

Membership from May 2026
Councillor Harvey (Chair)
Councillor Drummond (Vice)
Councillor Hood
Councillor McHugh
Councillor Winter
Councillor Yarrow

Members = 7
Quorum = 3



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the
FINANCE & POLICY COMMITTEE to be held at
Memorial Hall, High Street, Newmarket, CB8 8JP on
Monday 20th July 2026 at 7.15pm
*or following on from the Development and Planning
Committee meeting, whichever is later*

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting. This is a public arena, therefore anything you say including your name if given, may be published by the press, social media and in Council committee minutes.

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. **Election of Chair** – to elect a Chairperson for the Finance and Policy Committee for the Municipal Year 2026/2027
2. **Election of Vice Chair** – to elect a Vice Chairperson for the Finance and Policy Committee for the Municipal Year 2026/2027
3. **Chair to read** the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
4. **Apologies** – 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 previous meeting held 18th May 2026**
 - 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. Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
8. **Submission of schedules of payments for information** - To approve cashbooks 1-5 for month 2 and 3 (26/27)
9. **Bank statements** – To confirm that the bank statement balances & related bank reconciliations have been signed by the Chair of the Finance & Policy Committee
10. **Accounts** – To receive and note the Income & Expenditure for the Finance & Policy Committee as at Month 3 closure
11. **Health, Safety and Facilities** – to receive a monthly report
12. **Policies** – to receive the policies updated schedule
 - a) **Newmarket Town Councillor Annual Locality Budget Policy** – to consider and approve a new policy
 - b) **Flag Flying Policy** – to consider a motion to update the policy for Newmarket Town Council
13. **Correspondence**
14. Date of next meeting **Monday 21st September 2026**

Signed  Cathy Whitaker, Town Clerk

Date 14th July 2026

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Newmarket

TOWN COUNCIL

Item 6

Minutes of a Meeting of the Finance & Policy Committee **Held on Monday 18th May 2026 at the Memorial Hall 7:15pm**

Attendance:

Councillor J Harvey (Chair)
Councillor A Drummond
Councillor R Hood
Councillor P Hulbert

Councillor J McHugh
Councillor P Winter
Councillor K Yarrow

Also Present: C Whitaker – Town Clerk, N Alecock – Deputy Town Clerk. One member of the Press

Minute

F/26/05/1 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.

F/26/05/2 Apologies for Absence

No apologies.

F/26/05/3 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

No declarations were made. There were no requests for Member's Dispensation.

F/26/05/4 To Confirm the Minutes of the Meeting Held on 16th March January 2026 and any Matters Arising

Members received the minutes of the Finance & Policy Committee meeting held on 16th March 2026 and Cllr Harvey made a proposal, seconded by Cllr Hood. A vote was taken which was unanimous and the following was agreed:

F/26/05/4.01 Resolved

That the minutes of the Finance & Policy Committee meeting held on 16th March 2026 be adopted and signed as a true record by the Chair of the Finance & Planning Committee.

There were no matters arising.

F/26/05/5 Public Open Session

No members of the public were present.

F/26/05/6 Submission of Schedules of Payments for Information CB1 – CB5

Members reviewed CB1 – CB5 for months 12 (2025/26) and 1 (2026/2027). Cllr Harvey made a proposal, seconded by Cllr Hood. A vote was taken which was unanimous and the following was agreed:

F/26/05/6.01 Recommendation

That the ratification of the schedules of payments for the period 01/03/2026 – 31/03/2026 and 01/04/2026 – 30/04/2026 (Cash Book 1 - 5) be received and

Minutes of Finance & Policy Committee held on Monday 16th March 2026

Book Number 55 2025 - 2026

adopted.

F/26/05/7 To Confirm the Bank Statement Balances & Related Bank Reconciliation have been signed by the Chairman of F&P Committee

The Chair of the Finance & Policy Committee confirmed scrutiny of the bank reconciliations relating to the end of 30/04/2026 (month 1) for the Town Council's Current, Petty Cash, Salaries, Barclaycard and CCLA Cashbooks.

F/26/05/8 To Receive the Income and Expenditure

The Income and Expenditure reports for April 2026 were received and noted. It was noted that the EMR balances shown for Month 1 will be updated to include the 2025/26 year-end approved transfers in Month 2.

F/26/05/9 To consider a subscription to the CCLA PSDF account

The annual precept of £1,131,996.00 has been received into the current account. Cllr Harvey made a proposal to transfer £1,100,000.00 into the CCLA PSDF account. This was seconded by Cllr Winter. A vote was taken which was unanimous and the following was agreed:

F/26/05/9.01 Recommendation

That £1,100,000.00 be transferred from the Unity Trust Current Account to the CCLA PSDF account.

F/26/05/10 Small Grants

The following grant application was considered.

Newmarket NewsTalk – a request for funding of the fortnightly newsletter for blind and partially-sighted people. Cllr Harvey made a proposal, seconded by Cllr Hood. A vote was taken which was unanimous and the following was agreed:

F/26/05/10.01 Recommendation

That the request from Newmarket NewsTalk for a grant be approved and be awarded at £250.

Racing Welfare – a request for funding for the Lights for Bikes Campaign targeted road safety initiative. Cllr Harvey made a proposal, seconded by Cllr Hood. A vote was taken which was unanimous and the following was agreed:

F/26/05/10.02 Recommendation

That the request from Racing Welfare for a grant be declined and that, rather than financial support, a suggestion be made that the Town Council liaises with Racing Welfare to roll out this initiative/promote education, awareness and personal responsibility.

Headway Suffolk – a request for funding for the continued delivery and development of the Newmarket Brain Injury Rehabilitation and Support service. Cllr Harvey made a proposal, seconded by Cllr Drummond. A vote was taken which was unanimous and the following was agreed:

F/26/05/10.03 Recommendation

That the request from Headway Suffolk for a grant be approved and be

awarded at £500.

Home-Start Suffolk – a request for funding for the Big Hopes Big Future school readiness programme. Cllr Harvey made a proposal, seconded by Cllr Hood. A vote was taken which was unanimous and the following was agreed:

F/26/05/10.04 Recommendation

That the request for a grant be declined on the basis that, whilst the Council supports this project concept in principal, it is outside our remit and that other appropriate funding sources should be sought by the applicant.

F/26/05/11 Health and Safety

The Health and Safety report was received and noted and a verbal update given regarding the public conveniences shutters being out of order due to being forced open.

F/26/05/12 Policies

A meeting of the Policy Working Group will be held on 19th May. Core policies will be presented at the Annual Meeting of the Council for ratification on 26th May.

F/26/05/13 Correspondence

None noted.

F/26/05/14 Date of Next Meeting

Monday 20th July 2026 at the Memorial Hall.

Meeting closed at 7:40pm

Signed _____ Date _____

Summary of Recommendations	Recommendation Wording
<u>F/26/05/4.01 Resolved</u>	That the minutes of the Finance & Policy Committee meeting held on 16th March 2026 be adopted and signed as a true record by the Chair of the Finance & Planning Committee.
<u>F/26/05/6.01 Recommendation</u>	That the ratification of the schedules of payments for the period 01/03/2026 – 31/03/2026 and 01/04/2026 – 30/04/2026 (Cash Book 1 - 5) be received and adopted.
<u>F/26/05/9.01 Recommendation</u>	That £1,100,000.00 be transferred from the Unity Trust Current Account to the CCLA PSDF account.
<u>F/26/05/10.01 Recommendation</u>	That the request from Newmarket NewsTalk for a grant be approved and be awarded at £250.
<u>F/26/05/10.02 Recommendation</u>	That the request from Racing Welfare for a grant be declined and that, rather than financial support, a suggestion be made that the Town Council liaises with Racing Welfare to roll out this initiative/promote education, awareness and personal responsibility.
<u>F/26/05/10.03 Recommendation</u>	That the request from Headway Suffolk for a grant be approved and be awarded at £500.

