



# Newmarket

## TOWN COUNCIL

The Memorial Hall, High Street, Newmarket, CB8 8JP  
Tel: 01638 667 227

Councillors, you are hereby summoned to attend the  
**MEETING OF THE NEWMARKET TOWN COUNCIL**  
On **Monday 20<sup>th</sup> April 2020 at 7pm on Zoom**

### AGENDA

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time. Any member of the public wishing to do so should email [tcm@newmarket.gov.uk](mailto:tcm@newmarket.gov.uk) to receive an invitation to the Zoom meeting. No special software is required. The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Mayor determining whose turn it is to speak. Voting will be by show of hands as normal.

Occasionally matters relating to contractual or staffing issues 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.

This meeting is being held on the online Zoom platform and is being recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

1. **Welcome** Mayor to announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting.
2. **Apologies** for absence
3. **Interests** - Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensation.
4. **Minutes** - To receive and confirm the Minutes of the Town Council Meeting held on Monday 24<sup>th</sup> February 2020 and any matters arising.
5. **Minutes** – to receive and consider any recommendations from the Virtual Meetings of Councillors held on 30<sup>th</sup> March and 6<sup>th</sup> April 2020.
6. **Public participation** 'An invitation to members of the public to put questions/statements of not more than 3 minutes duration. Resolutions can only be made on items on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention. (maximum 15 minutes)
7. **Committee Meetings** –
  - a) To receive the minutes and consider any recommendations from the Development & Planning meetings held on 2<sup>nd</sup> March 2020, 16<sup>th</sup> March 2020
  - b) To receive the minutes and consider any recommendations from the Leisure Services meeting held on 2<sup>nd</sup> March 2020
  - c) To receive the minutes and consider any recommendations from the Community Services Meeting held on 9<sup>th</sup> March 2020
  - d) To receive the minutes and any recommendations from the Finance & Policy meeting held on 16<sup>th</sup> March 2020

Distribute to the following for information:

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

8. **General Power of Competence** - to confirm that Newmarket Town Council qualifies and to adopt the General Power of Competence.
9. **Coronavirus Response** – to receive and note the minutes of the Steering Group meetings held on 31<sup>st</sup> March, 3<sup>rd</sup> April, 7<sup>th</sup> April and 14<sup>th</sup> April 2020.
10. **Coronavirus Financial Update** - to receive an update on coronavirus related expenditure to date and to consider future funding requirements and grant opportunities.
11. **Finance** – to receive the detailed income and expenditure statements, cashbook statements and detailed balance sheet for March 2020.
12. **Weatherby Crossing** - to receive an update on the public inquiry and to approve the appointment of the barrister including immediate fees for the preparation of the statement of case.
13. **Appointment of Town Clerk** – to formally note that the post has been offered to and verbally accepted by Debbie Baines with a start date to be agreed.
14. **Annual Meeting of the Town Council** – to determine whether to hold the Annual Meeting in May or defer until 2021 (as per the legislation).
15. **Meeting Schedule** – to approve a meeting schedule during the pandemic until further notice.
16. **Committee Memberships** – to approve committee membership.
17. **Meeting Agenda Priorities** – to approve priorities during the pandemic.
18. **Correspondence** – to note the PCSO reports for February and March.
19. Date of the next Meeting – **To be confirmed**

Signed



Deborah Sarson, Acting Town Council Manager

15<sup>th</sup> April 2020

Distribute to the following for information:

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



**Minutes of the Meeting of the Newmarket Town Council**  
**held on Monday 24<sup>th</sup> February 2020 at 6:00 pm**  
**at the Memorial Hall, High Street, Newmarket, Suffolk, CB8 8JP**

**Attendance:**

Councillor R Hood (Town Mayor)  
Councillor Appleby  
Councillor J Borda  
Councillor O Bowen  
Councillor S Caesar  
Councillor Y Fitzgerald  
Councillor W Hirst

Councillor P Hulbert  
Councillor M Jefferys  
Councillor T Kerby  
Councillor I Kirk  
Councillor J Lay  
Councillor C O'Neill  
Councillor R Yarrow

Also Present: Deborah Sarson – Acting TCM, Julie Ashton - Minute Assistant, Inspector Shipton – Suffolk Constabulary, 2 CAB Representatives, 3 Members of the Press and 4 Members of the Public.

**Minute**

**20/02/1 WELCOME**

The Mayor opened the meeting read out the Fire Safety Notice and announced that proceedings may be filmed or recorded and asked whether anyone intended to record the meeting. There were no requests.

