a white block font, and a red one on the right with the word "YOUR" in a white block font. Below these is a large orange speech bubble with the word "SAY!" in a bold black font. The text "CALLING ON NEWMARKET'S YOUNG PEOPLE... WE WANT YOUR VIEWS!" is centered below the speech bubbles. At the bottom left is a QR code. To its right is a circular icon with a left-pointing arrow. Further right is a text box that reads: "For your chance to WIN 5 FREE TICKETS for Kings Cinema Newmarket, scan here and complete the survey online!". At the bottom center is the text: "This survey has been designed by 4YP to help establish how well the needs of young people are being met in Newmarket" followed by the URL "www.4yp.org.uk". At the bottom right is the 4YP logo, which consists of a blue circle containing the letters "4YP" in white, with the text "FOR YOUNG PEOPLE" around the top edge.

**Your**

**TOWN**

**YOUR**

**SAY!**

**CALLING ON  
NEWMARKET'S  
YOUNG PEOPLE...  
WE WANT  
YOUR VIEWS!**





For your chance to WIN 5 FREE TICKETS  
for Kings Cinema Newmarket, scan here and  
complete the survey online!

This survey has been designed by 4YP to help establish how well the  
needs of young people are being met in Newmarket  
[www.4yp.org.uk](http://www.4yp.org.uk)



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## 2.5.School Visits

Three primary schools and one secondary school were visited.

- Exning Primary School – 18 July 2024  
20-30 minutes spent with four KS2 classes (years 3-6) helping them complete the questionnaire and having conversations around some of the questions.
- St Louis Academy – 26 September 2024  
Pupils were selected from all KS2 classes to have small discussions and to support them completing the questionnaire. These groups contained a mix of PP and SEND pupils, to ensure that although we are seeing a smaller number of pupils than at other schools, there was still a fair representation of the school as a whole.
- Paddocks Primary School – 10 October 2024  
**Visited** KS2 classrooms to support pupils to complete the questionnaire. In one of the classes, the teacher took the lead of going through the survey with the pupils, allowing more in-depth conversations with the children. One specific conversation **was particularly insightful and is reported** in the [anecdotal evidence](#).
- Newmarket Academy – 26 September, 17 October & 24 October  
With the support of headteacher Mr. Witter, questionnaires were distributed throughout the high school. 4YP also participated in the Careers Fayre, delivering activities that have contributed to the [needs analysis](#) and [mapping](#) reported in [Section 6](#).

## 2.6. Stakeholder Conversations

A series of conversations have been held with identified stakeholders. Full details of the engagements are provided in [Section 7](#).

### 3. Findings

|                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>CYP need a safe space.</b></p>                                                                              | <ul style="list-style-type: none"> <li>• CYP need somewhere safe, that they can call their own, to hang out with friends and engage in gaming and art, alongside having access to advice, mentoring and free mental health support.</li> <li>• They noted the High Street as a location where such a space is needed and/or near to Newmarket Academy/Leisure Centre.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>CYP would like more free sporting and physical activities.</b></p>                                          | <ul style="list-style-type: none"> <li>• CYP want to be able to play more football. Mapping identified areas where this is possible, but a lack of either feeling safe or having adequate facilities (e.g. goals with nets) was preventing this.</li> <li>• Other activities mentioned included basketball and skateboarding events.</li> <li>• They would like these to have a connection with a Youth Hub of some kind (as per the previous finding).</li> <li>• CYP would mostly like access to these activities after school (as they would prefer not to have to go home and then come out again) and during the afternoons at weekends.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>More out-of-school support for CYP mental health is required, which is free at the point-of-access.</b></p> | <ul style="list-style-type: none"> <li>• Support in the primary schools throughout the town is centred around activities such as clubs with some pastoral support and by way of wellbeing information on the individual institutions' websites, signposting for community activities and mental health guidance.</li> <li>• Newmarket Academy offer a variety of clubs and pastoral activities including; a School Counsellor, Mental Health First Aiders, ELSA (Emotional Literacy Support Assistants) and Trauma &amp; Mental health-informed Practitioners, Behavioural Activation and School Nursing Team. There is also a Mental Health Student Voice group.</li> <li>• Newmarket's provision compared to other towns in the county for CYP is lacking. This is reflected in <a href="#">Section 6.2</a> where a parent told us they travel to Ipswich and have to pay for Mental Health support.</li> <li>• Most other Suffolk towns have a variety of services provided by charity, community and faith-based youth provisions. Within schools, these include paid for services (usually counsellors) and free support funded by the provider (often visiting of embedded mentors and/or chaplains).</li> </ul> |

---

## 4. Recommendations

As a result of this project; namely the outputs of desktop research, the findings from the questionnaire and the conversations held directly with CYP and stakeholders; and the broader expertise, knowledge and experience of 4YP working in similar settings in other areas of the county, the following recommendations are made:

### 4.1. Youth Hub

**A safe space should be developed for CYP in the High Street area, which can act as a Hub for social engagement, receiving informal education and help from youth workers and (free at the point-of-access) mental health support.**

The High Street area is seen as a good place to spend time by CYP, but because it's seen as unsafe at night, a Safe Space or Youth Centre/Hub would be ideally positioned there. This could form part of triumvirate of spaces in the town, with Abbey Croft's Teen Chill Space and the plans of Newmarket Nexus being positioned around the Exning Road area.

This would be a safe space to hang out with friends, with youth workers present, providing access to a variety of fun activities, youth-focussed services and mental health support - things that there are currently limited opportunities to access outside of schools. This could include (but not be limited to) youth work activities such as, games (board and console based), creative/craft (arts & music), informal education (in the form of groupwork and one-to-ones/mentoring).

Mental health support should be available, including access to counselling, and to more specific support either via external (but often visiting) agencies and/or embedded workers/counsellors.

Short vocational courses – such as art, building, catering, youth work – could be made accessible to young people and delivered by an organisation such as Lofty Heights Skills Academy.

The provision of youth employment and careers advice would be beneficial, with one to one careers guidance and support delivered by an organisation such as Inspire, Suffolk's YES workers.

The venue could host music events, such as one off performances or engaging community musicians for workshops in a variety of activities.

Connection and collaboration with other services, organisations and institutions would be vital for this to be a successful and resilient community resource.

4YP have recent experience of costing a £1.2m capital project to provide a similar open access facility on Ipswich Waterfront, which they are happy to share further details of.

[Appendix II](#) provides an example proposal and costings for a weekly open-access community youth club, like 4YP run elsewhere in the county, in existing community premises.

## 4.2. Detached and Outreach Youth Work

**A programme of detached and outreach youth work should be created that maintains contact with CYP in satellite locations, not just those who frequent the primary areas of likely contact (Leisure Centre and High Street).**

Not all CYP will, or feel able to, visit building-based provision, particularly post-COVID when social anxiety is prevalent. Such CYP are often more likely to engage in risk-taking and antisocial behaviours, of becoming NEET and of falling through the net of statutory services. Therefore, it is imperative to engage with these CYP in their communities.

Detached youth work takes place in areas young people feel most comfortable such as on the street, in parks and around their neighbourhood. Detached work can provide informal education by bringing information to young people, listening and hearing their needs and creating projects which support them. By going out to places where young people spend time, detached youth work can build an understanding of the issues that young people experience and help to create safer places in the areas that young people hang out.

Outreach youth work aims to engage with young people in the local community. Youth workers will inform young people of services that exist in their area and encourage them to use the services and engage in building-based activities. Youth workers talk with young people to identify gaps in services or what they want offered in youth centres so that activities and projects can be designed to meet their interests or needs.

[Appendix III](#) provides an example proposal and costings for a weekly detached youth work session.

## 4.3. Sporting Activities

**That a more focused and detailed review and gap analysis of the sporting activities available is undertaken.**

- where and when they take place?
- who provides them?
- who are they targeted at or available for?
- Are they competitive activities, or for pleasure and fun?
- how are they promoted?
- how easy are they to access?
- how affordable are they?

## 4.4. CYP Co-production

**That CYP are fully engaged in cop-producing and implementing these recommendations.**

Any next stage should seek the further views of CYP, potentially a smaller focus group, to establish the engagement in the decision-making and development of any solutions that emerge from these recommendations.

### 4.5. Young Adults

That consideration is given to a further consultation, with a different methodology to gain the additional views of young adults (aged 19-25), who are under-represented in this study).

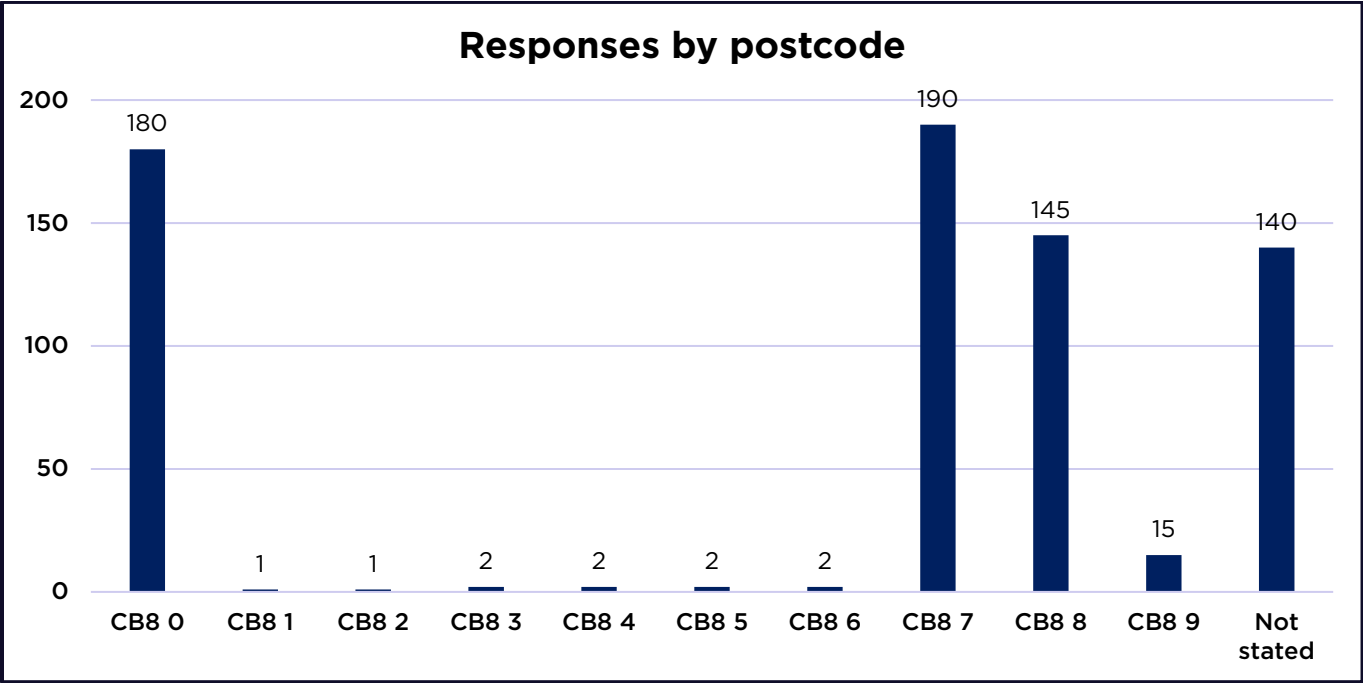
## 5. Questionnaire Data

### 5.1. Number of respondents

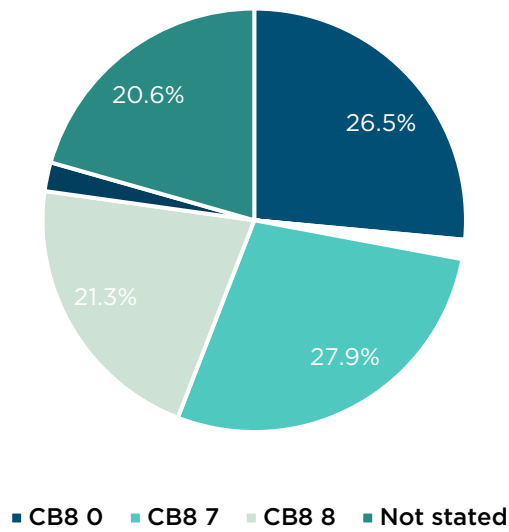
680 questionnaires were completed by young people in the Newmarket area aged between 7 and 24 years old.

### 5.2. Location of respondents

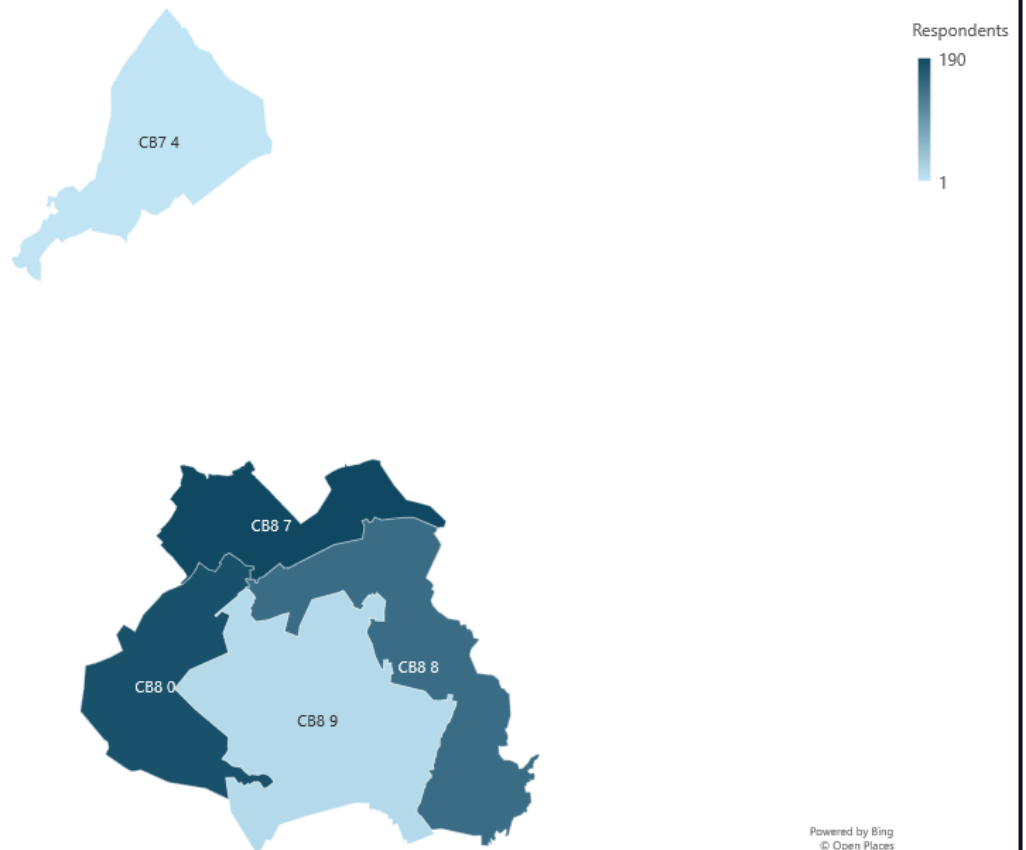
Four of every five respondents provided their postcode area.