F/26/05/10.04 Recommendation

That the request for a grant be declined on the basis that, whilst the Council supports this project concept in principal, it is outside our remit and that other appropriate funding sources should be sought by the applicant.

DRAFT

Date: 13/07/2026

Newmarket Town Council Current Year 26/27

Page: 1

Time: 12:17

Cashbook 1

User: CEW

Current Account

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,239,165.40					1,239,165.40	
bacs	Banked: 01/05/2026	192.00						
bacs	Vacinations UK	192.00		32.00	565		160.00	dep.bkg 28/11/26
000211	Banked: 05/05/2026	90.00						
	Sales Recpts Page 3039	90.00	90.00		101			Sales Recpts Page 3039
000212	Banked: 05/05/2026	192.00						
000212	Unex Group	192.00		32.00	565		160.00	hdep/ bkg 13/5/2026 UNEX
bacs	Banked: 07/05/2026	252.00						
	Sales Recpts Page 3041	252.00	252.00		101			Sales Recpts Page 3041
bacs	Banked: 08/05/2026	972.00						
	Sales Recpts Page 3040	972.00	972.00		101			Sales Recpts Page 3040
bacs	Banked: 12/05/2026	30.00						
	Sales Recpts Page 3042	30.00	30.00		101			Sales Recpts Page 3042
bacs	Banked: 14/05/2026	300.00						
bacs	Mrs AC Bruce	300.00		50.00	565		250.00	hdep/BRUCE wedding-10/4/2027
000213	Banked: 26/05/2026	199.00						
000213	Teadance income 22/5/26	199.00		33.17	4443	301	165.83	Teadance income 22/5/26
bacs	Banked: 28/05/2026	792.00						
	Sales Recpts Page 3043	792.00	792.00		101			Sales Recpts Page 3043
Total Receipts for Month		3,019.00	2,136.00	147.17			735.83	
Cashbook Totals		1,242,184.40	2,136.00	147.17			1,239,901.23	

Item

Date: 13/07/2026

Newmarket Town Council Current Year 26/27

Page: 2

Time: 12:17

Cashbook 1

User: CEW

Current Account

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/05/2026	Cooleraid Ltd	181322	95.40	95.40		501			10 19L Bottles
05/05/2026	Cooleraid Ltd	1819007	18.00	18.00		501			2 19L Still Bottle
05/05/2026	Anglia Fabrication & Design Lt	1213	3,477.60	3,477.60		501			Cem gates refurb
05/05/2026	Abbey Security Services Ltd	44981	1,197.89	1,197.89		501			Security Services
05/05/2026	Phillip Green	50526	125.00	125.00		501			April- maintain & winding CT
05/05/2026	Newmarket Plant Hire Ltd	711807	20.98	20.98		501			Herras fencing
05/05/2026	CRC Pest Control	8648	600.00	600.00		501			Pest Control Services
05/05/2026	West Suffolk Council	1368410	98.50	98.50		501			6279/Bins for Earth Day
05/05/2026	LAC Services (East Anglia) Ltd	4009	13,786.18	13,786.18		501			6278/Fire door maintenance
05/05/2026	Mead Contruccion (Cambridge) L	209261	360.00	360.00		501			6277-Muck-away Cem
05/05/2026	Rachel Wood	030426	405.00	405.00		501			6276/Admin for NNP
05/05/2026	Adams & Eden Restoration	217	731.40	731.40		501			6275/MH Hand rails
05/05/2026	Homefront Locksmiths	002930	366.00	366.00		501			6274/Pav locks and van key
05/05/2026	Homefront Locksmiths	00293	186.00	186.00		501			Pav-Shutter key
05/05/2026	Doxbond (Cambridge)	13363	39.60	39.60		501			Confidential waste- 5 bags
05/05/2026	Unex Group Ltd	000212	192.00		32.00	565		160.00	hdep.bkg 13/5/26.UNEX Group
05/05/2026	UNEX correction	000212	-192.00		-32.00	565		-160.00	UNEX correction
12/05/2026	N-CIS	13557	50.64	50.64		501			Hosted Seat Charge
12/05/2026	Petty Cash	PCSH M2(1)	133.92			210		133.92	Petty Cash M2(1) reimbursement
15/05/2026	British Gas	BGB712295	58.03	58.03		501			gas PAV Mar-Apr26
16/05/2026	British Gas	BGB712288	467.53	467.53		501			gas MH March-Apr26
17/05/2026	SmartestEnergy Business Ltd	004	71.13	71.13		501			Conv. elec Apr 26
17/05/2026	SmartestEnergy Business Ltd	GM42T77NY/	881.41	881.41		501			MH elec. Apr 26
17/05/2026	SmartestEnergy Business Ltd	GM42TPWL8/	24.18	24.18		501			CT elec. Apr 26
17/05/2026	SmartestEnergy Business Ltd	GR3DLP2ZE/	35.66	35.66		501			BT elec Apr 26
19/05/2026	British Gas	812031335	59.24	59.24		501			Cem elec Apr 26
21/05/2026	Anglian Water Business Nationa	16443657	60.19	60.19		501			Cem water Jan-Apr 26
21/05/2026	Fenland Leisure Products Ltd	390	301.56	301.56		501			Cableway repair
21/05/2026	Northgate Vehicle Hire Ltd	SL08977101	455.62	455.62		501			Van lease
21/05/2026	Molly Craxton	190626	450.00	450.00		501			Twinning swing quartet
21/05/2026	Anglian Water Business Nationa	16513542	223.04	223.04		501			Various
21/05/2026	Banner Business Solutions Ltd	04468650	44.38	44.38		501			Copier paper A4
21/05/2026	Phs Group Plc	72179371	10.49	10.49		501			Various
21/05/2026	Phs Group Plc	72179363	4.01	4.01		501			Conv. sanibins
21/05/2026	Anglian Water Business Nationa	16453831	24.38	24.38		501			Cem. water Jan-Apr 26
21/05/2026	Ambit Maintenance Ltd	7835	355.01	355.01		501			Gas cooker repairs
21/05/2026	Ambit Maintenance Ltd	7829	630.00	630.00		501			Catering equip
21/05/2026	Iliffe Media Publishing Ltd	157684	175.80	175.80		501			NJ: ATM notice
21/05/2026	Newmarket Decorators Ltd	12509	7,638.00	7,638.00		501			War mem. railings painted
21/05/2026	Collaboration 23 Construction	1044	4,020.00	4,020.00		501			Various
21/05/2026	Keyways Locksmith Ltd	25170	172.80	172.80		501			No 1 key padlocks x 6