**20/02/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)**

Apologies were received from Cllrs Ali, Anderson, De'Ath and Drummond.

**20/02/3 TO RECEIVE AN UPDATE FROM INSPECTOR MARK SHIPTON**

Inspector Shipton gave an update on recent Police activities and advised that it had been a relatively quiet time with a significant decrease in incidents relating to Operation Brendon. There had been 1 arrest for assault indicating a downward trend. There had been 1 robbery on the Yellow Brick Road last month and house burglaries were up by 1 to 5. Pulse patrols would continue in key areas and Operation Brendon would be reviewed in April by the Superintendent.

The Mayor thanked Inspector Shipton for the increased Police presence which had been a positive to get matters under control. Inspector Shipton left the meeting.

**20/02/4 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.

20/02/5

**TO RECEIVE AND CONFIRM THE MINUTES OF THE PUBLIC PART OF THE TOWN COUNCIL MEETING HELD ON MONDAY 27<sup>TH</sup> JANUARY 2020 AND ANY MATTERS ARISING**

The Town Mayor presented the minutes of the Town Council meeting held on Monday 27<sup>th</sup> January 2020 and the following amendments were made:

Page 1 – 20/01/1 – Amended to read the meeting was opened by the Deputy Mayor.

Page 1 – 20/01/3 – Muswell Hill was amended to read Icewell Hill

Page 4- 20/01/11 - Car windows was amended to read car mirrors.

Subject to the amendments being made, the following was agreed:

**20/02/5.01 Resolved**

**That the minutes of the Town Council meeting held on Monday 27<sup>th</sup> January 2020 be adopted and signed as a correct record by the Town Mayor.**

Matters arising:

Page 3 – 20/01/5 – Acting TCM advised that the Community Services Committee had considered the request from the Cornerstone project for a grant and on the advice of SALC, NTC does not have the power to spend public funds on Church buildings.

20/02/6

**PRESENTATION FROM CAB NEWMARKET**

A CAB trustee gave an update on the merger to become a part of CAB West Suffolk which had strengthened the services and gained more volunteers. Being part of a larger organisation had improved access to funding to help extend the service.

The CAB Manager presented the 2018/19 report and gave a summary of their activities. They had managed to receive funding for a mental health project and several Advisers had received training in this area. The move to Foley House was still ongoing but would proceed imminently.

A request for a grant to support the work of the Newmarket CAB was made and the following was agreed:

**20/02/6.01 Resolved**

**That NTC continues to support Newmarket CAB with payment of £3,000 now from the 2019/20 financial year and a confirmed donation of £3,000 for 2020/21 and that the request to commit to funding longer term be referred to the F&P Committee.**

The representatives thanked the Mayor and Members for the grant and left the meeting.

20/02/7 **PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION**

A resident from All Saints Ward spoke to item 19 regarding the West Suffolk decision to increase car park charges and the damaging effect he felt this would have on the economy, reducing footfall and the impact on residents with cars parking on the streets to avoid paying charges. It was also noted that car parking in Mildenhall and Brandon remained free.

The Mayor proposed that Item 19 be brought forward and the following was agreed:

**20/02/7.01 Resolved**

**That Item 19 Newmarket Car Park Charges be brought forward.**

20/02/8 **TO DISCUSS THE WEST SUFFOLK COUNCIL DECISION TO RENOVATE THE CAR PARKS AND INCREASE CAR PARKING CHARGES**

Members were very disappointed with the West Suffolk Council decision to increase car parking charges and the increase to the charged time from 4pm – 6pm without consulting NTC. However, the imminent renovation of all of the car parks was welcomed. After further debate the following was agreed:

**20/02/8.01 Resolved**

**That a letter be sent to the 6 District Councillors seeking their support for NTC's strong objection to the increased car park charges and the increase to the charged time. That a request be made to delay the implementation until the impact of the Civil Parking Enforcement is known. That the immediate action to refurbish the car parks by the end of the summer and the weekly free after 3pm initiative be welcomed.**

*Councillor Hood abstained from the vote.*

20/02/9 **REPORT FROM COUNTY COUNCILLORS**

The SCC January 2020 Newsletter was received and Members were encouraged to complete the online consultation on the review of Children's Centres.

20/02/10 **REPORT FROM DISTRICT COUNCILLORS**

Cllr Lay advised that he had attended several meetings regarding the Cinema, Sports Hub, Queensbury Lodge, climate change, Tennis Club refurbishment, Newmarket Academy, asking Flagship Housing to appoint a NTC representative on their Board and the West Suffolk Market Manager.