## Primary postcode areas as percentages

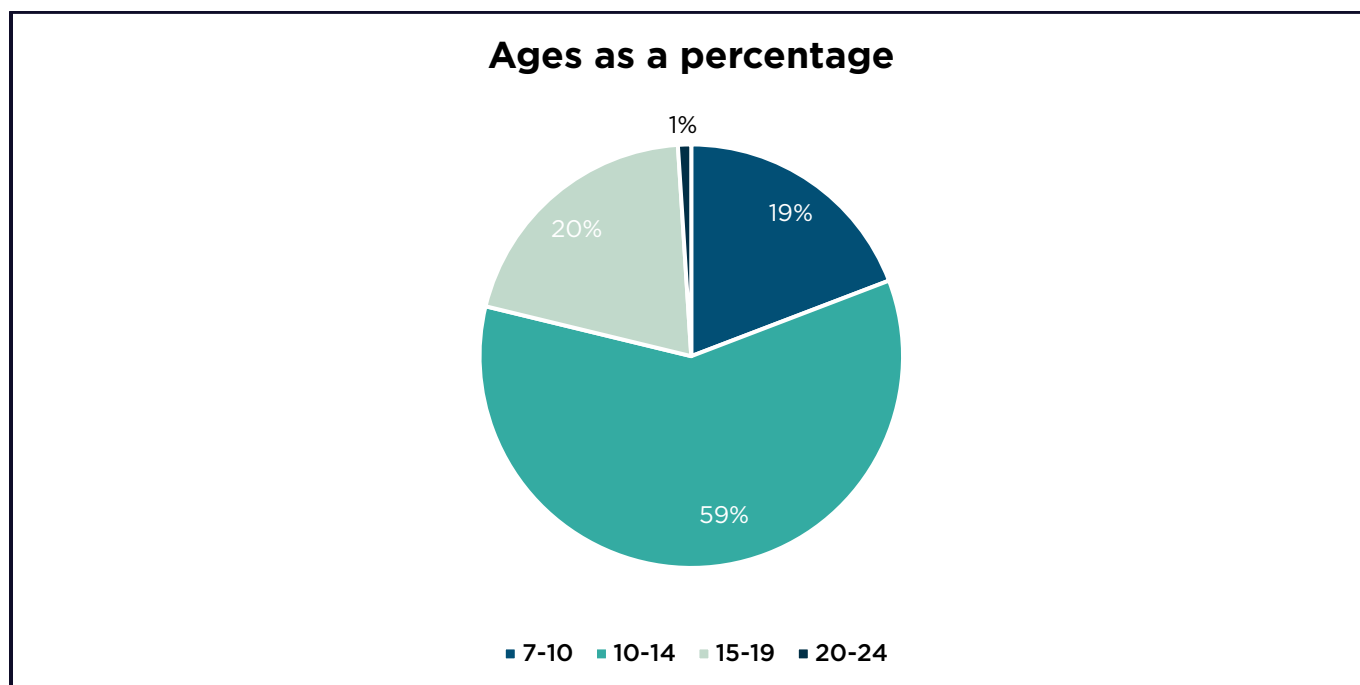
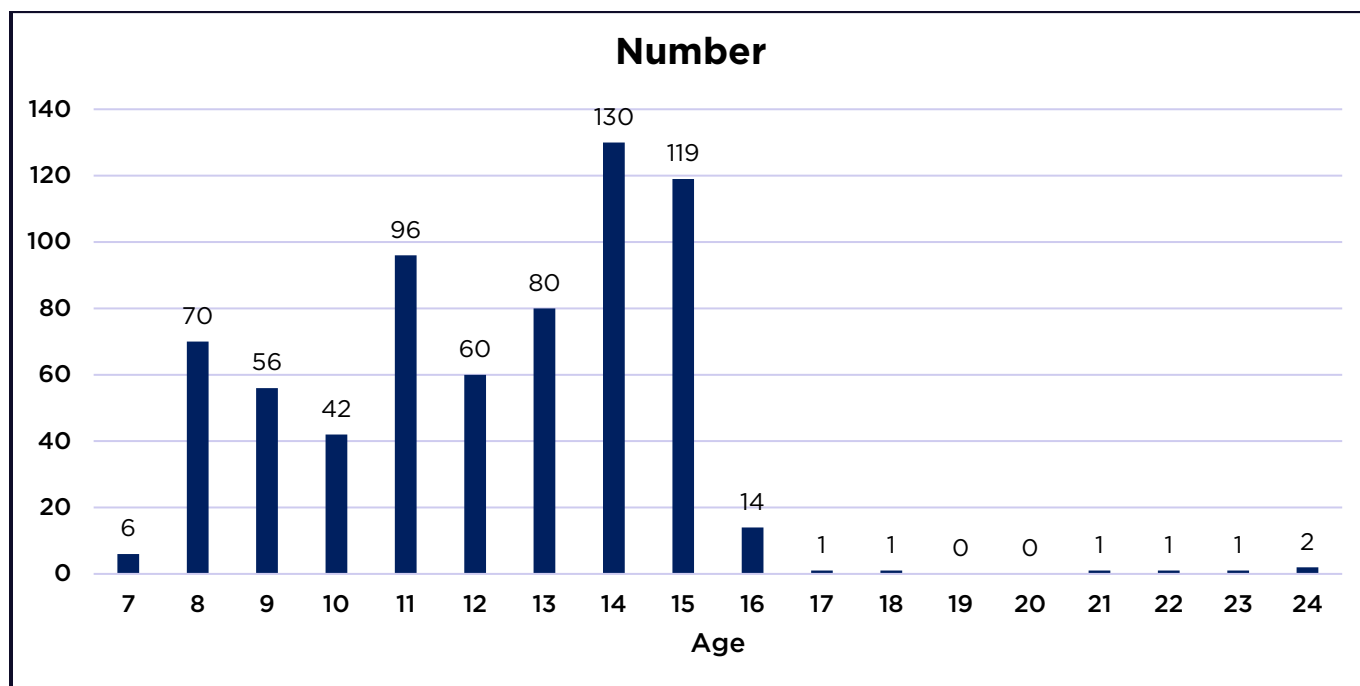


## Mapping



### 5.3.Age of respondents

All respondents provided their age, and the average age of respondents was 12 years old.



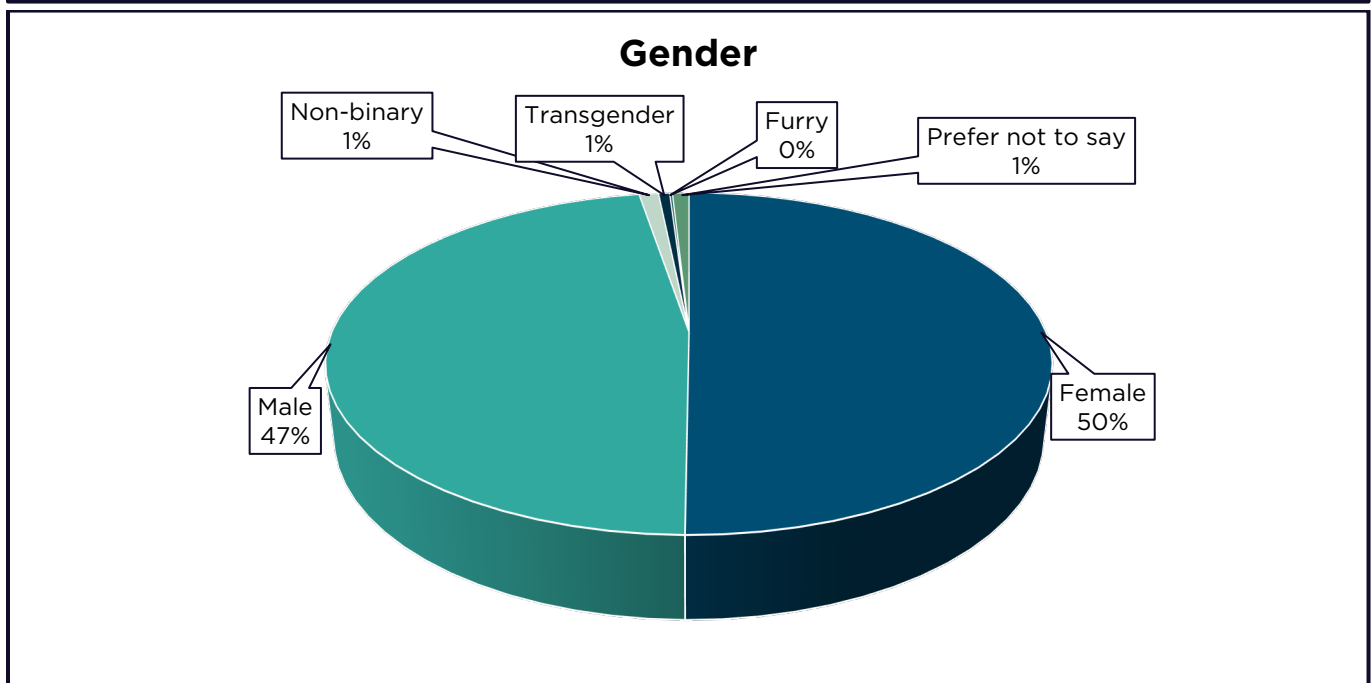
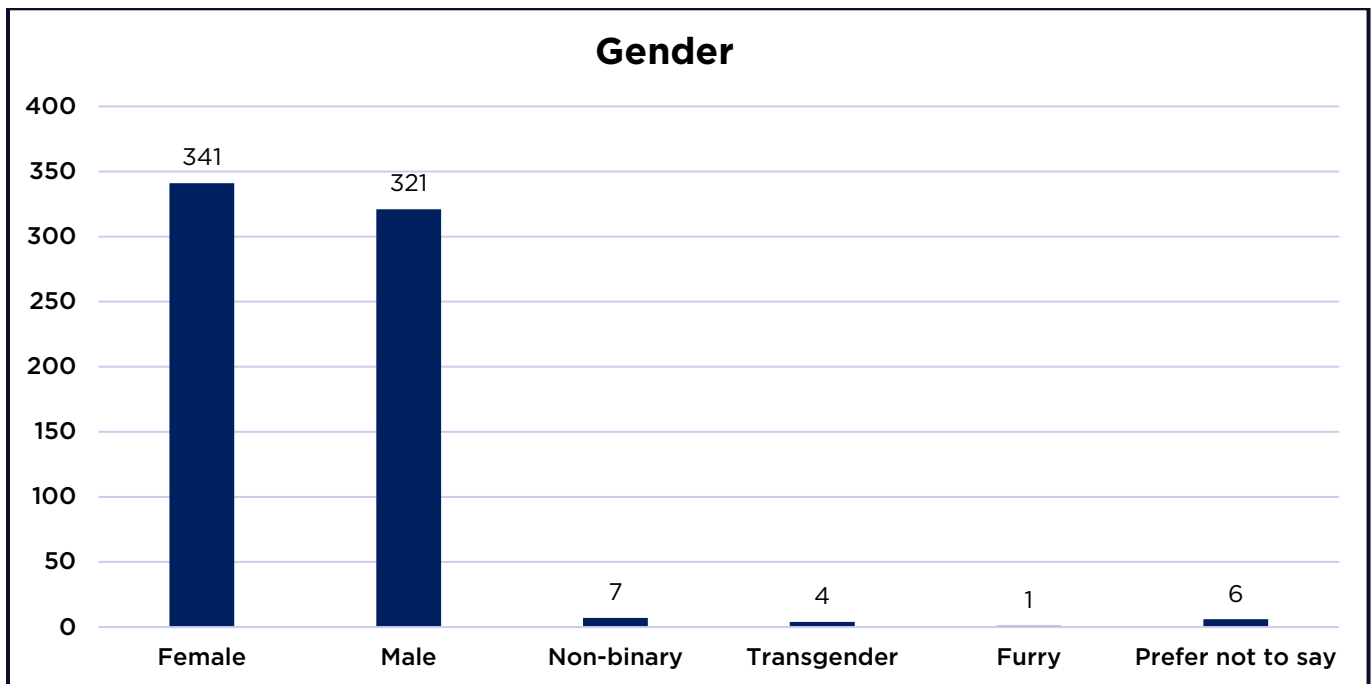
Comparison to most recent census data of the breakdown of ages (2021):

| Age   | Total | Newmarket West | Newmarket East | Exning |
|-------|-------|----------------|----------------|--------|
| 5-9   | 769   | 368            | 251            | 150    |
| 10-14 | 547   | 264            | 180            | 103    |
| 15-19 | 422   | 207            | 139            | 76     |
| 20-24 | 626   | 291            | 270            | 65     |

| Age   | 4YP % of Census | Notes                                                                                                                                                        |
|-------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5-9   | 17%             | 5 and 6 year-olds did not form part of this consultation<br>High school aged young people provided the greatest amount of feedback during this consultation. |
| 10-14 | 75%             |                                                                                                                                                              |
| 15-19 | 32%             |                                                                                                                                                              |
| 20-24 | 1%              | There was limited engagement with young adults. A separate study would be required of this demographic.                                                      |
| TOTAL | 31%             | Percentage of all 5-24 year olds.                                                                                                                            |

#### 5.4. Gender

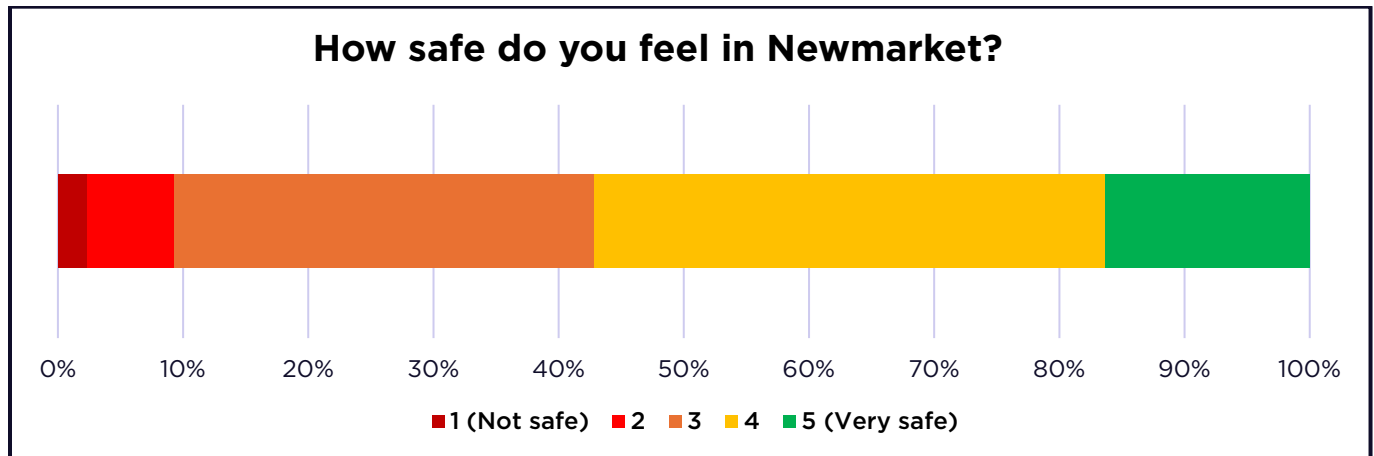
99% of respondents identified their gender and there was a relatively even split of male and female responses, and some representations for those who identify differently.