Continued on Page 3

Payments for Month 2					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21/05/2026	Alisons of Cambridge	4383	1,425.00	1,425.00		501			Twinning coach
24/05/2026	Siemens Financial Services	DD/8755514	778.59		129.76	4028	101	648.83	1/4-ly office ptr lease
26/05/2026	Unity Schools Partnership	LEXLINK26G	2,000.00			4181	307	2,000.00	NKT Academy Lexlink grant
26/05/2026	Nkt Newstalk for the Blind	NEWSTALKG	250.00			4076	101	250.00	Newstalk small grant
26/05/2026	Unity Trust Bank	BANKCHARG	25.00			4051	101	25.00	CHAPS payment fee
26/05/2026	CCLA Account	preceptinv	1,100,000.0			202		1,100,000.00	Inv of 2026/7 precept
27/05/2026	Siemens Financial Services	DDA3013088	778.59		129.76	4028	101	648.83	1/4-ly office printer lease
28/05/2026	Focus Washrooms Ltd	34803	840.00	840.00		501			Repair to shutters
28/05/2026	Peninsula	U005670186	690.98	690.98		501			HR/H&S Services
28/05/2026	British Gas	808849839	26.46	26.46		501			Elec cem Apr/May 26
28/05/2026	Peninsula	cxIDD	-690.98	-690.98		501			canx of dbl payment 27/4/26
28/05/2026	Peninsula	ddadjust	691.02	691.02		501			reposted adjustment
29/05/2026	Barclaycard Account	bcardsweep	824.81			208		824.81	monthly creditcard sweep paymt
31/05/2026	Unity Trust Bank	BANKCHARG	19.60			4051	101	19.60	UTB bank fees
31/05/2026	Petty Cash	PCreimbM2	112.35			210		112.35	PCash reimb M2(2)
Total Payments for Month			1,145,625.99	40,703.13	259.52			1,104,663.34	
Balance Carried Fwd			96,558.41						
Cashbook Totals			1,242,184.40	40,703.13	259.52			1,201,221.75	

Receipts for Month 2				Nominal Ledger Analysis			
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
	Balance Brought Fwd :	150.00					150.00
	Banked: 12/05/2026	133.92					
PCSH M2(1) Current Account		133.92			201		133.92 Petty Cash M2(1) reimbursement
	Banked: 31/05/2026	112.35					
PCreimbM2 Current Account		112.35			201		112.35 PCash reimb M2(2)
Total Receipts for Month		246.27	0.00	0.00			246.27
Cashbook Totals		396.27	0.00	0.00			396.27

Payments for Month 2					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/05/2026	Petty Cash M1 (1)	PCASHM2(1)	133.92		2.17	4009	101	92.40	PCash/mileage
						4016	120	10.85	PCash/cleaning supplies
						4179	303	28.50	PCash/Earth Day costs
29/05/2026	Petty Cash M2(2)	PCASHM2(2)	112.35		4.11	4023	101	3.75	PCash/stationary
						4009	101	39.30	PCash/Travel/mileage
						4443	301	3.55	PCash/teadance supplies
						4020	103	61.64	PCash/lens allowance
									EM
Total Payments for Month			246.27	0.00	6.28			239.99	
Balance Carried Fwd			150.00						
Cashbook Totals			396.27	0.00	6.28			389.99	

Receipts for Month 2				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	24,488.53					24,488.53	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>24,488.53</u>	<u>0.00</u>	<u>0.00</u>			<u>24,488.53</u>	

Payments for Month 2				Nominal Ledger Analysis						
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>	
21/05/2026	Net Salaries M2	NTCSALM2	14,227.62			516		14,227.62	Net Salaries M2	
21/05/2026	People's Partnership M2	WPPM2	1,848.11			514		1,848.11	People's Partnership M2	
21/05/2026	HMRC M2	1108662702	6,068.76			515		6,068.76	HMRC M2	
24/05/2026	Siemens FS Ltd	8755514	778.59		129.76	4028	101	648.83	office printer lease	
24/05/2026	Siemens correction	ERRCORR	-778.59		-129.76	4028	101	-648.83	incorrect cashbook	
31/05/2026	Unity Trust Bank	BANKCHARG	8.35			4051	101	8.35	UTB Bank fees	
Total Payments for Month			22,152.84	0.00	0.00			22,152.84		
Balance Carried Fwd			2,335.69							
Cashbook Totals			24,488.53	0.00	0.00			24,488.53		

Receipts for Month 2				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 29/05/2026	824.81						
bcardsweep	Current Account	824.81			201		824.81	monthly creditcard sweep paymt
Total Receipts for Month		824.81	0.00	0.00			824.81	
Balance Carried Fwd		1,059.00						
Cashbook Totals		1,883.81	0.00	0.00			1,883.81	

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			824.81					824.81	
04/05/2026	card/Adobe	CC271678	97.06		16.18	4025	101	80.88	card/Acropro licence
04/05/2026	card/PRIME	CCPRIME	8.99			4025	101	8.99	card/Amazon PRIME
05/05/2026	card/Savers	CC271675	5.99		1.00	4016	120	4.99	card/cleaning supplies
05/05/2026	card/Tesco	CC271676	4.70		0.58	4078	120	1.20	card/refr mtgs
						4020	102	2.92	card/refr staff
05/05/2026	card/Expocart	CC271677	378.00		63.00	4095	120	315.00	card/display board
05/05/2026	card/Amazon	CC271679	21.47		3.59	4023	101	17.88	card/paper,raffle,dots
05/05/2026	card/Amazon	CC271680	9.85			4078	120	9.85	card/sugar cubes
06/05/2026	card/Amazon	CC271681	4.95			4023	101	4.95	card/sticky tape
07/05/2026	card/Amazon	CC271682	30.50		5.10	4023	101	25.40	card/file dividers x 10
07/05/2026	card/Amazon	CC271683	16.99		2.83	4023	101	14.16	card/file dividers x 5
07/05/2026	card/The Poppy Shop UK	CC271697	60.99		10.16	4079	101	50.83	card/remembrance wreaths
08/05/2026	card/Amazon	CC271684	13.95		2.33	4095	120	11.62	card/microphone stand
11/05/2026	card/Diliveroo	CC271685	43.38		1.82	4020	102	5.08	card/staff refr
						4078	120	2.45	card/meeting refr
						4443	301	34.03	card/teadance supplies
11/05/2026	card/TG JONES	CC271693	50.00			4064	101	50.00	card/leavers giftcard
12/05/2026	card/Amazon	CC271686	13.03		2.17	4095	120	10.86	card/desktop mic stand
12/05/2026	card/Amazon	CC271687	12.78			4181	307	12.78	card/wrapped fudge-LEXLINK
12/05/2026	cardAmazon	CC271688	16.19			4181	307	16.19	card/shortbread-LEXLINK
12/05/2026	card/Nancy's	CC271690	68.70		11.45	4064	101	57.25	card/Mayor's entertaining
13/05/2026	card/All Saints News Ltd	CC271689	23.90			4028	101	23.90	card/newspaper bill
13/05/2026	card/NHRM	CC271691	70.47		11.78	4181	307	58.69	card/LEXLINK student gifts
13/05/2026	card/Amazon	CC271692	5.99		1.00	4095	120	4.99	card/mic adapter
13/05/2026	card/Amazon	CC271699	15.99		2.67	4181	307	13.32	card/LEXLINK student bags
14/05/2026	card/Amazon	CC271700	4.00		0.67	4443	301	3.33	card/teadance prize
14/05/2026	card/Amazon	CC271698	7.99		1.33	4016	120	6.66	card/ant powder
18/05/2026	card/PDFAID	CC27PDFAID	49.00			4025	101	49.00	card/PDFAID
20/05/2026	card/MD's Grocery store	CC271694	12.96			4443	301	12.96	card/teadance supplies
27/05/2026	card/Shoe Doctor	CC271695	7.00		1.17	4036	120	5.83	card/key cutting
27/05/2026	card/Tesco	CC271696	4.18		0.70	4020	102	3.48	card/staff refr
Total Payments for Month			1,059.00	0.00	139.53			919.47	
Cashbook Totals			1,883.81	0.00	139.53			1,744.28	