The West Suffolk summary of press releases was noted and the statement regarding the delayed plans for a Cinema was discussed and the following was agreed:

**20/02/10.01 Resolved**

Minutes of the Town Council Meeting held on Monday 24<sup>th</sup> February 2020

**That a letter be sent to West Suffolk to request a timetable for the plan to introduce a Cinema in Newmarket and that Cllr Glossop, the Cabinet Member for Growth be requested to address NTC at the next Full Council meeting.**

**20/02/11 WARD REPORTS FROM TOWN COUNCILLORS**

Cllr Kerby advised that he had attended a meeting regarding the antisocial issues at the train station on race nights. The racecourse are looking into additional toilet facilities.

Cllr Yarrow advised that the potholes on the pedestrian crossing opposite the Newmarket Day Centre on Fred Archer Way were a danger to residents. Cllr O'Neill also reported dangerous potholes in Station Road. Acting TCM would report them to SCC Highways.

**20/02/12 TO RECEIVE REPORTS FROM TOWN COUNCILLORS ELECTED AS REPRESENTATIVES ON OTHER BODIES**

None noted.

**20/02/13 TO RECEIVE THE TOWN MAYOR'S AND DEPUTY MAYOR'S ANNOUNCEMENTS**

None noted.

**20/02/14 TO RECEIVE THE MINUTES AND CONSIDER ANY RECOMMENDATIONS FROM THE D&P COMMITTEE MEETINGS HELD ON 17<sup>TH</sup> FEBRUARY 2020**

The Chairman of the Development & Planning Committee presented the report and recommendations from the Development & Planning Committee meeting held on 17<sup>th</sup> February 2020. There were no recommendations.

**20/02/15 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE LEISURE SERVICES COMMITTEE MEETING HELD ON 3<sup>RD</sup> FEBRUARY 2020**

The Mayor presented the report and recommendations from the Leisure Services Committee meeting held on 3<sup>rd</sup> February 2020.

**20/02/15.01 Resolved (L/20/02/6.01 Recommendation)**

**That, subject to further discussions with the Acting TCM and Events Manager about the constraints of the Severals, the principle of reintroducing cricket to Newmarket was supported.**

**20/02/16 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 10<sup>TH</sup> FEBRUARY 2020**

The Chairman of the Community Services Committee presented the report and recommendations from the Community Services Committee meeting held on 10<sup>th</sup> February 2020.

**20/02/16.01 Resolved (C/20/02/15.01 Recommendation)**

**That NTC accepts the Working Group recommendations to introduce**

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several one-way systems to the Streets in the All Saints Ward and submit them to Suffolk Highways.

**20/02/17 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE MEETING HELD ON 10<sup>TH</sup> FEBRUARY 2020**

The Chairman of the Human Resources Committee presented the report and recommendations from the Human Resources Committee meeting held on 10<sup>th</sup> February 2020. There were no recommendations.

**20/02/18 TO RECEIVE THE MINUTES AND ANY RECOMMENDATIONS FROM THE FINANCE & POLICY COMMITTEE MEETING HELD ON 17<sup>TH</sup> FEBRUARY 2020**

Cllr Caesar presented the report and recommendations from the Finance & Policy Committee meeting held on 17<sup>th</sup> February 2020.

**20/02/18.01 Resolved (F/20/02/6.01 Recommendation)**

**That the ratification of the schedules of payments for the period 01/01/2020 – 31/01/2020 (Cash Book 1 and 2) be received and adopted.**

**20/02/19 NEWMARKET BID TO APPOINT A REPRESENTATIVE AND TO CONSIDER A REQUEST TO SPONSOR THE BUSINESS AWARDS**

Cllr Lay advised that following his election to be a representative on the BID Board he had stepped down and that Cllr Drummond had stood in for him. However, John Morrey had been elected as the new BID Chairman and consequently, he had resumed his post. It was noted that appointments to outside bodies would be reviewed as usual in May.