\*0% may appear due to rounding

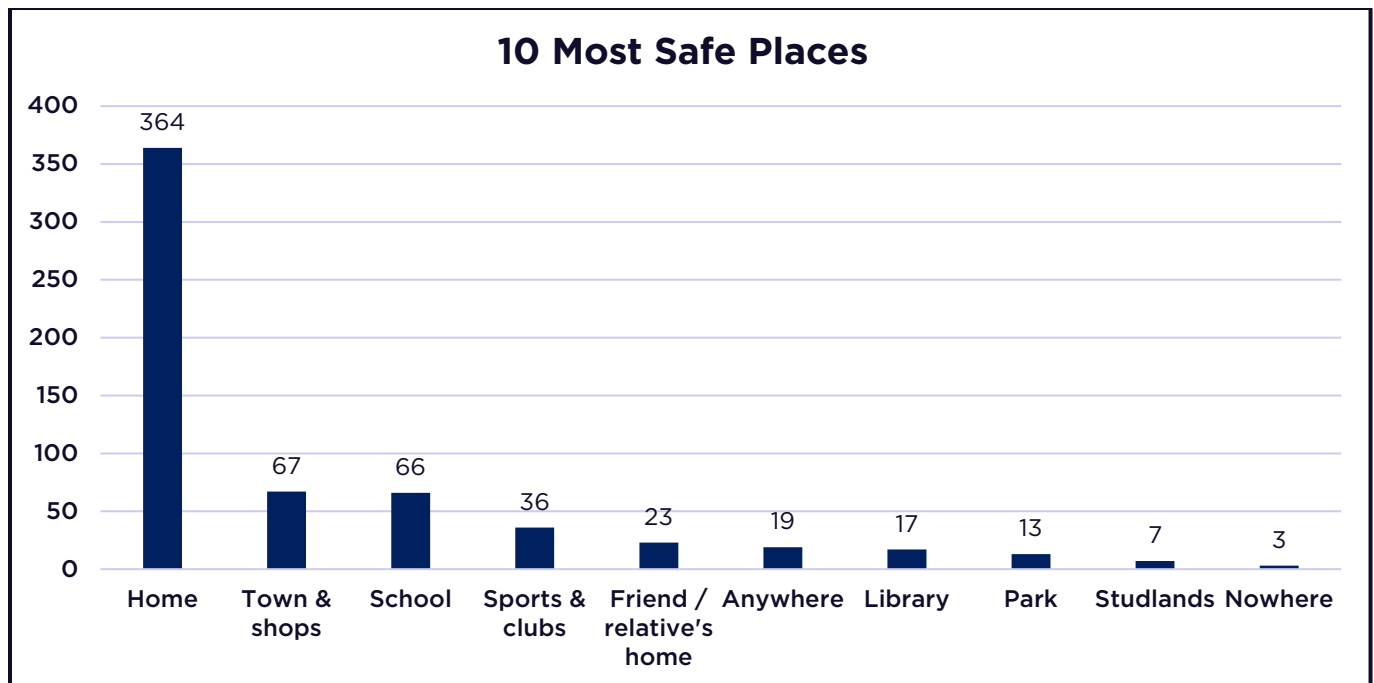
## 5.5. How safe do you feel in Newmarket?

All respondents answered this question.



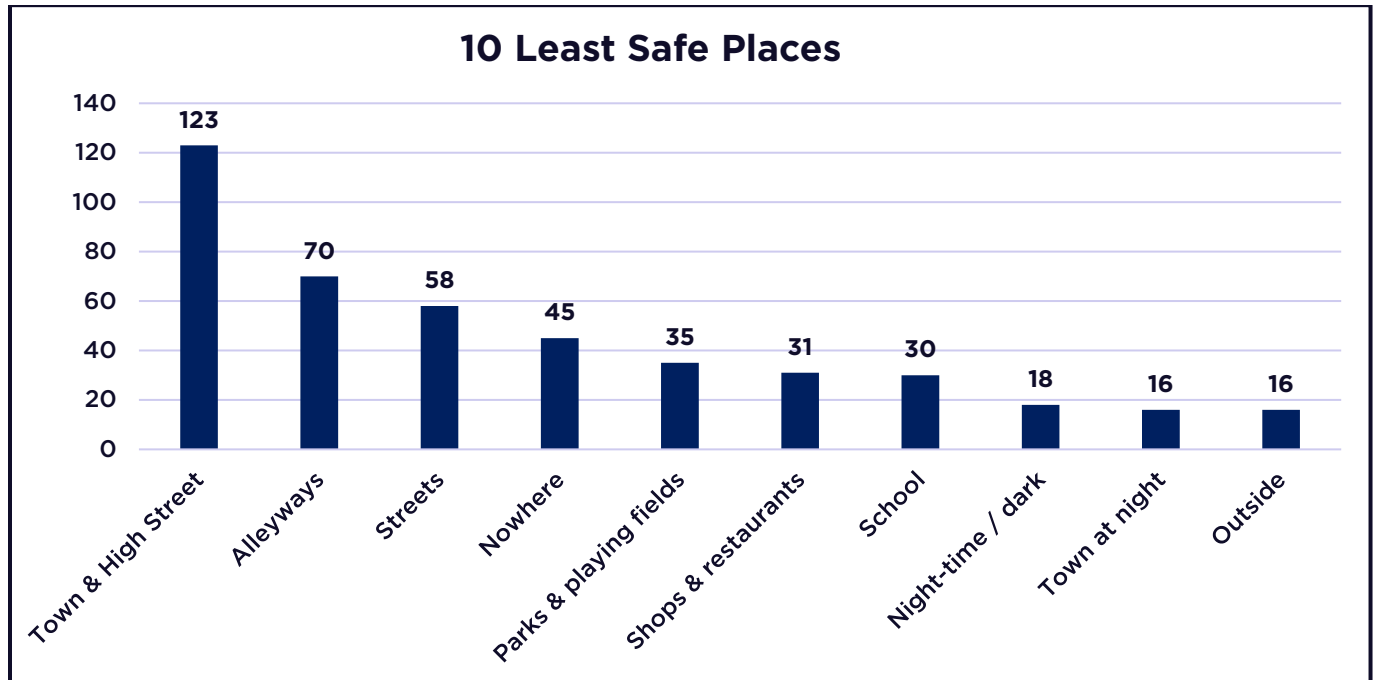
- Only 1 in 6 respondents reported that they felt “very safe”.
- 1 in 10 respondents implied that they did not feel safe.
- 3 out of every 4 respondents suggested that they felt relatively safe.

## 5.6. Where do you feel most safe?



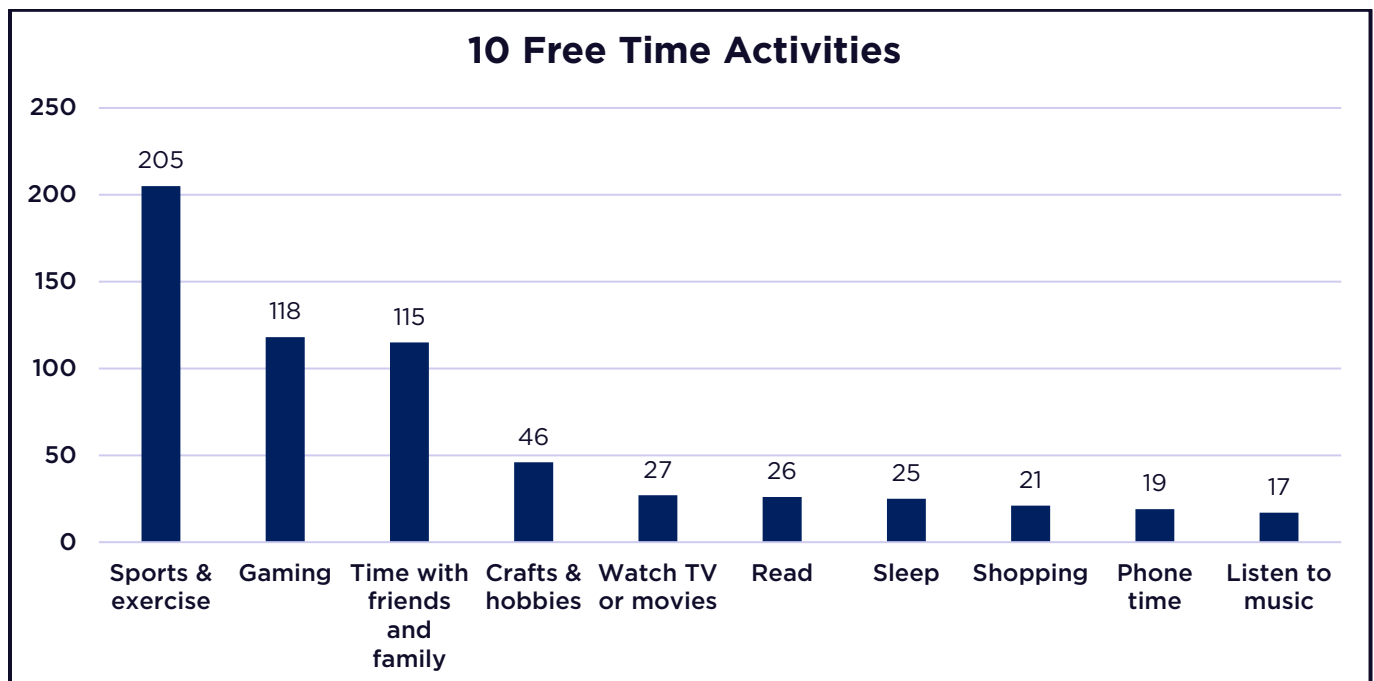
- 1 in 25 respondents did not answer this question.
- Half of the respondents noted that they felt “most safe” at home.
- 1 in 10 respondents noted that they felt “most safe” in town/shops or at school.
- Less than 1% of respondents stated that they felt safe “nowhere”.

### 5.7. Where do you feel least safe?



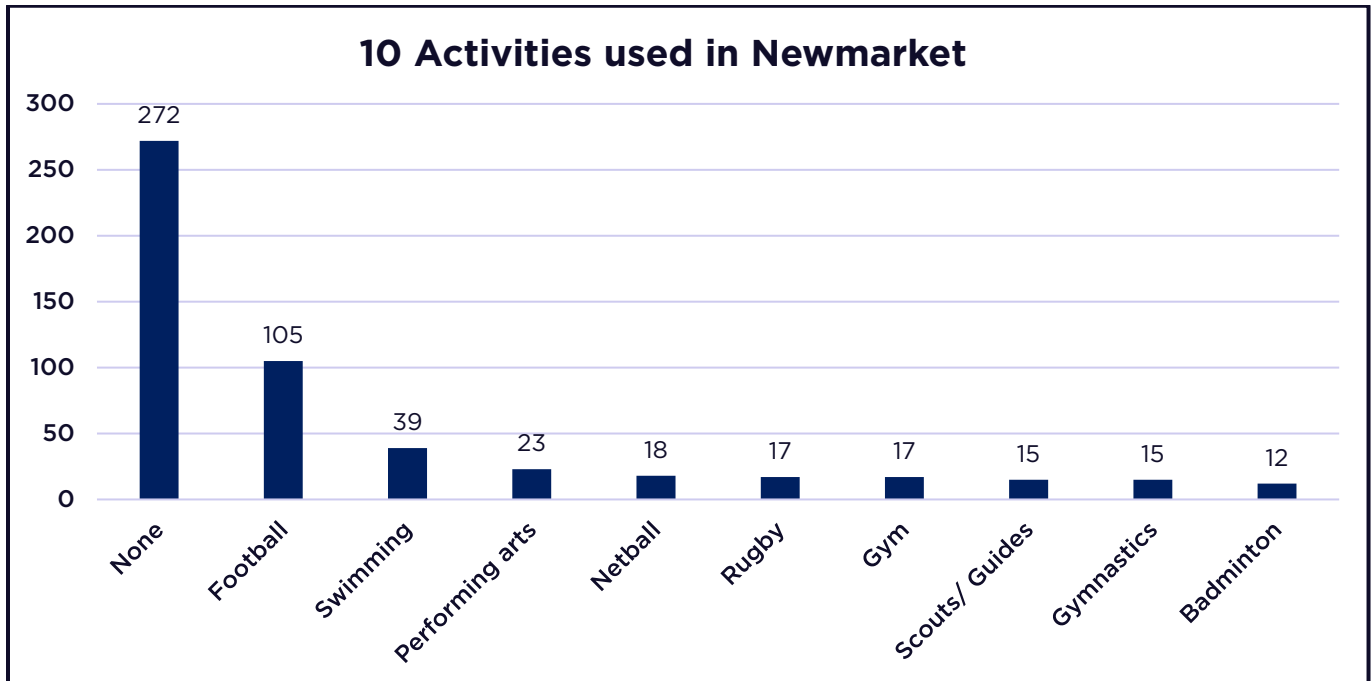
- 1 in 6 respondents did not answer this question.
- 1 in 5 respondents stated that the 'town and high street' was the "least safe" place.
- 1 in 10 respondents noted that they felt "least safe" in 'alleyways' or 'on the streets'.
- 1 in 14 respondents stated that there was 'nowhere' that they felt "least safe" whereas 1 in 100 respondents stated that they felt "least safe" 'everywhere'.

### 5.8. What do you like to do in your free time?



- 1 in 3 respondents reported that their favourite free time activity was sports or exercise related.
- The joint next most popular answers (1 in 6 respondents) were gaming and spending time with friends and family.