Receipts for Month 2				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	412,618.65					412,618.65	
bacs	Banked: 05/05/2026	1,438.67						
bacs	CCLA PDSF	1,438.67			1190	101	1,438.67	CCLA reinvestment
	Banked: 26/05/2026	1,100,000.00						
preceptinv	Current Account	1,100,000.00			201		1,100,000.00	Inv of 2026/7 precept
Total Receipts for Month		1,101,438.67	0.00	0.00			1,101,438.67	
Cashbook Totals		1,514,057.32	0.00	0.00			1,514,057.32	

Payments for Month 2				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		1,514,057.32						
	Cashbook Totals		1,514,057.32	0.00	0.00			1,514,057.32	

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Cashbook 1

User: CEW

Current Account

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	96,558.41					96,558.41	
bacs	Banked: 02/06/2026	54.00						
	Sales Recpts Page 3044	54.00	54.00		101			Sales Recpts Page 3044
bacs	Banked: 03/06/2026	144.00						
	Sales Recpts Page 3045	144.00	144.00		101			Sales Recpts Page 3045
bacs	Banked: 03/06/2026	168.00						
	Sales Recpts Page 3046	168.00	168.00		101			Sales Recpts Page 3046
	Banked: 04/06/2026	50,000.00						
topup	CCLA Account	50,000.00			202		50,000.00	account topup
bacs	Banked: 04/06/2026	24.00						
	Sales Recpts Page 3047	24.00	24.00		101			Sales Recpts Page 3047
bacs	Banked: 10/06/2026	90.00						
	Sales Recpts Page 3048	90.00	90.00		101			Sales Recpts Page 3048
BACS	Banked: 10/06/2026	120.00						
	Sales Recpts Page 3050	120.00	120.00		101			Sales Recpts Page 3050
bacs	Banked: 10/06/2026	306.00						
	Sales Recpts Page 3051	306.00	306.00		101			Sales Recpts Page 3051
BACS	Banked: 13/06/2026	486.00						
	Sales Recpts Page 3049	486.00	486.00		101			Sales Recpts Page 3049
bacs	Banked: 25/06/2026	2,093.00						
	Sales Recpts Page 3052	2,093.00	2,093.00		101			Sales Recpts Page 3052
000214	Banked: 30/06/2026	144.00						
	Sales Recpts Page 3053	144.00	144.00		101			Sales Recpts Page 3053
Total Receipts for Month		53,629.00	3,629.00	0.00			50,000.00	
Cashbook Totals		150,187.41	3,629.00	0.00			146,558.41	

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Cashbook 1

User: CEW

Current Account

For Month No: 3

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/05/2026	Siemens Financial Services	DBLPOSTED	-778.59		-129.76	4028	101	-648.83	correction of double posting
03/06/2026	Staff Salary Account	topup	40,000.00			204		40,000.00	account topup for salaries
04/06/2026	Summit Cleaning Services	1498	150.00	150.00		501			Window Cleaning - MH
04/06/2026	Cooleraid Ltd	1822890	52.80	52.80		501			4 x sanitization
04/06/2026	Phillip Green	020626	125.00	125.00		501			May maintainig & winding
04/06/2026	Cheffins	5073/25/26	420.00	420.00		501			Insurance valuation - chain
04/06/2026	Adams & Eden Restoration	INVOICE217	1,124.40	1,124.40		501			MH front doors adjustment
04/06/2026	Collaboration 23 Construction	1050	3,300.00	3,300.00		501			Emergency scaffold MH
04/06/2026	Kalkkwik	105268	6.78	6.78		501			Website support
04/06/2026	John and Janice Kay	22052026/1	100.00	100.00		501			Tea Dance on 22nd May 2026
04/06/2026	Abbey Security Services Ltd	45167	1,171.33	1,171.33		501			Security services May 2026
04/06/2026	Marketplace Arts	0022	2,000.00	2,000.00		501			Grant -Light up the Town 2027
04/06/2026	Ken Booth & Co Ltd	493751	235.88	235.88		501			Cleaning supplies
04/06/2026	Places4People Ltd	561	3,004.80	3,004.80		501			St Marys Square Design Support
04/06/2026	Places4People Ltd	560	1,950.00	1,950.00		501			Neighbourhood Plan support
11/06/2026	Headway Suffolk and Norfolk	HEADWAY	500.00			4076	101	500.00	grant to Headway Suffolk
11/06/2026	Woolpit Nurseries Ltd	10671	6,296.40	6,296.40		501			Plants
11/06/2026	Suffolk Association of Local C	31525	43.20	43.20		501			Procurement training TC
11/06/2026	National Association of Local	01893	42.00	42.00		501			Training TC - climate
11/06/2026	Locus Services Ltd	050626SB	474.00	474.00		501			Biohazard clean All Saints ch
11/06/2026	Institute Of Cemetery & Cremat	4624/2026/	110.00	110.00		501			ICCM Corp Subs 2026/27
12/06/2026	N-CIS	13647	49.14	49.14		501			Telephone svcs May 26
14/06/2026	British Gas	BGB712295	40.54	40.54		501			creditnote-gas PAV Mar-Apr26
15/06/2026	British Gas	BGB712288	539.78	539.78		501			gas MH May26
15/06/2026	SmartestEnergy Business Ltd	GM42PGH2Q/	69.79	69.79		501			Elec conv May26
15/06/2026	SmartestEnergy Business Ltd	GM42T77NY/	845.10	845.10		501			Elec MH May26
15/06/2026	SmartestEnergy Business Ltd	GR3DLP2ZE/	36.84	36.84		501			B Tutte elec May 26
15/06/2026	SmartestEnergy Business Ltd	GM42TPWL8/	23.71	23.71		501			CTower elec May26
17/06/2026	British Gas	807297626	42.56	42.56		501			Elec cem May26
18/06/2026	Pitkin & Ruddock	0018188	702.41	702.41		501			Chamber AC repair
18/06/2026	Thurlow Nunn Standen Ltd	N07280	32.10	32.10		501			Fuel/wipes
18/06/2026	Dorans Plumbing	3391	68.00	68.00		501			Clr blockd pub dis toilet
18/06/2026	Dorans Plumbing	3402	68.00	68.00		501			clr blocked pub toilet
18/06/2026	West Suffolk Council	1371495	365.00	365.00		501			BID Levy
18/06/2026	Iliffe Media Publishing Ltd	162042	1,128.00	1,128.00		501			Admin Job Vacancy
18/06/2026	Cooleraid Ltd	1825738	119.40	119.40		501			Annual cooler rental
18/06/2026	Northgate Vehicle Hire Ltd	SL09008688	455.62	455.62		501			Electric van lease
22/06/2026	Public Works Loan Board	PWLB0626	44,931.75			4080	120	44,931.75	Public Works Loan Board