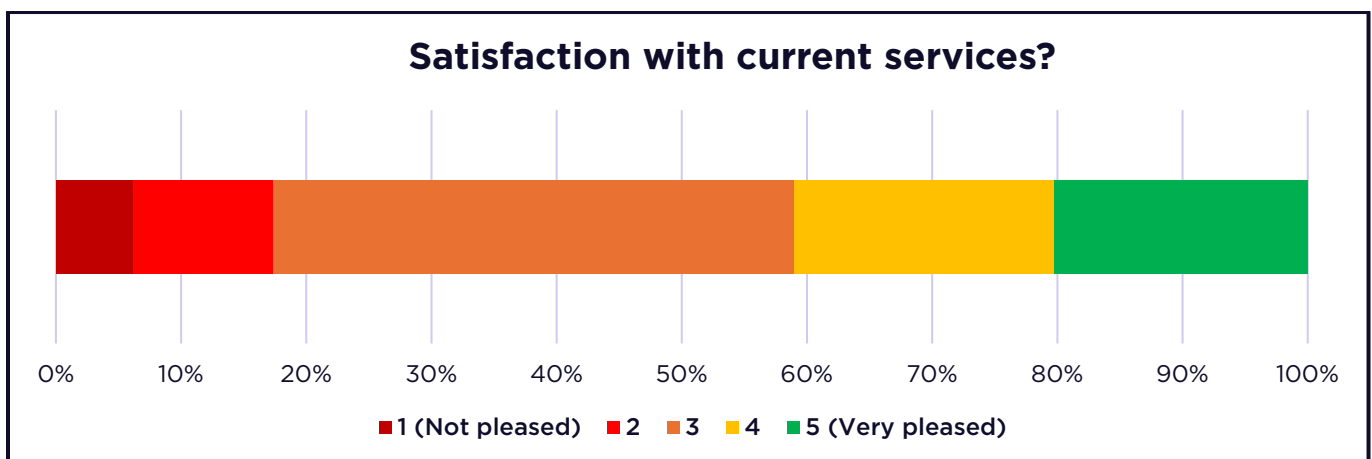
### 5.9. Clubs and/or activities accessed?



\*The first answers (highest preference) were used to produce this summary.

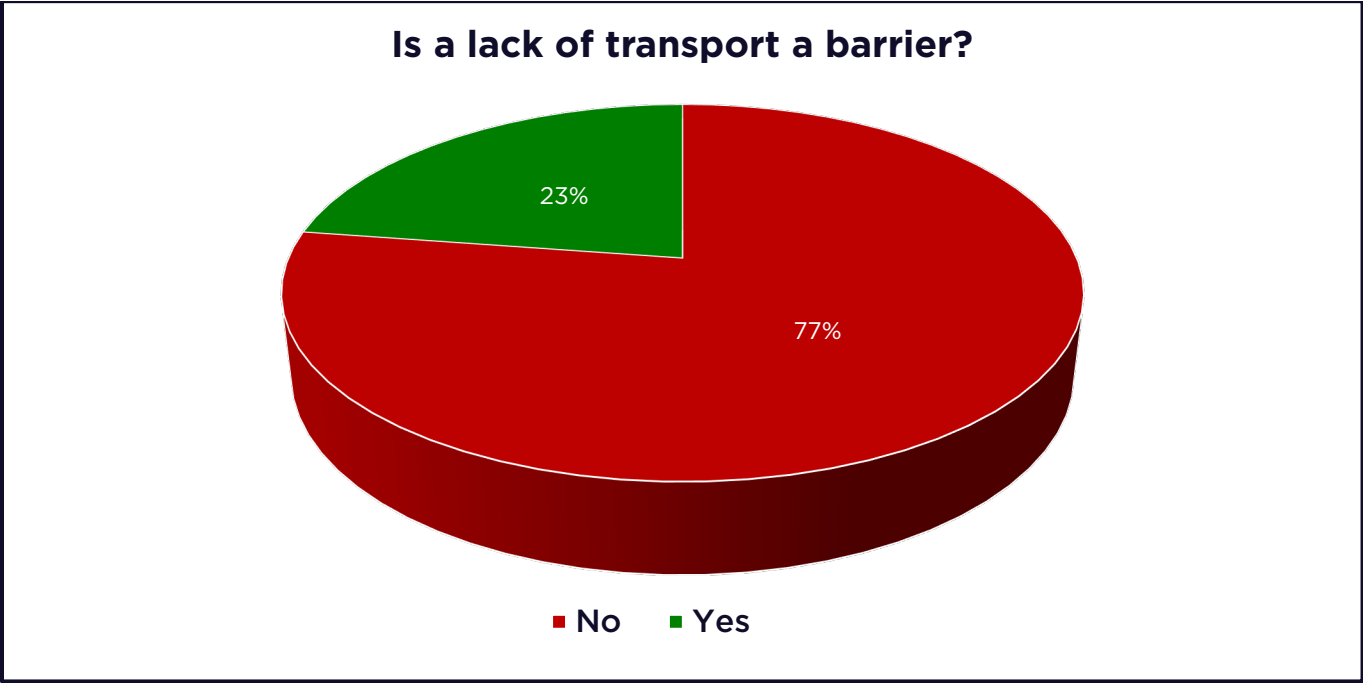
- 4 in 10 respondents reported that they do not currently access any activities in Newmarket.
- 1 in 6 respondents played football or another activity not listed.
- Swimming (1 in 16 respondents) was the most popular of a range of activities attended by (1 in every 30 to 100 respondents).

### 5.10. How pleased are you with the current clubs and/or activities?



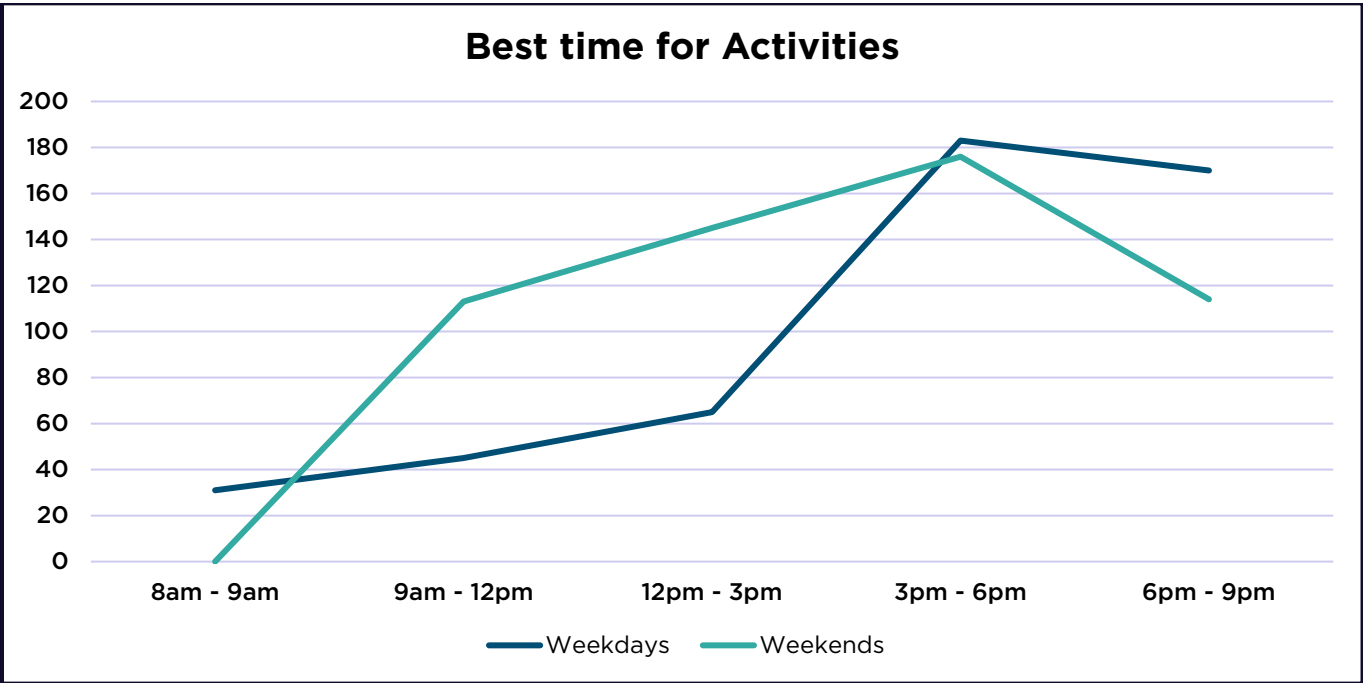
- 2 in 5 respondents were satisfied with the availability of current services.
- 2 in 5 respondents were ambivalent about the availability of current services.
- 1 in 5 respondents were dissatisfied with the availability of current services.

5.11. Is a lack of transport a barrier to accessing clubs and/or activities?



- A quarter of respondents felt that transport was a barrier to accessing clubs and/or activities. It is important to note that transport was not specified as ‘public’ and therefore many respondents would consider getting a lift from parents/carers as a form of transport that they have access to.

5.12. Which would be the best times to take part in clubs and/or activities?



- Afternoons were the most popular time that respondents would most likely take part in activities, both weekdays (afterschool) and weekends.
- There was no suggested appetite for earlier, pre-school activities.

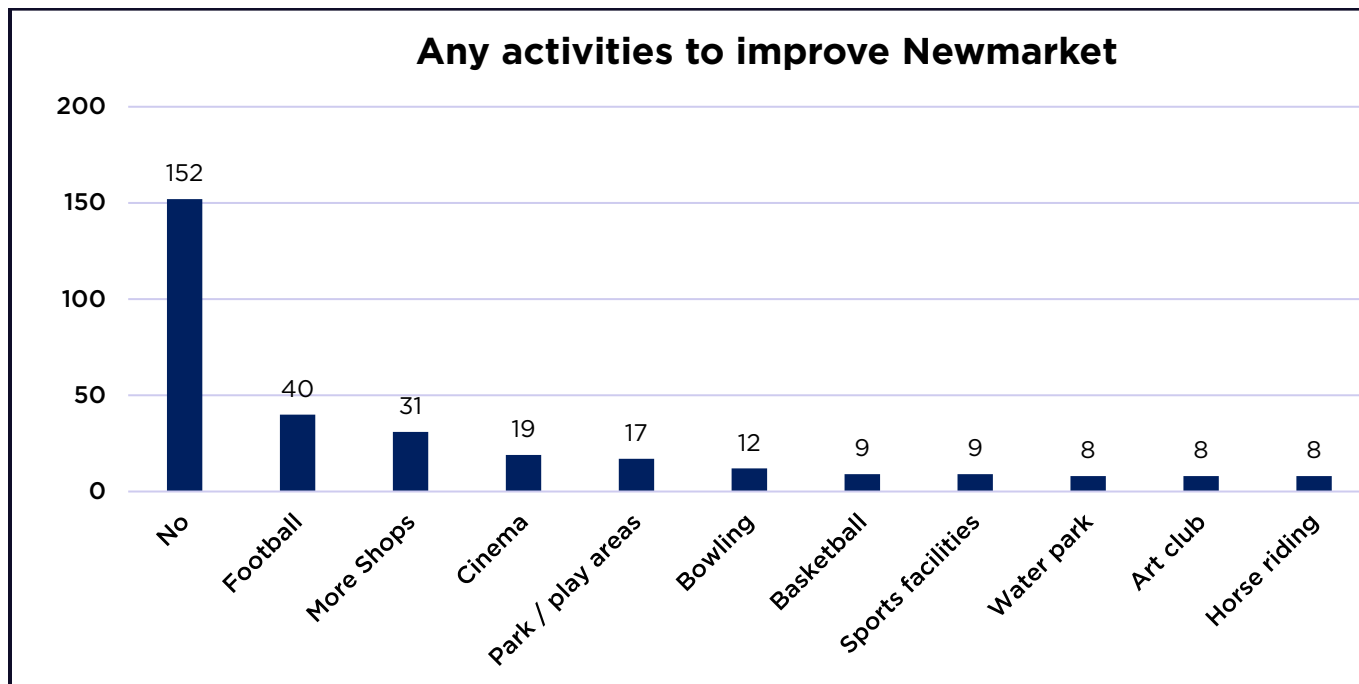
### 5.13. Where would you MOST and LEAST likely hang out?

Top 10 responses:

| <b>MOST likely</b>    | <b>%</b> | <b>LEAST likely</b>    | <b>%</b> |
|-----------------------|----------|------------------------|----------|
| Town / High Street    | 22%      | Town / High Street     | 8%       |
| Park                  | 14%      | Shops                  | 8%       |
| Leisure centre        | 10%      | Park                   | 6%       |
| At school             | 5%       | Streets / Roads        | 5%       |
| Football ground       | 4%       | Pubs, Bars, Nightclubs | 4%       |
| Fields, Heath, Forest | 4%       | School                 | 4%       |
| Shops                 | 4%       | Alleyways              | 4%       |
| Nowhere               | 3%       | Fields, Heath, Forest  | 3%       |
| At home               | 2%       | Studlands              | 3%       |
| Friend's house        | 2%       | Nowhere                | 3%       |

- Although 1 in 5 respondent reported that they were 'most likely' to "hang out" in the town centre and High Street, 1 in 10 suggested that was also the 'least likely' place they would go.
- There was a similar offset in respect of parks, 1 in 7 identifying it as the 'most likely' place they would "hang out" 1 in 16 said they were unlikely to.

### 5.14. Are there any club/facilities services that would improve Newmarket?



- A fifth of respondents did not answer this questions and a further fifth could not suggest any improvements.
- Of those that did respond, a fifth would like to see more sport-related activities.

## 6.1. Summary response from CYP

A conversation with a young male summarised the key findings of the questionnaire and the views of young people more generally heard, saying that;

**"I WISH THERE WERE MORE FREE CLUBS SO THAT I CAN TAKE PART IN THEM, ESPECIALLY FOOTBALL AS I AM NOT ABLE TO. MY MUM WORKS REALLY HARD, BUT SHE CAN'T AFFORD FOR ME TO GO TO CLUBS."**

## 6.2. Summary response from professionals

Many professionals consulted expressed concern about the lack of accessible mental health support available for children and young people. This was epitomised by one such person who also had parental experience:

**"I HAVE TO TRAVEL TO IPSWICH FOR THIS SUPPORT AND PAY FOR COUNSELLING FOR MY CHILD. THE FACT THAT THIS TAKES TIME AND MONEY TO TRAVEL AND THAT THERE IS NOTHING AVAILABLE FOR IN NEWMARKET IS SHOCKING, ESPECIALLY THE FACT THAT IT DOESN'T EXIST AT ALL, LET ALONE BE ACCESSIBLE TO THOSE WHO CANNOT AFFORD TO GO PRIVATELY."**

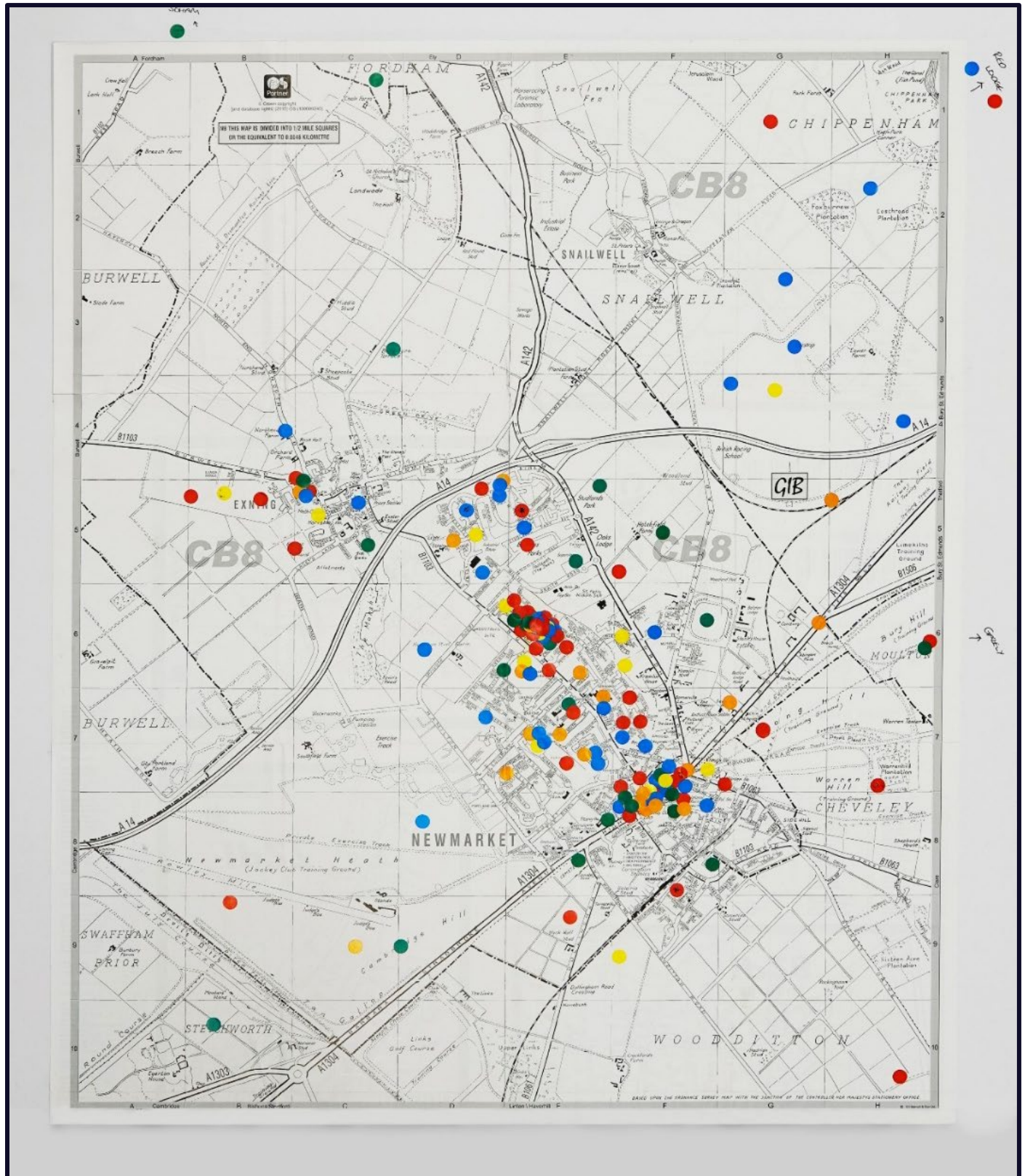
### 6.3. What should a youth worker do to support you?

CYP answered this question by drawing or writing on a small tile. A selection of the 300 tiles created have been used to form a wall of responses, which is provided alongside this report.



#### 6.4. Where would you want to engage with a youth worker?

CYP were asked to place a dot on a map of Newmarket where they would most want to engage with a youth worker, who they could access for information, advice and guidance. (the colour of dots is not representative of any specific issue)



---

The Newmarket Academy/Leisure Centre were regularly identified as areas where CYP would want to engage with a youth worker/youth work. Several other areas were noted by smaller cohorts as gathering places (listed below). There are visited by 4YP CYP Practitioners as part of the continuation detached work in partnership with West Suffolk Council to gain further insights.

#### **6.4.1. Memorial Gardens Play Area**

- Often has a range of CYP there, mostly adults with their children although some older, high school aged children.
- With it being long and thin there are only entrances and exits at each end.
- The high-street end of the park comes out next to some public toilets which are not the most well-kept.
- It would be a good location for youth work to occur.

#### **6.4.2. Crockford Park Play Area (CB8 8AT)**

- CYP like to play football there, but no hard ball games allowed and other ball games to finish by 9pm.
- There is one small 5-a-side goal with no net and a basketball hoop but with no concrete below it, just grass. This would make it difficult to play these sports properly.
- It says no dogs in the park which is good for CYP wanting to play sports.
- There is a reasonable amount of bins and minimal litter.
- The park runs parallel to a primary school playground/field (Ditton Lodge Primary School) which can be seen into but is not accessible due to fencing between the two.

#### **6.4.3. Playgrounds off Brickfields Drive**

- Petingo Close (CB8 7RU) / Royal Palace Close (CB8 7RS) / Mill Reef Close (CB8 7RW) / Hyperion Way (CB8 7AS)
- There are many tiny 'parks' located between the houses, containing either a couple of sets of swings or an old playground climbing frame with a slide
- We found one larger park and area next to Studlands Social Club called 'Studlands Park Activity Area'. This had a large concrete basketball court with goals and a fenced off area.
- This has been mentioned by some CYP as being "unsafe".
- On our first visit to this park there were six boys playing football together and using this facility.
- We spoke with the boys about the facility, and they said that they normally go to "Tesco fields" (George Lambton see below) but had gone here today because the grass was wet.
- To the left of this there is a large park for children under the age of 12 with various activities; zip-line, slide, climbing frame, roundabout etc.
- It is mentioned that adult supervision is recommended for those under the age of eight.

---

#### **6.4.4. George Lambton Playing Fields**

- This park is a wide-open field with various football goals and pitches on it, the goals do not have nets. Pitches booked via:  
<https://www.playfootball.net/venues/newmarket%E2%80%93george-lambton>
- There is a carpark at one end of the park by the main road, there is a building here which is closed and two shipping containers.
- On the far-right corner of the park from the POV of the main road carpark there is George Lambton Skate Park (CB0 OBJ)
- The skatepark was being made use of by four young children (primary school age), with appropriate safety gear on and being supervised by an adult.
- There is a large bin and a bike lock rack so that CYP can lock up their bikes.

#### **6.4.5. Playground on Mallard Way, Exning (CB8 7FT)**

- Small fenced grass area on the edge of a housing estate.
- Climbing frame, slides and swings suitable for children.

#### **6.4.6. Churchill Court (CB8 0JZ)**

- Fenced area at the centre of an enclosed area of flats containing wood climbing apparatus.
- Near to Houldsworth Valley Primary Academy & Newmarket Scout Hut.
- Close to the playing field for Newmarket Academy.

## 7. Stakeholder Engagement

### 7.1. Table of conversations

| Stakeholder<br>(in the order seen)                  | Role and Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| John Gilbert                                        | <ul style="list-style-type: none"> <li>▪ CEO, The Racing Centre</li> <li>▪ Introduced a range of contacts in Newmarket</li> <li>▪ Hosted a comment box</li> <li>▪ Promoted the campaign</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| PC Nicholas Chapman                                 | <ul style="list-style-type: none"> <li>▪ Introduction to each other's work</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Sarah Hedges                                        | <ul style="list-style-type: none"> <li>▪ Integrated Transformation Lead for West Suffolk Council</li> <li>▪ Discussion about County Lines &amp; poverty divide</li> <li>▪ Shared e-flyer and QR code for the questionnaire</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                |
| Nic Smith-Howell                                    | <ul style="list-style-type: none"> <li>▪ Associate Director of Integrated Community Paediatric Services at West Suffolk NHS Foundation Trust</li> <li>▪ Shared e-flyer and QR code for the questionnaire</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |
| Christine Hawley                                    | <ul style="list-style-type: none"> <li>▪ Team Lead Children's Physiotherapy, West Suffolk NHS Foundation Trust</li> <li>▪ Shared e-flyer and QR code for the questionnaire</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Paul Press                                          | <ul style="list-style-type: none"> <li>▪ Founder and CEO, The Offshoot Foundation</li> <li>▪ Shared e-flyer and QR code for the questionnaire with his filmmaking workshop in the summer holidays</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         |
| Elizabeth Ginno<br>Sarah Langham<br>Pete Southerill | <ul style="list-style-type: none"> <li>▪ Family Support Team, Suffolk County Council</li> <li>▪ Discussed the need for counselling and mental health support for CYP, and a 4YP-style hub in Newmarket, offering free counselling, an open door and support and activities.</li> <li>▪ They did not think that the library would be a good place for reaching/providing support for "troubled CYP".</li> <li>▪ Discussed the alcohol, drugs and smoking problems, the gang/drug culture and county lines.</li> <li>▪ Noted the severe poverty for those who are not involved in the horseracing industry.</li> </ul> |
| Tamzin Coombs                                       | <ul style="list-style-type: none"> <li>▪ Flagship Housing</li> <li>▪ Discussed their estates/buildings work (Churchill Park, Icewell Hill) and youth engagement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Alison Hayes                                        | <ul style="list-style-type: none"> <li>▪ Newmarket Journal</li> <li>▪ Shared e-flyer and QR code for the questionnaire</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Rachel Lewis                                        | <ul style="list-style-type: none"> <li>▪ Secretary of Christchurch Methodist Circuit</li> <li>▪ Runs the Stable Cafe and Community Space</li> <li>▪ They do not run youth groups themselves but do welcome groups to use/hire their community space in The Stable Café</li> <li>▪ Expressed that there is certainly a need for youth activities in Newmarket</li> </ul>                                                                                                                                                                                                                                              |
| Sonia Paxton                                        | <ul style="list-style-type: none"> <li>▪ Newmarket Open Door Charity</li> <li>▪ Provided printed copies of the questionnaire to CYP</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Andrew Braithwaite                                  | <ul style="list-style-type: none"> <li>▪ CEO, The British Racing School</li> <li>▪ Visited the Newmarket Pony Academy when they had a school visit</li> <li>▪ Shared the questionnaire</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Frank Carn-Pryor                                    | <ul style="list-style-type: none"> <li>▪ Outdoor Education Coordinator, Abbeycroft Leisure</li> <li>▪ Shared the questionnaire</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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## 7.2. Visits

### 7.2.1. Newmarket Locality Meeting – 26 September 2024

Attendees were presented with what work we had done had been completed to date and what the future plans of the campaign were. Some insight was gained from the other providers who attended. Many of the attendees showed interest in the data that was being gathered and would like to have sight of the final report and conclusions. Specifically, the police, who have interest in the areas in which CYP feel unsafe in and around Newmarket.

### 7.2.2. Visit to Teen Chill youth club at the leisure centre – 10 October 2024

Attended Teen Chill youth club at Newmarket Leisure Centre (the only youth club in Newmarket) and had a discussion with CYP about this project. The CYP noted that they had completed the survey.

The youth workers present were also consulted and discussed some of the problems they see the CYP face and how their youth club runs.

- Small indoor hall to use
- A multi-use games area ('MUGA') provides outside space.
- Generally, a male group with football the preferred activity, and less girls attending (2 girls and 10 boys present)
- Usual average attendance is 20-30 CYP
- Struggle in finding activities for the girls – they would like art/craft.
- Coming into the hall could feel overwhelming/scary for new attendants, a large group of boys who already knew each other being loud and aggressive in the games they were playing.

## Appendix I: Desktop Research

Organisations or activities predominantly available to children, young people or young adults.

| Name                                       | Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Website                                                                                                                                                               | Demographic                                                                                                                |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Abbeycroft Teen Chill                      | <p>Thursdays 19:00-21:00.<br/>Book or turn up and pay for £1.<br/>Unstructured sessions to play games, have a kickabout, or do nothing at all - Computer games, Board Games, Music, Sports, Dodgeball, Cards and Drawing.</p> <p>Just Play SEND Sessions, once a month, at a cost of £4.70 per session.</p> <p>Stand Tall programme is for 11-19-year-olds designed in partnership with Suffolk Mind to support health and wellbeing. 90 minutes, 8-week programme with a 50/50 split of wellbeing and physical activities. £11.25 per week.</p> <p>Gym Sessions:</p> <ul style="list-style-type: none"> <li>• Junior Gym Induction: £10.50</li> <li>• Junior Gym Session: £6.00</li> <li>• Young Persons: £21.50</li> </ul> <p>Holiday Activities such as, Adventure Days - £45 per day</p> <p>Free HAF Holiday activities</p> | <a href="https://www.abbeycroft.org.uk/kids-activities/teen-chill/">https://www.abbeycroft.org.uk/kids-activities/teen-chill/</a>                                     | Young people aged 11-16.                                                                                                   |
| Foley House Family Hub                     | Support for children and young people aged 5-19 (up to 25 for SEND)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <a href="https://familyhubsnetwork.com/hub/foley-house-family-hub-newmarket-suffolk/">https://familyhubsnetwork.com/hub/foley-house-family-hub-newmarket-suffolk/</a> | New parents & parents-to-be, young families and young people.                                                              |
| Newmarket & District Youth for Christ      | We're about seeing young people's lives changed by Jesus by taking good news relevantly to every young person in Newmarket & District.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <a href="https://newmarket.yfc.co.uk/">https://newmarket.yfc.co.uk/</a>                                                                                               | Young people who want to make friends, go to drop-in sessions etc, specifically those who follow the faith of Christianity |
| Newmarket Kidzone Youth Club               | Providing experiences and opportunities for young people between 9-19 years old with challenges in their lives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <a href="http://bit.ly/2KGS87D">http://bit.ly/2KGS87D</a>                                                                                                             | All children and young people with SEND in Suffolk                                                                         |
| Newmarket NCT: New parents & parents-to-be | NCT is Britain's largest charity for parents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <a href="https://www.facebook.com/pg/newmarket.nct/about/?ref=page_internal">https://www.facebook.com/pg/newmarket.nct/about/?ref=page_internal</a>                   | New parents & parents-to-be                                                                                                |

|                 |                                                                                                                                                                                                                                                  |                                                                                                                 |                                                       |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Newmarket Nexus | <p>Teen Hygiene - where CYP can drop-in to their shop and have five free products a week in discreet circumstances</p> <p>Aspirations for a youth Hub, summer holiday activities and supporting NEET CYP. All subject to securing resources.</p> | <a href="https://nexusnewmarket.co.uk/services/youth-hub/">https://nexusnewmarket.co.uk/services/youth-hub/</a> | Young People                                          |
| Red 2 Green     | <p>Charity providing day opportunities for people with learning disabilities and living on the autistic spectrum, and supporting people living with mental ill health.</p>                                                                       | <a href="https://www.red2green.org/#/">https://www.red2green.org/#/</a>                                         | People aged 16+ with learning disabilities and autism |

The following are other organisations that may support young people, but not necessarily exclusively so.