Continued on Page 3

Payments for Month 3				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/06/2026	Peninsula	5723317DD	690.98		115.16	4058	103	575.82	H&S/HR services monthly
25/06/2026	Aurora Managed Services	DD237267	87.66		14.61	4028	101	73.05	1/4-ly printing charges
29/06/2026	Barclaycard Account	sweepM3	1,092.52			208		1,092.52	b'card sweep M3
30/06/2026	Unity Trust Bank	BANKCHARG	15.10			4051	101	15.10	UTB Bank fees
30/06/2026	British Gas	81207645	28.89	28.89		501			Elec cemetery
30/06/2026	Unity Trust Bank	BANKCHARG	7.40			4051	101	7.40	UTB bank charges
30/06/2026	Petty Cash	PCashM3	47.28			210		47.28	Petty Cash reimbursement M3
Total Payments for Month			111,815.57	25,221.47	0.01			86,594.09	
Balance Carried Fwd			38,371.84						
Cashbook Totals			150,187.41	25,221.47	0.01			124,965.93	

Receipts for Month 3				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	150.00					150.00	
	Banked: 30/06/2026	47.28						
PCashM3	Current Account	47.28			201		47.28	Petty Cash reimbursement M3
Total Receipts for Month		47.28	0.00	0.00			47.28	
Cashbook Totals		197.28	0.00	0.00			197.28	

Payments for Month 3					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/06/2026	Petty Cash M3	PCASHM3	47.28			4022	101	4.25	PCash/postage
						4020	101	1.20	PCash/staff refr
						4189	307	41.83	PCash/water for MLF visit
Total Payments for Month			47.28	0.00	0.00			47.28	
Balance Carried Fwd			150.00						
Cashbook Totals			197.28	0.00	0.00			197.28	

Receipts for Month 3				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	2,335.69					2,335.69	
	Banked: 03/06/2026	40,000.00						
topup	Current Account	40,000.00			201		40,000.00	account topup for salaries
Total Receipts for Month		40,000.00	0.00	0.00			40,000.00	
Cashbook Totals		42,335.69	0.00	0.00			42,335.69	

Payments for Month 3					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
24/06/2026	Net Salaries M3	NETSAL2703	13,533.25			516		13,533.25	Net Salaries M3
24/06/2026	HMRC	1108662703	6,287.30			515		6,287.30	HMRC M3
24/06/2026	People's Partnership	WPP2703	1,905.27			514		1,905.27	People's Partnership M3
30/06/2026	Unity Trust Bank	BANKCHARG	8.35			4051	101	8.35	UTB bank fees
Total Payments for Month			21,734.17	0.00	0.00			21,734.17	
Balance Carried Fwd			20,601.52						
Cashbook Totals			42,335.69	0.00	0.00			42,335.69	

Receipts for Month 3			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 29/06/2026	1,092.52						
sweepM3	Current Account	1,092.52			201		1,092.52	b'card sweep M3
Total Receipts for Month		1,092.52	0.00	0.00			1,092.52	
Balance Carried Fwd		4,335.10						
Cashbook Totals		5,427.62	0.00	0.00			5,427.62	

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
		Balance Brought Fwd :	1,059.00					1,059.00	
01/06/2026	card/Amazon	CC271706	14.99		2.50	4016	120	12.49	card/kitchen bin replacement
02/06/2026	card/Amazon	CC271707	7.99		1.33	4023	101	6.66	card/file dividers
02/06/2026	card/Amazon	CC271708	5.59		0.93	4023	101	4.66	card/redactor
03/06/2026	card/Tesco	CC271701	4.95			4078	120	4.95	card/event refr
04/06/2026	card/Wickes	CC271702	1,335.00		222.50	4036	120	1,112.50	card/kitchen units for bararea
04/06/2026	card/Adobe	CC271705	97.06		16.18	4025	101	80.88	card/Acropro sw licence
04/06/2026	card/Amazon Prime	CCPRIME	8.99			4025	101	8.99	card/prime subs
08/06/2026	card/LS Almonry Kitchen	CC271731	1,320.00		220.00	4189	307	1,100.00	card/MLF twinning lunch
09/06/2026	card/Amazon	CC271703	12.99		2.17	4038	120	10.82	card/loud hailer
09/06/2026	card/Amazon	CC271704	23.98		4.00	4016	120	19.98	card/h Hoover head replacements
10/06/2026	card/Tesco	CC271709	3.50		0.58	4020	102	2.92	card/staff refr
12/06/2026	card/Amazon	CC271710	6.58		1.10	4017	120	5.48	card/fire refuge point signs
12/06/2026	card/Amazon	CC271712	6.49		1.08	4017	120	5.41	card/lift safety stickers
12/06/2026	card/Amazon	CC271713	3.98			4036	120	3.98	card/fragile roof signage
14/06/2026	card/Amazon	CC271711	8.90		1.48	4017	120	7.42	card/fire safety signage
15/06/2026	card/PDFAId	CCPDFAID	49.00			4025	101	49.00	card/PDFAID subs
16/06/2026	card/HMRC	CC271714	321.92			4503	102	321.92	card/o/s underpay from 2016/17
17/06/2026	card/TV Licensing	CC271715	180.00			4025	101	180.00	card/renewal TV licence
17/06/2026	card/Amazon	CC271716	13.99		2.33	4023	101	11.66	card/2027 TC diary
18/06/2026	card/Tesco	CC271717	2.25		0.38	4020	102	1.87	card/staff refr
18/06/2026	card/Wickes	CC271718	64.95		10.83	4036	120	54.12	card/supplies-bar cupboards
18/06/2026	card/NHRM	CC271719	69.10		11.52	4189	307	57.58	card/MLF twinning gifts
18/06/2026	card/Majestic Wines	CC271722	654.00		109.00	4189	307	545.00	card/MLF reception wine
18/06/2026	card/Majestic Wine	CC271723	4.75		0.79	4189	307	3.96	card/MLF drinks reception
18/06/2026	card/Majestic Wine	CC271724	16.74			4189	307	16.74	card/twinning rec-ice
18/06/2026	card/Shoe Doctor	CC271725	63.00		10.50	4036	208	52.50	card/key cutting-toilets
19/06/2026	card/Trainline	CC271720	8.97			4009	101	8.97	card/EM travel to CB/twinning
22/06/2026	card/Majestic Wine	CC271721	-350.38		-58.40	4189	307	-291.98	card/MLF wine refund
23/06/2026	card/Deliveroo	CC271726	30.49			4181	307	30.49	card/lexlink student rec
23/06/2026	card/Shoe Doctor	CC271727	21.00		3.50	4036	310	17.50	card/pav key cutting
23/06/2026	card/Papa John's	CC271732	186.52		31.09	4181	307	155.43	card/lexlink student reception
24/06/2026	card/Amazon	CC271728	123.84		20.64	4181	307	103.20	card/bottled water-lex concert
26/06/2026	card/NHRM	CC271729	27.49		4.58	4181	307	22.91	card/LEX concert gifts
30/06/2026	card/Amazon	CC271730	20.00			4064	101	20.00	card/giftcard-work exp student
Total Payments for Month			4,368.62	0.00	620.61			3,748.01	
Cashbook Totals			5,427.62	0.00	620.61			4,807.01	