|                                           |                                                                                                                                                       |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Catch 22 Boxing Club                      | <a href="https://www.catch-22.org.uk/find-services/suffolk-positive-futures/">https://www.catch-22.org.uk/find-services/suffolk-positive-futures/</a> |
| Girlguiding Newmarket                     | <a href="https://iarmancentre.org.uk/">https://iarmancentre.org.uk/</a>                                                                               |
| Kuk Sool Won of Newmarket                 | <a href="http://www.kuksoolwon-newmarket.co.uk/">http://www.kuksoolwon-newmarket.co.uk/</a>                                                           |
| Links Golf Club Newmarket                 | <a href="https://www.linksclub.co.uk/">https://www.linksclub.co.uk/</a>                                                                               |
| Newmarket & District Car Club             | <a href="http://www.newmarketanddistrictcarclub.co.uk/">http://www.newmarketanddistrictcarclub.co.uk/</a>                                             |
| Newmarket Community Choir                 | <a href="http://www.newmarketcommunitychoir.co.uk/">http://www.newmarketcommunitychoir.co.uk/</a>                                                     |
| Newmarket Cricket Club                    | <a href="https://newmarketcricketclub.co.uk/">https://newmarketcricketclub.co.uk/</a>                                                                 |
| Newmarket Cycling & Triathlon Club        | <a href="https://newmarket-cycling-triathlon-club.co.uk/">https://newmarket-cycling-triathlon-club.co.uk/</a>                                         |
| Newmarket District Scouts                 | <a href="https://www.cambridgeshirescouts.org.uk/people/districts/newmarket">https://www.cambridgeshirescouts.org.uk/people/districts/newmarket</a>   |
| Newmarket Diving Club (Scuba)             | <a href="https://www.newmarketdivers.co.uk/">https://www.newmarketdivers.co.uk/</a>                                                                   |
| Newmarket Football Club                   | <a href="http://www.newmarkettownfootballclub.co.uk/">http://www.newmarkettownfootballclub.co.uk/</a>                                                 |
| Newmarket Hockey Club                     | <a href="http://newmarkethockeyclub.co.uk/">http://newmarkethockeyclub.co.uk/</a>                                                                     |
| Newmarket Joggers                         | <a href="https://newmarketjoggers.co.uk/">https://newmarketjoggers.co.uk/</a>                                                                         |
| Newmarket RAF Air Cadets                  | <a href="https://www.facebook.com/2417NewmarketATC/">https://www.facebook.com/2417NewmarketATC/</a>                                                   |
| Newmarket Rugby Club                      | <a href="https://www.newmarketrugby.com/">https://www.newmarketrugby.com/</a>                                                                         |
| Newmarket School of Dance                 | <a href="https://www.newmarketschoolofdance.co.uk/">https://www.newmarketschoolofdance.co.uk/</a>                                                     |
| Newmarket Sea Cadets                      | <a href="https://www.sea-cadets.org/newmarket">https://www.sea-cadets.org/newmarket</a>                                                               |
| Newmarket Tennis Club                     | <a href="https://clubspark.lta.org.uk/newmarkettennisclub">https://clubspark.lta.org.uk/newmarkettennisclub</a>                                       |
| Newmarket Town Band                       | <a href="https://www.newmarkettownband.co.uk/">https://www.newmarkettownband.co.uk/</a>                                                               |
| Newmarket Town Pastors                    | <a href="http://www.newmarkettownpastors.org/">http://www.newmarkettownpastors.org/</a>                                                               |
| Newmarket Volleyball                      | <a href="https://newmarketvolleyball.co.uk/">https://newmarketvolleyball.co.uk/</a>                                                                   |
| Newmarket & District Swimming Club        | <a href="https://uk.teamunify.com/team/ndsc/page/home">https://uk.teamunify.com/team/ndsc/page/home</a>                                               |
| Riding for the Disabled Association (RDA) | <a href="https://rda.org.uk/">https://rda.org.uk/</a>                                                                                                 |
| Run Newmarket                             | <a href="https://runnewmarket.blogspot.com/">https://runnewmarket.blogspot.com/</a>                                                                   |

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## Appendix II: Example weekly youth club proposal

### 1. What do 4YP provide?

4YP provide the staffing, activities, support and promotion necessary for planning and safely delivering a weekly two-hour youth club, 48 weeks of the year.

#### 1.1. Staffing

4YP are either be Level 3 qualified youth support workers, or actively in the process of achieving that level accreditation.

All staff are appointed subject to Enhanced DBS checks and references, and receive accredited safeguarding and Prevent training. Staff have access to, and are provided opportunities for, further CPD, including; mental health first aid, suicide prevention, HENRY training (Health, Exercise, Nutrition for the really young) and food hygiene.

Additionally, 4YP seeks to offer volunteering opportunities, and would prioritise any interest from the local community in such roles to help support a youth club.

#### 1.2. Youth club activities

A half-termly programme is created on a rolling basis by youth workers, in liaison with the young people attending, so that activities are planned that are more likely to encourage and increase attendance. Examples of what young people have requested at other similar projects include (but are not limited to);

- seasonal parties (Christmas, Easter & Halloween)
- a talent show – young people either taking part or being part of the judging panel
- cooking – e.g. baking, making pizzas etc. (depending on the available resources at the venue)
- board games and Dungeons & Dragons (D&D).
- art, crafts, badge and candle-making

As well as providing a safe space and opportunity for fun, 4YP youth clubs provide informal education for those attending.

At the first session, youth workers work with young people to agree a name for the youth club, develop shared rules, and ‘pledges’, encouraging attendees to commit to doing something each week. Examples of commitments young people have made at our other clubs are; “I will sign in every week”, “I will use kind words”, and “I will make everyone feel welcome”.

Any other issues and targeted interventions that emerge are addressed by creating smaller/breakout groups (gender/issue specific where appropriate) or inviting outside guests. Examples from other youth clubs 4YP have provided include:

- young women being enabled to discuss consent and female health
- arranging for the local PCSO/Community Police Officer to visit to build relationships, discuss staying safe and marking up their bikes to deter theft.

#### 1.3. Additional wellbeing support

As 4YP provide a broad range of services to young people, any wellbeing concerns identified within the youth club environment can be responded to and addressed.

## 1.4. Promotion

4YP promote youth clubs via their corporate communications (website, LinkedIn, Facebook, Instagram, X) - using content and channels relevant to stakeholder groups e.g. parents/carers - and a dedicated youth Instagram channel (4YP Hangout).

4YP would liaise with Newmarket Academy to arrange opportunities to make students aware of the provision, which could include attending an assembly or being present at a lunchtime or after school, and would provide artwork and assets to assist with further local advertising, including posters and adverts/articles for publications.

## 2. How will success be measured?

4YP define 'success' primarily as meeting the mandate of young people, and the requirements of the funder, through a combination of outputs and soft and hard outcomes.

### 2.1. Outputs (statistics)

- The number of weekly sessions delivered in accordance with contracted deliverables
- The number of young people attending (including regularity of individuals)
- The demographic of young people attending

### 2.2.Outcomes

- The collective difference a youth club is making to the lives of young people - are they having fun and being enabled to live healthier and happier lives?
  - Surveys - any feedback used to further develop the youth club and its activities
  - Case studies, stories and anecdotal evidence
  - Photos and videos (where there are the required consents)
- The impact on any individual young person (where applicable and appropriate)
  - Outcome Stars™ - evidence-based tools for measuring and supporting individual change
- Social and Economic Value
  - 4YP are in liaison with a third-party specialist who is supporting us to develop methodologies and processes to measure the value of youth work interventions (such as this) to wider society.

### 2.3.Reporting

- Monthly snapshot reports and termly monitoring reports are provided. [Section 5](#) contains the templates for these.
- Attendance at funder meetings to provide in-person reports as requested.

## 3. Costs

|                             | Year one (£) | Year two (£) | Year three (£) |
|-----------------------------|--------------|--------------|----------------|
| Staffing                    | 9,072        | 9,526        | 10,002         |
| Activities & Materials      | 960          | 1,008        | 1,058          |
| Events                      | 300          | 315          | 331            |
| Administration & Management | 300          | 315          | 331            |
| Travel                      | 1,296        | 1,361        | 1,429          |
| TOTAL                       | 11,928       | 12,524       | 13,151         |

Annual inflation of 5% is applied to years two and three, respectively.

#### 4. What resources would be required?

A suitable premises. In our experience, location is an important factor in the likelihood of a youth club being successful. From what young people generally tell us, this needs to be viewed by them as safe and accessible, and somewhere they want to go to, and don't mind others knowing they are going to.

#### 5. Reporting

##### 5.1. Monthly snapshot report

| Monthly Attendances (week beginning)                     | Youth Club                                                                                                                                                                                                            |    |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Week one                                                 | x                                                                                                                                                                                                                     |    |
| Week two                                                 | x                                                                                                                                                                                                                     |    |
| Week three                                               | x                                                                                                                                                                                                                     |    |
| Week four                                                | x                                                                                                                                                                                                                     |    |
| Week five (where applicable)                             | x                                                                                                                                                                                                                     |    |
| Sessions delivered:                                      | x/5                                                                                                                                                                                                                   | x% |
| Reason for any sessions not delivered (if applicable):   |                                                                                                                                                                                                                       |    |
| Brief update of activities and/or any issues identified: | Activities completed this month: <ul style="list-style-type: none"><li>• Week one...</li><li>• Week two...</li><li>• Week three...</li><li>• Week four...</li><li>• Week five...</li></ul> Highlights:<br>Challenges: |    |

##### 5.2. Termly monitoring report

| Attendances        | Youth Club |    |
|--------------------|------------|----|
| Average CYP        | x          |    |
| Maximum            | x          |    |
| Minimum            | x          |    |
| Sessions Delivered | x/x weeks  | x% |

| Narrative summary of activities |
|---------------------------------|
|                                 |
| Summary of outcomes             |
|                                 |
| Future plans                    |
|                                 |

## Appendix III: Example weekly detached work proposal

The costs of providing a two-hour session of detached youth work for 48 weeks of the year.

| Item                                                  | Cost          |
|-------------------------------------------------------|---------------|
| 2x Youth Workers @£22 for 2 hours                     | £4,344        |
| 2 Personal safety devices @ £16 per month             | £384          |
| 2 Mobile phones @ £22 per month                       | £528          |
| CYP Development Officer time @£25 for 1 hour per week | £1,200        |
| Monitoring & evaluation time @ £25 per month          | £300          |
| Nominal travel for 2 staff                            | £576          |
| Contribution towards overheads @15%                   | £1,082        |
| <b>TOTAL</b>                                          | <b>£8,294</b> |

4YP provide monitoring by reporting a combination of outputs and soft and hard outcomes. We already report information to the Police and Crime Commissioner as part of our existing 'On Your Street' programme, notably how the interventions support meeting Objectives 2 and 4 of the Suffolk Police and Crime Plan [to support victims of crime and to improve criminal justice outcomes, respectively].

### Outputs (statistics)

- The number of weekly sessions delivered in accordance with contracted deliverables
- The number of young people engaged with and/or have benefitted from the intervention
- The demographic of young people engaged with
- The number of people reporting increased confidence in keeping themselves safe
- The number of people reporting that they feel safer in their communities
- The number of people reporting that they are less likely to commit anti-social behaviour
- The number of people reporting that they are less likely to re-offend
- The number of people supported as victims of anti-social behaviour or crime

### Outcomes

- The difference the detached youth work is making to the lives of young people - are they being enabled to live safer and healthier lives and make a positive contribution to their community?
  - Surveys - digitally and anonymously accessible
  - Case studies, stories and anecdotal evidence
  - Photos and videos (where there are the required permissions/consents)
- The impact on any individual young person (where applicable and appropriate)
  - Outcome Stars™ - evidence-based tools for measuring and supporting individual change

**DRAFT Meeting Schedule**  
**MUNICIPAL YEAR 2025/2026**

TO BE APPROVED ON 27/5/2025

| DATE<br>2025        | TIME | COMMITTEE                                                   | PREVIOUS  | NEXT                   | PLANNING LISTS         |
|---------------------|------|-------------------------------------------------------------|-----------|------------------------|------------------------|
| 27 May<br>(TUESDAY) | 6.15 | ANNUAL MEETING OF THE<br>COUNCIL (INC FULL TOWN<br>COUNCIL) | 13 May 24 | 26 May 26<br>(TUESDAY) |                        |
| 2-Jun               | 6.15 | DEVELOPMENT & PLANNING                                      | 19-May    | 16-Jun                 | 12 MAY, 19 MAY         |
|                     | 7.15 | LEISURE SERVICES                                            | 7-Apr     | 4-Aug                  |                        |
| 9-Jun               | 6.15 | HUMAN RESOURCES                                             | 21-Oct-24 | 20-Oct-25              |                        |
|                     | 6.45 | APPEALS COMMITTEE                                           | 22-Jan-24 | Jun-26                 | 2026 date tbc          |
| 16-Jun              | 6.15 | DEVELOPMENT & PLANNING                                      | 2-Jun     | 7-Jul                  | 26 MAY, 2 JUN          |
| 23-Jun              | 6.15 | FULL TOWN COUNCIL                                           | 27-May    | 28-Jul                 |                        |
| 30-Jun              |      | NO PLANNED MEETINGS                                         |           |                        |                        |
| 7-Jul               | 6.15 | DEVELOPMENT & PLANNING                                      | 16-Jun    | 21-Jul                 | 10 JUN, 16 JUN, 23 JUN |
|                     | 7.15 | COMMUNITY SERVICES                                          | 6-May     | 1-Sep                  |                        |
| 14-Jul              | 6.15 | PERFORMANCE & AUDIT                                         | 14-Apr    | 13-Oct                 |                        |
| 21-Jul              | 6.15 | DEVELOPMENT & PLANNING                                      | 7-Jul     | 4-Aug                  | 30 JUN, 7 JUL          |
|                     | 7.15 | FINANCE & POLICY                                            | 19-May    | 15-Sep                 |                        |
| 28-Jul              | 6.15 | FULL TOWN COUNCIL                                           | 23-Jun    | 26-Aug                 |                        |
| 4-Aug               | 6.15 | DEVELOPMENT & PLANNING                                      | 21-Jul    | 18-Aug                 | 14 JUL, 21 JUL         |
|                     | 7.15 | LEISURE SERVICES                                            | 2-Jun     | 6-Oct                  |                        |
| 11-Aug              |      | NO PLANNED MEETINGS                                         |           |                        |                        |
| 18-Aug              | 6.15 | DEVELOPMENT & PLANNING                                      | 4-Aug     | 1-Sep                  | 28 JUL, 4 AUG          |
| 26-Aug<br>(TUESDAY) | 6.15 | FULL TOWN COUNCIL                                           | 28-Jul    | 22-Sep                 |                        |
| 1-Sep               | 6.15 | DEVELOPMENT & PLANNING                                      | 18-Aug    | 15-Sep                 | 11 AUG, 18 AUG         |
|                     | 7.15 | COMMUNITY SERVICES                                          | 7-Jul     | 3-Nov                  |                        |
| 8-Sep               |      | NO PLANNED MEETINGS                                         |           |                        |                        |
| 15-Sep              | 6.15 | DEVELOPMENT & PLANNING                                      | 1-Sep     | 6-Oct                  | 25 AUG, 1 SEP          |
|                     | 7.15 | FINANCE & POLICY                                            | 21-Jul    | 17-Nov                 |                        |
| 22-Sep              | 6.15 | FULL TOWN COUNCIL                                           | 26-Aug    | 27-Oct                 |                        |
| 29-Sep              |      | NO PLANNED MEETINGS                                         |           |                        |                        |