Receipts for Month 3				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,514,057.32					1,514,057.32	
bacs	Banked: 02/06/2026	2,026.79						
bacs	CCLA PSDF	2,026.79			1190	101	2,026.79	reinvestment CCLA PSDF M3
Total Receipts for Month		2,026.79	0.00	0.00			2,026.79	
Cashbook Totals		<u>1,516,084.11</u>	<u>0.00</u>	<u>0.00</u>			<u>1,516,084.11</u>	

Payments for Month 3				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/06/2026	CCLA PSDF	REINVESTME	2,026.79			1190	101	2,026.79	reinvestment on CCLA PSDF
02/06/2026	CCLA PSDF correction	CORRECTION	-2,026.79			1190	101	-2,026.79	CCLA PSDF correction
04/06/2026	Current Account	topup	50,000.00			201		50,000.00	account topup
Total Payments for Month			50,000.00	0.00	0.00			50,000.00	
Balance Carried Fwd			1,466,084.11						
Cashbook Totals			1,516,084.11	0.00	0.00			1,516,084.11	

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Detailed Income & Expenditure by Budget Heading as at 30/6/2026

Month No: 3

Committee Report Finance & Policy M3

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Policy								
<u>100 Precept</u>								
1176 Precept Received	0	1,131,996	1,131,996	0			100.0%	
Precept :- Income	0	1,131,996	1,131,996	0			100.0%	0
Net Income	0	1,131,996	1,131,996	0				
<u>101 Administration</u>								
1103 Rent Receivable	0	0	100	100			0.0%	
1190 Interest Received	2,027	5,407	12,000	6,593			45.1%	
Administration :- Income	2,027	5,407	12,100	6,693			44.7%	0
4008 Staff Training	71	71	3,000	2,929		2,929	2.4%	
4009 Staff Travel	9	141	200	59		59	70.3%	
4018 Software/Computer Consumables	0	553	2,500	1,947		1,947	22.1%	
4019 New IT System/Hardware	0	0	10,000	10,000		10,000	0.0%	
4020 Misc. Staff Costs	1	1	0	(1)		(1)	0.0%	
4021 Telephone	41	83	1,000	917		917	8.3%	
4022 Postage	4	8	500	492		492	1.5%	
4023 Stationery	23	217	1,800	1,583		1,583	12.1%	
4025 Subscriptions&Licences	794	9,326	17,000	7,674		7,674	54.9%	
4026 Insurance	0	0	10,500	10,500		10,500	0.0%	
4028 Office Maintenance	(432)	5,213	13,000	7,787		7,787	40.1%	
4030 Recruitment Advertising	940	940	1,000	60		60	94.0%	
4031 Climate/Environment	1	1	1	0		0	100.0%	
4051 Bank Charges/Interest	31	111	400	289		289	27.8%	
4056 Legal Expenses	0	0	5,000	5,000		5,000	0.0%	
4057 Audit & Accountancy Fees	0	907	3,900	2,993		2,993	23.3%	
4058 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4059 web site	6	6	2,000	1,994		1,994	0.3%	
4060 Councillors Training	0	0	600	600		600	0.0%	
4061 Councillors Expenses	0	0	200	200		200	0.0%	
4062 Civic Regalia	350	350	2,000	1,650		1,650	17.5%	
4064 Town Mayor's Allowance	20	127	1,000	873		873	12.7%	
4074 Grant - Bill Tutte Scholarship	0	0	1,000	1,000		1,000	0.0%	
4075 Grant to CAB	0	5,000	5,000	0		0	100.0%	
4076 Grants	2,500	3,500	15,000	11,500		11,500	23.3%	
4077 Marketing	0	147	5,000	4,854		4,854	2.9%	
4079 Remembrance Event Expenses	0	51	2,500	2,449		2,449	2.0%	
4090 Biodegradable Dog Poo Bags	0	261	1,500	1,239		1,239	17.4%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4097 Election Costs	0	0	2,500	2,500		2,500	0.0%	
4113 Rolling Capital Reserve	0	0	9,999	9,999		9,999	0.0%	
4114 Other Projects / Reserves	(1)	(1)	0	1		1	0.0%	
4118 Youth Strategy	0	0	8,000	8,000		8,000	0.0%	
4119 NTC Locality Budgets	0	0	9,000	9,000		9,000	0.0%	
4180 Civic Functions	0	0	2,500	2,500		2,500	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 CCTV WSC SLA Monitoring	0	0	6,000	6,000		6,000	0.0%	
Administration :- Indirect Expenditure	4,357	32,012	149,600	117,588	0	117,588	21.4%	0
Net Income over Expenditure	(2,331)	(26,605)	(137,500)	(110,895)				
<u>103 Health & Safety</u>								
4020 Misc. Staff Costs	0	62	500	438		438	12.3%	
4028 Office Maintenance	0	0	200	200		200	0.0%	
4058 Professional Fees	576	1,728	5,000	3,272		3,272	34.6%	
Health & Safety :- Indirect Expenditure	576	1,789	5,700	3,911	0	3,911	31.4%	0
Net Expenditure	(576)	(1,789)	(5,700)	(3,911)				
Finance & Policy :- Income	2,027	1,137,403	1,144,096	6,693			99.4%	
Expenditure	4,933	33,801	155,300	121,499	0	121,499	21.8%	
Movement to/(from) Gen Reserve	(2,906)	1,103,602	988,796	(114,806)				
Grand Totals:- Income	2,027	1,137,403	1,144,096	6,693			99.4%	
Expenditure	4,933	33,801	155,300	121,499	0	121,499	21.8%	
Net Income over Expenditure	(2,906)	1,103,602	988,796	(114,806)				
Movement to/(from) Gen Reserve	(2,906)	1,103,602	988,796	(114,806)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>							
Income	2,027	1,137,403	1,144,096	6,693			99.4%
Expenditure	4,933	33,801	155,300	121,499	0	121,499	21.8%
Movement to/(from) Gen Reserve	(2,906)	1,103,602	988,796	(114,806)			
<u>Community Services</u>							
Income	0	0	66,200	66,200			0.0%
Expenditure	9,551	58,272	428,560	370,288	0	370,288	13.6%
Movement to/(from) Gen Reserve	(9,551)	(58,272)	(362,360)	(304,088)			
<u>Leisure Services</u>							
Income	3,375	10,577	28,000	17,423			37.8%
Expenditure	51,838	100,702	331,494	230,792	0	230,792	30.4%
Movement to/(from) Gen Reserve	(48,463)	(90,125)	(303,494)	(213,369)			
<u>Human Resources</u>							
Income	0	0	0	0			0.0%
Expenditure	22,053	67,811	311,942	244,131	0	244,131	21.7%
Movement to/(from) Gen Reserve	(22,053)	(67,811)	(311,942)	(244,131)			
<u>Development & Planning</u>							
Income	0	0	0	0			0.0%
Expenditure	4,129	5,362	11,000	5,638	0	5,638	48.7%
Movement to/(from) Gen Reserve	(4,129)	(5,362)	(11,000)	(5,638)			
Grand Totals:- Income	5,402	1,147,980	1,238,296	90,316			92.7%
Expenditure	92,503	265,948	1,238,296	972,348	0	972,348	21.5%
Net Income over Expenditure	(87,101)	882,031	0	(882,031)			
Movement to/(from) Gen Reserve	(87,101)	882,031	0	(882,031)			

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	2,821	
105	Vat Due	20,706	
201	Current Account	38,372	
202	CCLA Account	1,466,084	
204	Staff Salary Bank Account	20,602	
208	Barclaycard Account	(4,335)	
210	Petty Cash	150	
	Total Current Assets	1,544,399	
	<u>Current Liabilities</u>		
501	Creditors	(54)	
565	Bookings Deposit	635	
566	Damage Deposit	400	
	Total Current Liabilities	981	
	Net Current Assets		1,543,418
	Total Assets less Current Liabilities		1,543,418

	<u>Represented by :-</u>	
301	Current Year Fund	666,031
310	General Fund	315,232
311	EMR Play Equipment	30,631
312	EMR Bill Tutte	5,001
313	EMR Town Regeneration	1
314	EMR Youth Strategy	10,363
315	EMR YBR/Orchard	5,001
316	EMR Clocks/Memorials	7,205
317	EMR Buildings-M Hall Fund	30,001
318	EMR Buildings - Pavilion Fund	4,001
319	EMR Disused Churchyard	21,668
320	EMR Cooper Memorial	5,001
321	EMR Grants	22,651
322	EMR Street Lighting	74,500
323	EMR Allotments	2,839
324	EMR IT Upgrade Fund	40,000
325	EMR Public Realm	17,000
326	EMR Elections	29,428
327	EMR Legends of the Turf	1,614
328	EMR Vehicle Replacement	5,760
329	EMR Shopfront Imp Grant Scheme	4,765
330	EMR Cemetery	38,654
331	EMR Town Improvement	1
332	EMR HR/Recruitment	30,000
333	EMR Carnival	3,034
334	EMR Christmas Lights	2,679
335	EMR Winter Event	24,795
336	EMR Events-General	8,507
337	EMR MLF Twinning	597
338	EMR War Memorial	5,001
339	EMR Town Tourism	8,497
340	EMR RPZ Underwriting Fund	18,000

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
341	EMR Water Feature	4,971
342	EMR Memorial Gardens	13,034
343	EMR Workwear	472
344	EMR Asset Sales	0
345	EMR Cinema Kit Fund	1,000
346	EMR Public Conveniences	7,001
347	EMR Several Grounds/Fence	1
348	EMR Nkt Neighbourhood Plan	6,498
349	EMR Legal/Professional Fees	20,000
350	EMR Lift	4,001
351	EMR Market	32,000
352	EMR Highways	11,980
353	EMR Civic regalia/events	4,001
354	EMR Climate/Environment	1
Total Equity		<u>1,543,418</u>

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Health, Safety and Facilities update for F&P

prepared by Town Clerk

Memorial Hall/Garden

Main Hall lighting – upgrade – scheduled for ??????

Scaffolding over front door of Memorial Hall following falling masonry due to age and recent frosty weather – repairs in progress – completion imminent. NB: there is another area of eroded brickwork which will need some attention but not unsafe at present. Budget for next year.

Various emergency lighting faults require attention. Scheduled for ???

Chamber A/C repair.

A/C requires installing in the main kitchen, due to the increased heat occurrences and it is a generally unventilated and extremely hot room, recently causing excess strain on the commercial fridge and freezer and being impossible to operate in the room due to rising temperatures.

Following Fire RA report, some adjustments and additions to fire extinguishers required and booked.

Public Toilets

Roofing to be done asap – obtaining quotes.

Couple minor blockages throughout the last two months.

Toilet shutters damaged when security locked member of public inside. Repairs completed under insurance cover. Isolator switch inside building has had a lock cover installed to prevent operation by public.

Pavilion and Severals Grounds

Nothing currently.

Cemetery

Flintwork safety works on chapel are on-going.

Unauthorised and illegally fixed headstone has been removed by WSC and stored pending communication with deed holder.

Car park gates were to be locked with a combination lock (combination changed monthly) to prevent unauthorised vehicular access – however, after three days this lock was cut and removed from site by persons unknown. Telescopic bollards will be installed at this location.

Closed Churchyards

All Saints walls flintwork repairs and renovations ongoing.

St Mary's flint walls hoarding in place – works on-going. These are extensive and will be spread over a couple of years.

Incident of rough sleeping/human waste – bio-hazard removal carried out / police engaged and sleeper appears to have moved on.

Elsewhere

War Memorial Gardens – refurbishment to stone flags and cleaning of memorial - completed

CCTV installation will proceed to cover the area.

Bus shelters on High Street – awaiting SCC contractors to install the new ones.

SCC Streetlighting to replace the High Street heritage columns – ongoing throughout July/August.

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TOWN COUNCILLOR LOCALITY BUDGET POLICY

Approved by Council on [.....]. Revision Date

Introduction

Newmarket Town Council have given grants for many years, mainly to the community and voluntary sector whose activities directly benefit the Town and its communities.

On occasion, however, individual Councillors may be approached by individuals or groups that are in their Wards for small grant assistance.

From the budget of 2026-2027 onwards, a Locality Budget has been created of £500 per Councillor for this use.

Town Councillors within a Ward, or across different Wards, may agree to joint-fund applications.

Process

- The Council will set an annual Locality Budget amount for the 18 Councillors for approval.
- Applications will be submitted via the Councillor to the Town Clerk on the application form supplied.
- The Town Clerk will liaise with the Councillor for any further relevant information necessary before making the decision to approve the application; this being done in consultation with the Chair of the Finance and Policy Committee.
- It is not necessary for the funding to be passed at a Council meeting, although the Member should include the details in their Ward Report at a Full Council Meeting for the purpose of accurate Minutes.

Policies

1. The Town Council as a body does not affiliate to any political party and legally cannot provide grant or support to any party-political activity. This also applies to Councillor Locality Budget funding.
2. Whilst the Town Council does not affiliate to any religious group, applications will be considered where there is a clear community benefit. Applications for works on church property will not be considered.
3. Request for grant aid will only be considered from individuals and groups within the Councillor's Ward.
4. The Councillor's Locality Budget will not normally fund the whole of a project.
5. Applicants will be required to state the amount of grant sought from the Council.
6. The Council will usually only consider requests for specific projects, not day-to-day costs.
7. The Council will require as a condition of grant, the organisations to advertise the fact that grant aid has been provided by the Councillor and the recipient will be required to attend the next Annual Town Meeting to acknowledge the funding.

8. The giving of a grant one year does not set a precedent for another year.
9. Grants must only be used for the purpose specified in the application.
10. If approved, payment will be made directly to the nominated account via bank transfer within 14 days. If an application is unsuccessful, there is no right of appeal.
11. Any amounts left unspent at the end of the financial year will be transferred into the Council's Grants ear-marked reserve.

DRAFT



Report to	Finance and Policy Committee
Subject	Flag Flying Policy
Purpose	Decision
Classification	Unrestricted
Meeting date	20th July 2026
Item number	12b
Written By	Cathy Whitaker – Town Clerk

Summary: This report outlines details of a motion by Cllr J Borda to consider and update the Town Council's Flag Flying Policy and schedule.