**DRAFT Meeting Schedule  
MUNICIPAL YEAR 2025/2026**

TO BE APPROVED ON 27/5/2025

| DATE<br>2025 | TIME | COMMITTEE              | PREVIOUS | NEXT   | PLANNING LISTS        |
|--------------|------|------------------------|----------|--------|-----------------------|
| 6-Oct        | 6.15 | DEVELOPMENT & PLANNING | 15-Sep   | 20-Oct | 8 SEP, 15 SEP, 22 SEP |
|              | 7.15 | LEISURE SERVICES       | 4-Aug    | 1-Dec  |                       |
| 13-Oct       | 6.15 | PERFORMANCE & AUDIT    | 14-Jul   | 12-Jan |                       |
| 20-Oct       | 6.15 | DEVELOPMENT & PLANNING | 6-Oct    | 3-Nov  | 29 SEP, 6 OCT         |
|              | 7.15 | HUMAN RESOURCES        | 9-Jun    | Jun-26 | 2026 date tbc         |
| 27-Oct       | 6.15 | FULL TOWN COUNCIL      | 22-Sep   | 24-Nov |                       |
| 3-Nov        | 6.15 | DEVELOPMENT & PLANNING | 20-Oct   | 17-Nov | 13 OCT, 20 OCT        |
|              | 7.15 | COMMUNITY SERVICES     | 1-Sep    | 5-Jan  |                       |
| 10-Nov       |      | NO PLANNED MEETINGS    |          |        |                       |
| 17-Nov       | 6.15 | DEVELOPMENT & PLANNING | 3-Nov    | 1-Dec  | 27 OCT, 3 NOV         |
|              | 7.15 | FINANCE & POLICY       | 15-Sep   | 19-Jan |                       |
| 24-Nov       | 6.15 | FULL TOWN COUNCIL      | 27-Oct   | 15-Dec |                       |
| 1-Dec        | 6.15 | DEVELOPMENT & PLANNING | 17-Nov   | 15-Dec | 10 NOV, 17 NOV        |
|              | 7.15 | LEISURE SERVICES       | 6-Oct    | 2-Feb  |                       |
| 8-Dec        |      | NO PLANNED MEETINGS    |          |        |                       |
| 15-Dec       | 6.15 | DEVELOPMENT & PLANNING | 1-Dec    | 5-Jan  | 24 NOV, 1 DEC         |
|              | 7.15 | FULL TOWN COUNCIL      | 24-Nov   | 26-Jan |                       |
| 22-Dec       |      | NO PLANNED MEETINGS    |          |        |                       |
| 29-Dec       |      | NO PLANNED MEETINGS    |          |        |                       |
| <b>2026</b>  |      |                        |          |        |                       |
| 5-Jan        | 6.15 | DEVELOPMENT & PLANNING | 15-Dec   | 19-Jan | 8 DEC, 15 DEC, 22 DEC |
|              | 7.15 | COMMUNITY SERVICES     | 3-Nov    | 2-Mar  |                       |
| 12-Jan       | 6.15 | PERFORMANCE & AUDIT    | 13-Oct   | 13-Apr |                       |
| 19-Jan       | 6.15 | DEVELOPMENT & PLANNING | 5-Jan    | 2-Feb  | 29 DEC, 5 JAN         |
|              | 7.15 | FINANCE & POLICY       | 17-Nov   | 16-Mar |                       |
| 26-Jan       | 6.15 | FULL TOWN COUNCIL      | 15-Dec   | 23-Feb |                       |
| 2-Feb        | 6.15 | DEVELOPMENT & PLANNING | 19-Jan   | 16-Feb | 12 JAN, 19 JAN        |
|              | 7.15 | LEISURE SERVICES       | 1-Dec    | 7-Apr  |                       |
| 9-Feb        | 6.15 | NO PLANNED MEETINGS    |          |        |                       |
| DATE         | TIME | COMMITTEE              | PREVIOUS | NEXT   | PLANNING LISTS        |

**DRAFT Meeting Schedule  
MUNICIPAL YEAR 2025/2026**

TO BE APPROVED ON 27/5/2025

**2026**

|                                                      |      |                                                             |         |        |                       |
|------------------------------------------------------|------|-------------------------------------------------------------|---------|--------|-----------------------|
| 16-Feb                                               | 6.15 | DEVELOPMENT & PLANNING                                      | 2-Feb   | 2-Mar  | 26 JAN, 2 FEB         |
| 23-Feb                                               | 6.15 | FULL TOWN COUNCIL                                           | 26-Jan  | 23-Mar |                       |
| 2-Mar                                                | 6.15 | DEVELOPMENT & PLANNING                                      | 2-Feb   | 16-Mar | 9 FEB, 16 FEB         |
|                                                      | 7.15 | COMMUNITY SERVICES                                          | 5-Jan   | 5-May  |                       |
| 9-Mar                                                |      | NO PLANNED MEETINGS                                         |         |        |                       |
| 16-Mar                                               | 6.15 | DEVELOPMENT & PLANNING                                      | 2-Mar   | 7-Apr  | 23 FEB, 2 MAR         |
|                                                      | 7.15 | FINANCE & POLICY                                            | 19-Jan  | 18-May |                       |
| 23-Mar                                               | 6.15 | FULL TOWN COUNCIL                                           | 23-Feb  | 27-Apr |                       |
| 30-Mar                                               |      | NO PLANNED MEETINGS                                         |         |        |                       |
| 7-Apr<br>(TUESDAY)                                   | 6.15 | DEVELOPMENT & PLANNING                                      | 16-Mar  | 20-Apr | 9 MAR, 16 MAR, 23 MAR |
|                                                      | 7.15 | LEISURE SERVICES                                            | 2-Feb   | Jun-26 | 2026 date tbc         |
| 13-Apr                                               | 6.15 | PERFORMANCE & AUDIT                                         | 12-Jan  | Jul-26 | 2026 date tbc         |
| 20-Apr                                               | 6.15 | DEVELOPMENT & PLANNING                                      | 7-Apr   | 5-May  | 30 MAR, 6 APR         |
| 27-Apr                                               | 6.15 | FULL TOWN COUNCIL                                           | 23-Mar  | 26-May |                       |
| 5-May<br>(TUESDAY)                                   | 6.15 | DEVELOPMENT & PLANNING                                      | 20-Apr  | 18-May | 13 APR, 20 APR        |
|                                                      | 7.15 | COMMUNITY SERVICES                                          | 2-Mar   | Jul-26 | 2026 date tbc         |
| 11-May                                               |      | NO PLANNED MEETINGS                                         |         |        |                       |
| 18-May                                               | 6.15 | DEVELOPMENT & PLANNING                                      | 5-May   | Jun-26 | 27 APR, 6 MAY         |
|                                                      | 7.15 | FINANCE & POLICY                                            | 16-Mar  | Jul-26 | 2026 date tbc         |
| 26 May26<br>(TUESDAY)                                | 6.15 | ANNUAL MEETING OF THE<br>COUNCIL<br>(INC FULL TOWN COUNCIL) | 27/5/25 | May-26 | 2026 date tbc         |
| ANNUAL MEETING OF THE TOWN DATE TBC - April/May 2026 |      |                                                             |         |        |                       |



|                |                                            |
|----------------|--------------------------------------------|
| Report to      | <b>Full Town Council</b>                   |
| Subject        | <b>Lumini Art Installation</b>             |
| Purpose        | <b>Decision</b>                            |
| Classification | <b>Unrestricted</b>                        |
| Meeting date   | <b>12<sup>th</sup> May 2025</b>            |
| Item number    | <b>27</b>                                  |
| Written By     | <b>Charlotte O'Reilly – Events Manager</b> |

**Summary:** This report outlines a proposed art Installation in the Memorial Gardens from 11<sup>th</sup> – 14<sup>th</sup> September 2025 to form part of our Wellbeing Week. We have been approached by Marketplace Arts who ran a series of local events called Light up the town. In Newmarket this was held at St Mary's Church.

Marketplace Arts would like to install a structure called Lumini in the Dell (sunken section) of the Memorial Gardens and run a programme of wellbeing events inside. All details of the structure which is custom build by Architects of Air are contained within the attached report.

This will be an opportunity to offer Newmarket residents the chance to enjoy this unique art installation and provide excellent publicity for Newmarket Town Council.

The Lumini will be ticketed in order to manage queues but free

|    |                                                                                                |
|----|------------------------------------------------------------------------------------------------|
| 1. | Introduction                                                                                   |
| a. | Installation of Lumini in the Memorial Gardens                                                 |
| b. | Funding provided by The Arts Council                                                           |
| 2. | Context                                                                                        |
| a. | The installation will be purpose built by Architects of Air to fit inside the Dell             |
| b. | Delivery will be made by Architects of Air and received by Marketplace Arts                    |
| 3. | Proposal/Options                                                                               |
| a. | To accommodate the installation and offer some stewarding assistance with unpacking and queues |
| 4. | Financial/Resource Implications                                                                |
| a. | To offer £1000 to run 1 of the programmed days inside the Lumini                               |
| 5. | Next Steps/Recommendations                                                                     |
| a. | To approve plans for the Lumini to be in situ in the Memorial Gardens                          |
| b. | Officer recommendation to offer £1000 donation to the event                                    |
|    |                                                                                                |
|    |                                                                                                |

# A WORLD OF WONDER

A luminarium is a sculpture people enter to be moved to a sense of wonder at the beauty of light and colour.

Since 1992 over 3 million visitors in more than 40 countries across 5 continents have immersed themselves in the spectacular and uminous world of Architects of Air.

# Architects of Air

*A luminarium meets a need in people, it offers a space somewhere between a womb and a cathedral*

## MARKETPLACE ARTS

MarketPlace Arts brings creativity and culture to the communities of Fenland and West Suffolk. Our mission is to ensure everyone has the opportunity to create and enjoy high-quality, ambitious creative experiences where they live.

We create exciting projects in Fenland and West Suffolk, working closely with local communities. We work across seven market towns, from Brandon, Mildenhall, and Newmarket in West Suffolk to Chatteris, March, Whittlesey, and Wisbech in Fenland.

We produce a wide range of creative projects all year round. From all day festivals, to art installations, creative workshops, theatre or storytelling; there's something for everyone. Every project is co-created with the communities they're happening in, ensuring authentic and meaningful experiences for all.



### Newmarket Lumini

Location Newmarket - Memorial Gardens, Newmarket, CB8 8JS

Presentation Dates: Thursday 11th to Sunday 14th September 2025

Opening hours 6 consecutive hours

Get-in: Wednesday 10th September 2025

Get-out: Monday 15th September 2025



## A GREAT APPEAL

A Luminarium is a sculpture people enter for an encounter with the phenomenon of light. Since 1992 more than 3 million visitors in over 40 countries across 5 continents have been welcomed into Architects of Air's monumental Luminaria, immersed in radiant colour that comes simply from daylight shining through the Luminarium's fabric.

The Luminaria designed by company founder Alan Parkinson are inspired by natural forms, geometric solids, Islamic and Gothic architecture. Each new creation is a maze of winding paths and inspiring domes where the visitors may lose themselves in sensory bliss.

The Luminaria have been seen in a great variety of contexts: at festivals of music, theatre, science & dance, at arts centres & museums, at community, corporate & school events, architecture & design related events, etc. The Luminaria are also presented as a stand-alone event e.g. as part of a civic summer programme.

As well as giving the visitor an awe-inspiring arts experience, a Luminarium gives the following benefits:

**BROADEST APPEAL** - a Luminarium is for everyone. Appreciated by all ages, all cultures, all abilities including the elderly and wheelchair users. A Luminarium is the most inclusive offering

**A POWERFUL MAGNET** - AoA's Luminaria are often a highly visible centrepiece to a festival. The appearance of this ephemeral cathedral of air is a spectacular intervention in the everyday environment and a huge attraction to passers-by.

**HUGE MEDIA COVERAGE** - The Luminaria are enormously photogenic. Most exhibitions will attract TV coverage and often live broadcast. Front-page photos in the press are not unusual.

**A MOST VERSATILE FORM OF ART** - all Luminaria are modular and can operate in most weathers. They are successful in their own right and can also play host to performance and workshops.

**PROFESSIONAL SERVICE**- AoA has built a strong reputation for reliability over 25 years of international touring whilst maintaining a 100% safety record. Over 50% of all AoA bookings are repeat bookings.

**STRONG SPONSOR APPEAL**- offering a wide range of possibilities for publicity and hospitality, a Luminarium can be a great platform for raising a sponsor's visibility.