1.	Introduction
a.	The NTC flag flying policy requires updating and some factual amendment.
b.	Cllr Borda has put forward a motion for other amendments to be considered. (See attached draft policy with Cllr Borda's suggested amendments in red text and a schedule for possible dates).
c.	NTC permanently flies two Union Flags on the inclined poles at the Memorial Hall and one at the Queen's Statue flagpole.
d.	NTC flies the St George's flag on St George's day and weekend at the Memorial Hall flagpole.
e.	The Memorial Hall flagpole is used at other times to fly a half-mast Union flag when necessary.
2.	Context
a.	The schedule suggestions are mostly taken from West Suffolk Council.
b.	Cllr Borda has also suggested flying the Ukraine flag until the end of the war.
c.	Protocol states that the Union flags on the Memorial Hall should be floodlit at nighttime.
3.	Financial/Resource Implications
a.	Purchasing of extra flags is not prohibitive, eg: A Suffolk Day flag would cost c. £200.00.
b.	Changing lots of flags could be burdensome to staff.
5.	Next Steps/Recommendations
a.	To consider the changes to the policy for adoption.
b.	To consider the schedule and approve which flags to fly, if any.
c.	To consider nighttime illumination of the Memorial Hall flags.



Flag flying Policy

Adopted by Council on XXXXXXXXXXXX.

Flags are traditionally flown by the Town Council from a flagpole and two inclined poles at the front of the Memorial Hall, for a variety of reasons: to show allegiance, support, or respect or to celebrate. The Town Council will always be sensitive to the views of all sectors of its community and will never use flags for party political purposes.

The Council is free to fly the Union Flag at its discretion, and has decided to fly at least one union flag each day as encouraged by Government. If for any reason it is unable to do this, it will strive to fly the Union Flag on specific days recommended by the Department of Culture, Media and Sport

The Union Flag (commonly known as Union Jack) is by convention flown on our properties from 8:00am until sunset. If flown at night the Council will endeavor to have them illuminated. It should be displayed only in a dignified manner befitting the national emblems. It should not be displayed in a position inferior to any other flag or ensign. The Council will hold two spare flags to allow for cleaning.

No permission is needed to fly the national flags and they are excluded from most planning and advertising regulations (but flagpoles may not be).

The correct way up for the Union Flag when flying is with the broader diagonal white stripe at the top left hand side of the flag nearest the flagpole:



- correct



-wrong

The Union Flag must always be flown in a 'superior' position:

On the highest flagpole

On the centre flagpole, where there is an odd number of poles of the same height, or

On the left centre flagpole, viewed from the front of the building, where there is an even number of the same height.

The Union Flag is flown at half mast:

- On the death/funeral of the Sovereign, another member of the Royal Family, the Prime Minister or other dignitary - as advised by the Department of Culture, Media and Sport
- At the discretion of the Town Council Manager and Mayor, to commemorate local civic and community dignitaries who have recently passed away.

Other Flags

On St George's Day, 23rd April, the Flag of St George will be flown. Under the flag flying guidance, on St George's Day the Cross of St George may be flown from UK Government buildings in England with two or more flag poles.

At the Mayor's discretion, the Flag of St George may be flown to celebrate support sporting events of significance of an England Team.

The Council may choose to fly any other recognised flag, either on a schedule (see Appendix A) or in response to events of significance. The Mayor and Deputy Mayor may decide to fly a flag short-term in immediate response to events such as significant deaths, tragedies and celebrations.

Flying more than one flag.

The order of precedence of flags in the UK is: Royal Standards, the Union Flag, the flag of the host country (England, Scotland, Wales, etc.), flags of other nations (in alphabetical order), the Commonwealth Flag, the European Union Flag, county flags, flags of cities or towns, banners of arms, and house flags.

Where there are two or more flagpoles parallel to the building line, the senior national flag should be the first flag on the left of an observer facing the main entrance of the building. The remaining flags then appear in order of precedence from left to right.

If one flagpole is higher than the rest, then the senior national flag can fly from that flagpole; however no non-UK national flags can be flown on the other flagpoles. These can be used for more junior flags such as county and house flags.

Double-Flagging: Sometimes it may be desired to display two flags when only one flagpole is available. As long as both flags are British this is possible. The senior flag should fly at the top, with a gap of about 30cm (12"), assuming there is enough vertical space on the pole. For example, the Union Flag can be flown over the flag of England, Scotland or Wales (as shown), or over a county, city or house flag. When flags are at half-mast the lower flag must be removed.

When and how should flags be flown at half mast?

When flags are to be flown at half-mast they should be two-thirds up between the top and bottom of the flagstaff with at least the height of the flag between the top of the flag and the top of the flagpole.

When raising the flag it should always be hoisted right up and then lowered back down to half-mast. Likewise, before it is lowered at sunset, it should first be hoisted right up and then lowered back down.

Flags should be flown at half-mast on the following occasions:

From the announcement of the death up to the funeral of the Sovereign, except on Proclamation Day (the Day of the announcement of the Accession of the new Sovereign), when the flags are hoisted right up from 11:00am to sunset,

In the event of the death of a member of the Royal Family, flags should be lowered from the day of death to the day of the funeral, subject to special commands from Her Majesty in each case,

The funerals of foreign rulers, subject to special commands from Her Majesty in each case,

The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom, subject to special commands from Her Majesty in each case. The Department for Culture, Media and Sport will inform of any other occasions where Her Majesty has given a special command.

When flag flying days coincide with days for flying flags at half-mast, flags should be flown right up: although a member of the Royal Family, or a near relative of the Royal Family, may be lying dead, unless special commands are received from Her Majesty to the contrary, and although it may be the day of the funeral of a foreign ruler.

NB: The Council has a ground-based flagpole situated at the Queen's Statue area on Birdcage Walk. The Union flag is flown here at all times.

Appendix A

The following flags may also be flown during the year from 8am to sunset on the dates shown below. Flags shall be shown secondary to the Union Flag, on the separate flagpole:

Date and day	Occasion (2026 dates)
1 to 29 February	Lesbian, Gay, Bisexual and Transgender (LGBTQ+) History Month (Rainbow Flag)
9 March Monday	Commonwealth Day (second Monday in March) (Commonwealth Flag)
9 April Thursday	His Majesty The King's wedding anniversary
21 April Tuesday	Queen Elizabeth II 100th birth anniversary
23 April Thursday	St George's Day (Cross of St George)
6 May Wednesday	Coronation Day
8 May Friday	VE Day
17 May Sunday	International Day Against Homophobia, Biphobia and Transphobia (IDAHOT) (Rainbow Flag)
1 to 30 June	Pride Month (Rainbow Flag)
6 June Saturday	Suffolk Pride (Rainbow Flag)
13 June Saturday	Official birthday of His Majesty The King (second Saturday in June)
21 June Sunday	Suffolk Day (if we have a Suffolk Flag)
21 June Sunday	Birthday of His Royal Highness The Prince of Wales (1982)
27 June Saturday	Armed Forces Day (last Saturday in June, flag up from Monday 22 June for the week, see above)
17 July Friday	Birthday of Her Majesty The Queen (1947)
3 September Thursday	Merchant Navy Day (Red Ensign Flag – fixed date each year)
8 September Tuesday	His Majesty The King's Accession
9 September Wednesday	999 Emergency Services Flag (fixed date each year)
15 September Tuesday	Battle of Britain Day Commemoration
20 September Sunday	Battle of Britain Day Parade (first Sunday after 15 September - national day)
1 to 31 October	Black History Month (Black History Month Flag)
8 November Sunday	Remembrance Day (second Sunday in November, 11am services and parades, until 12 November, after Armistice Day)
11 November Wednesday	Armistice Day
14 November Saturday	Birthday of His Majesty The King (1948)
20 November Friday	Transgender Remembrance Day (Pride Flag where it can be flown, St Edmunds Flag to take precedence)