## THE EXPERIENCE

Whether it be a cultural centre forecourt, a festival field, a remote mountainside or a city square, wherever a Luminarium appears, its intervention in the everyday environment is a spectacle that attracts the curious. At the reception tent visitors are invited to remove their shoes before passing through an airlock. Once inside they are free to follow their map and explore the installation, or, if they prefer, they can find a nice pod where they can simply sit and lay back to enjoy the ambience. The first reaction is often one of delight at the unexpected beauty of the light. The radiance of the daylight transmitted by the coloured parts of the Luminarium is surprising in its luminosity and makes a direct impact on the senses. Here the Luminarium's pneumatic elements, freed from the constraints of traditional architecture, amplifies the radiance of its translucent elements. Visitors are excited to discover how the colours blend or resonate, how they transform faces and clothing. Through labyrinthine tunnels and cavernous domes, visitors move in a medium of saturated and subtle hues. Vivid reflections of liquid colour spill across the curved walls creating a world apart from the normal and everyday. The subtle soundscape created specifically for the Luminarium accompanies the visitors in the experience. No two visits to a structure are alike as the atmosphere inside alters according to changing weather and changing light outside. The experience is also affected by how the public inhabits the Luminarium - each visitor forms part of the living sculpture. It is a paradox that such a stimulating environment can simultaneously be so calming, comforting and exciting. Many people find the Luminaria a place for rest or meditation. Visitors try to put their experience into words - comparing the experience to like walking through a stained glass window, like a futuristic space station, or like inside a gigantic strange breathing organic but comforting creature. Sometimes the structure may be animated by a musician or a storyteller but, more often, the space is enjoyed in its simplicity. As such, it is appreciated by people of all ages from all backgrounds

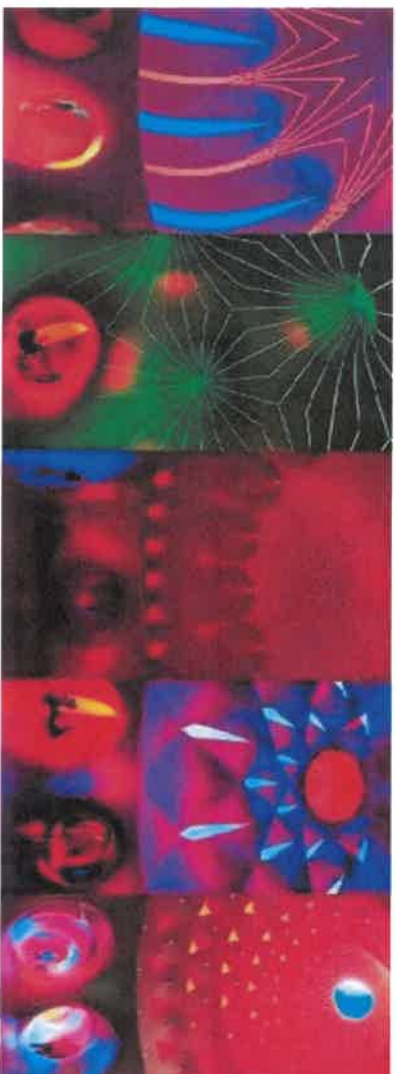


*Every once in a while something comes along that is just so different and interesting, it's hard to put into words. That's how I felt about Architects of Air.*



*"Suddenly the world outside seemed to be forgotten, we had all been transported into a whole other world of light."*

## THE LUMINARIA ON TOUR



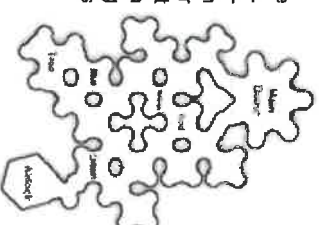
Five Luminaria are touring : Terceradix, Arbortails, Timisien, Dodecalis, and Daedalum, . Two smaller structures dedicated to schools and projects serving people with special needs are also on tour.



### DAEDALUM

Full configuration: Length: 46.70m / 153.2ft - Width: 31.90m / 104ft

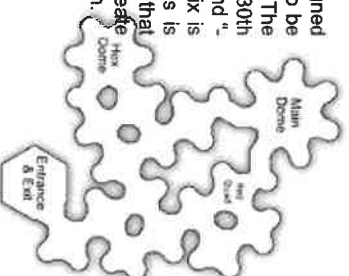
Daedalum takes its name from Daedalus. In Greek mythology he was the father of Icarus and the architect of the labyrinth of King Minos of Crete. Daedalum's core element is a maze of 19 egg-shaped domes whose spatial arrangement creates mysterious sight-lines. Daedalum's Tree is an adventurous assembly of intersecting volumes rising above the visitor with inspiring complexity. The Main Dome features an innovative indirect illumination that varies the colour inside according to the dome's position and the sun's direction. The 600-piece pattern of the Main Dome ceiling was inspired by Rome's Pantheon and the Gustave Doré drawing of angels circling heavenward in Dante's paradise.



### TERCERADIX

Full configuration: Length: 40.10m / 131.6ft - Width: 28m / 91.9ft

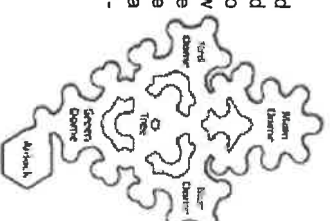
Terceradix celebrates 30 years of Architects of Air with a Luminarium designed to be brighter and more colourful than its predecessors. Terceradix aims to be as beautiful under night-time illumination as it will be in the light of the day. The name Terceradix signals that this Luminarium commemorates the 30th anniversary of Architects of Air. "Tercera" comes from the Spanish 'third' and "dix" from the French for 'ten'. It is pronounced 'Tair-sair-a-diks'. Terceradix is designed to function for night-time presentation as well as daytime. This is achieved by means of the large translucent 'light catchers' atop its domes that capture more light. The light catchers allow a mixing of coloured light to create quite a variety of hues inside that have hitherto been unseen in a Luminarium.



### DODECALIS

Full configuration: Length: 55.2m / 181ft - Width: 28.90m / 95ft

Dodecalis is named after the dodecahedron – the 12-sided Platonic solid based on pentagons. Dodecalis' main feature is 3 domes based on a stellated and truncated variant of the dodecahedron. The dome's asymmetry serves to disorientate the visitor in a way to make exploration more exciting and new design techniques enable a fluid breakdown of the form into flowing neon-like contour lines of vibrant intensity. Above eye-level one can see more clearly the dome's pentagonal foundation and can sense what it is like to be inside a Platonic solid. Dodecalis' tranquil Main Dome carries on with the motif of neon-like tracery and an imposing Blue Tree completes the ensemble.





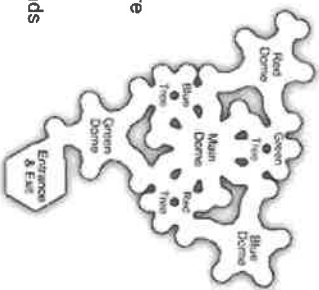
## ARBORIALIS

Full configuration: Length: 44.9m / 147.3ft - Width: 34.8m / 114.7ft

Arboreal has the natural world for inspiration. Immersion in an arboreal world of tree-like forms and abundant leaf motifs. Arboreal's aural experience is an immersion in a world of natural sounds that is a homage to the Celtic goddess Danu.

Arboreal is dedicated to the theme of 'trees' in terms of both forms and in graphic representation. It is designed to echo aspects of being lost in a forest – there are radiant canopies of leaves that stretch overhead, there are vibrant tree trunks rising from the ground beneath.

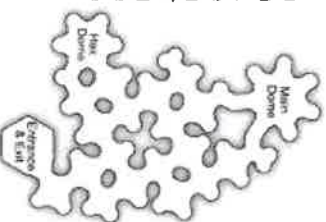
The visual world of Arboreal is enhanced by the natural and spiritual sounds of the Song of Danu created by Irish composer Dr Michael Morris.



## TIMISIEN

Full configuration: Length: 47m / 154ft - Width: 30m / 97ft

Timisien takes its name from the Romanian city of Timisoara, whose European Capital of Culture celebration was to have been the Timisien première. Timisien presents the innovation of multicoloured finials atop the QuadraXial domes. They provide a subtle play of indirect light on the surrounding surfaces. 18 of the 20 domes form the central labyrinth. Colour is brought into these domes via 'skylights', unobtrusive finials surrounding each dome. The addition of two outer domes is to give visitors respite from their wandering in the maze. Stretching high over visitors' heads the expansive canopy of the monumental Main Dome features a rare heptagonal motif from Islamic traditional architecture. The smaller outer dome is inspired by Gaudi's Casa Guell.



## WHERE THE LUMINARA HAVE BEEN



Luminaria are exhibited in a range of contexts: arts festivals, theatre festivals, science festivals and often as exhibits in their own right. Here follows a small selection of the 500+ exhibitions since 1992.

|                |                            |
|----------------|----------------------------|
| Australia      | Sydney Opera House         |
| Austria Vienna | Wiener Stadtfest           |
| Belgium        | Zomer van Antwerp          |
| Brazil         | Filo Festival, Londrina    |
| Canada         | Toronto Harbourfront       |
| Chile          | Hecho en Casa              |
| China          | Lantern Festival, HK       |
| Costa Rica     | San José                   |
| Czech Rep.     | Prague Castle              |
| Denmark        | Metropolis, Copenhagen     |
| Dubai          | Winter Festival            |
| England        | South Bank, London         |
| Finland        | Helsinki Festival          |
| France         | Le Quai, Angers            |
| Germany        | Laokoön Hamburg            |
| Greece         | Tinos Festival             |
| Holland        | Oerol Festival             |
| Hungary        | Sziget Festival            |
| Ireland        | Kilenny Arts Festival      |
| Israel         | Mediatheque, Holon         |
| Italy          | Pennabilli Street Festival |
| Korea          | Tancheon Arts Festival     |
| Lithuania      | Capital of Culture 2009    |
| Mexico         | Zapopan, Guadalajara       |
| New Zealand    | Auckland Festival          |
| Norway         | Bergen Intern'l Festival   |
| Oman           | Muscat Arts Festival       |
| Poland         | Non Stop, Wroclaw          |
| Portugal       | Centro Cultural Belem      |
| Qatar          | City of Joy, Doha          |
| Romania        | White Night, Bucharest     |
| Russia         | Kolomenskoe                |
| Saudi Arabia   | Tanween Ithra              |
| Singapore      | National Museum            |
| Scotland       | Edinburgh Fringe Festival  |
| Slovenia       | Exodos Festival, Ljubljana |
| Spain          | Guggenheim, Bilbao         |
| Sweden         | Stockholm Water Festival   |
| Taiwan         | NTCH, Taipei               |
| Switzerland    | Fête de Genève, Geneva     |
| U.S.A.         | The Music Centre, LA       |
| Venezuela      | Festival de Los Artes      |
| Wales          | Cardiff Castle             |

Full list on [www.architects-of-air.com/touring.html](http://www.architects-of-air.com/touring.html)

### WHAT THE PRESENTERS SAY

"Mirazozo was a huge success, possibly the most attended presentation ever at Sydney Opera House (we can't be sure) and certainly one of the projects we feel most proud of from our summer season." Jonathan Bielecki, Head of Programming, Sydney Opera House.

"A sanctuary of the senses in the middle of the Valencia - Levity II proved to be an unprecedented success with both media and the public." Marivi Martín, Director, Festival VEO, Spain

"The structures are very unique, not only because of the concept, but also because of the exhibition period during several days. It gives an opportunity for successful marketing and media coverage. We only dealt with happy visitors!!" Reggy Barra, Managing Director, Theater de Sloep, Netherlands

"Thank you for sharing this spectacular art structure with the world. The Museum staff, the Board members and general public was mesmerized by the experience. Art education being core to our mission, Amoco was the perfect platform for us to demonstrate the heart and soul of our existence." Debi Gray, Executive Director, Contemporary Art Centre of Virginia

"A really immersive, inspiring, spiritual and accessible space and a great way to engage a diverse range of local communities as well as attracting the passing tourist trade." Maria Bota, Director, Salisbury International Arts Festival, UK

"The first day was thrilling. We had 1438 visitors to Amozozo. Yesterday, despite wet weather we had over 1300 visits. We had good radio and television coverage and the front page of the Otago Daily Times – two magical photos and an enthusiastic story. Thank you so much for your creativity, your team and your co-operation in getting this unique exhibition to our Festival". Nicholas McBryde, Director, Otago Festival of the Arts, New Zealand

"The unique quality of the Luminarium is to bring a wholly different experience to an outdoor setting. I was surprised by the number of and variety of social and cultural groups of general public who visited the Luminarium. It was a great level of an experience." Jon Hogen, Events Manager, Gloucester, UK

"It really is something: a journey down the rabbit hole, a step into and alternate time/space, a place woven from the fabric of the unexpected. Utterly lovely to have the opportunity to share this." Christopher Wangro, Programmer for the Lawn on D, Boston, USA.

# Community Engagement



## What is the project?

We will engage the diverse community of Newmarket (target 600 people) across 4 days in September Thursday 11 - Sunday 14 September (6 hours per day) in a wide range of activities, workshops and events taking place inside a temporary inflatable venue called a LUMINI at Memorial Gardens. The full programme is a response to community need, evidenced through the [Suffolk Mind & Suffolk County Council report in 2023](#) and our own community engagement over the past 12 months. The activities will be programmed by a community panel made up of residents who will decide on what happens during each full day of the programme. All of the events, activities and workshops will aim to improve mental health and emotional wellbeing, reduce isolation and engage communities in high quality arts & culture. Members of the public will have the opportunity for free, at various times throughout the day and will be invited to participate or simply experience the space. Architects of Air, the designers of the Lumini are world leading creatives who have toured this unique space [<https://www.architects-of-air.com/lumini/>] across the country but have never been programmed in Suffolk.

## Examples of might activity include:

1. Sound baths
2. Music sessions
3. Sensory play for SEND groups
4. Dance and movement workshops

## What is the need?

In West Suffolk, there are low levels of participation mapped with high levels of deprivation and health needs. Following the Wellbeing in Newmarket report produced by Suffolk County Council and Suffolk Mind, the least well groups are people living with a disability, a learning disability and those who are unable to work temporarily or permanently. All three of these least well groups are statistically significantly less well than the Newmarket (and Suffolk) average. Community is the least met emotional need, with respondents requesting "more arts initiatives, performance spaces and public performances". 52% don't feel they have enough control over their lives - our community panel will respond to this. Through our connections with Social Prescribers and community centres, we have facilitated conversations which relayed the need for more wellbeing support through creative health and non-clinical routes.

Wellbeing in Newmarket - A report by Suffolk County Council and Suffolk Mind 2023.

<https://www.suffolkmind.org.uk/wp-content/uploads/2023/04/Wellbeing-Report-Newmarket-2023-Suffolk-Mind-Suffolk-County-Council.pdf>



## Community Panel

We will be facilitating a community panel of 10 local residents who will lead on the decision making process for the programming of the Lumini. The group is a diverse mixture of local residents - some of whom are members of the groups we are hoping to reach (those with a disability, or experience of temporary or long term unemployment) as well as local residents who are enthusiastic about decision making in the community and members of communities who are historically least involved with our programming (men and young people).

## Volunteering Opportunities

MarketPlace Arts will be offering and recruiting for up to 6 volunteers per day to be involved with the event management of the site. The Architects of Air will provide training for these volunteers, who will benefit from work experience, the opportunity to make friends and meet new people, increase their skillset and take part in high quality arts in their local area.

## Engagement Opportunities

figures to be

24 x 20 minute free 'discovery' session for any member of the public (maximum 30 people per session)

8 x 20 minutes free 'quiet discovery' session for anyone who may benefit from quiet, calmer sessions (maximum 15 people per session)

4 x 1 hour specialist creative health programmed activities inside Lumini (maximum 30 people per session)

8 x 1 hour specialist creative health programmed activities in Memorial Gardens (maximum 30 people per session)



It is likely that the structure will cost £20,000, which will be funded by MarketPlace Arts. Council support will allow us to deliver a programme of events, activities, workshops and performances that will be for a wide range of people in Newmarket. Any contribution to the programme that the council can make would be appreciated - £1000 would enable us to programme a whole day of the space for example. We'd be happy to accept any support you can provide.

In kind support will be instrumental for us in carrying out this project - access to stewards, volunteers, technical staff, first aid and security teams will be important in making this a real collaborative community achievement.