The request to Sponsor the BID Business Awards was considered and the following was agreed:

**20/02/19.01 Resolved**

**That NTC donates £500 to support the BID Business Awards using its power to spend under S137 of the 1972 Act.**

**20/02/20 TO CONSIDER A REQUEST TO PROVIDE CRICKET AT THE SEVERALS**

Acting TCM advised that a number of concerns regarding the proposals included with the request to reinstate cricket at the Severals had been discussed at a recent meeting and the following was agreed:

**20/02/20.01 Resolved**

**That in principle it was agreed that cricket at the Severals be permitted with discussion about the financial aspects to follow and be reported back to Council.**

**20/02/21 TO RECEIVE A REPORT ON SECTION 106 MONIES**

Acting TCM confirmed the S106 Monies allocated to projects in Newmarket and the arrangements for the use of the Tesco S106 Monies were noted and would be allocated to make the move of the Market to the High Street

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permanent. Officers at West Suffolk and Suffolk County Councils are investigating options for a suitable long-term solution to replace the current temporary barriers. The following was agreed:

**20/02/21 Resolved**

**That Section 106 Monies for making the move of the market to the High Street permanent be referred to the Community Services Committee to take forward.**

**20/02/22 TO CONSIDER WHETHER NTC SHOULD REVISIT THE HATCHFIELD FARM PLANNING APPLICATION**

A proposal was made to revisit the planning application for Hatchfield Farm considering new information being available and the following was agreed:

**20/02/22.01 Resolved**

**That the Hatchfield Farm planning application be added to the next full Council agenda to consider new information.**

**20/02/23 NEIGHBOURHOOD PLAN**

The approval of the referendum was noted.

*A Member of the Press left the meeting*

The report from the Newmarket Neighbourhood Plan Steering Group was received and noted.

The date for the workshop style meeting to be held on 30<sup>th</sup> March 2020 from 6:00pm – 8:00pm to review the Community Actions with NTC Cllrs was noted. All Members were encouraged to attend to set out the community action priorities for the future.

**20/02/24 TO RECEIVE A VERBAL REPORT ON THE VISION REVIEW STEERING GROUP**

Cllr Kirk gave a verbal updated on the observations of the Vision Steering Group Review Working Group including, a lack of communication and transparency between the Vision Steering Group and NTC. The last minutes on the old website were from 12 months ago and there was an overlap between the Vision, NTC and the BID which required better coordination. A further report would be submitted at the next meeting.

*A Member of the Public left the meeting.*

**20/02/25 TO CONSIDER RECOMMENDATIONS FROM THE STANDING ORDERS WORKSHOP**

The recommendations from the Workshop were considered and the following was agreed:

**20/02/25.01 Resolved (20/02/1.01 Recommendation)**

**That Standing Orders be amended to remove delegated powers from all Committees except Development & Planning. That delegated powers to the Town Clerk be reviewed along with the Terms of Reference for each Committee and the Committee structure as part of a long-term plan.**

Minutes of the Town Council Meeting held on Monday 24<sup>th</sup> February 2020



**20/02/25.02 Resolved (20/02/1.02 Recommendation)**

**That all Committees be comprised of a minimum of 8 Members with 4 Members as a quorum except for Human Resources which should have a maximum of 9 Members and that should there be an oversubscription to Human Resources, a ballot be used to decide membership.**

**20/02/25.03 Resolved (20/02/01.03 Recommendation)**

**That all Members be allowed to sit on all Committees and that the Mayor and Deputy Mayor be a Member of all Committees with full voting rights.**

**20/02/25.04 Resolved (20/02/01.04 Recommendation)**

**That the Chairman and Vice Chairman be elected by each Committee at the first Committee meeting of the civic year.**

**20/02/25.05 Resolved (20/02/1.05 Recommendation)**

**That the proposals from the Committee Workshop be presented to full Town Council to be held 24<sup>th</sup> February 2020. That the allocation of Members to Committees be confirmed at the full Town Council meeting in March 2020. That the allocation of Members to Committees be the first item on the agenda and be Chaired by the Mayor. That the new Committees meet in April 2020 with the existing Chairmen and Vice Chairmen until May 2020 where new Chairmen and Vice Chairmen will be elected and functioning of new Committee Membership reviewed.**

**20/02/25.06 Resolved (20/02/2.01 Recommendation)**

**That all Members agree to put all differences aside and establish ways to work together for the benefit of the Town.**

**20/02/25.07 Resolved (20/02/3.01 Recommendation)**

**That a date for a future Workshop be agreed at the Full Council meeting on 24<sup>th</sup> February to take place following the Neighbourhood Plan workshop meeting scheduled for 30<sup>th</sup> March 2020 and that consideration be given to the Neighbourhood Plan Community Actions being used to form a strategy plan for the Council.**

The date of the next Workshop would follow the Neighbourhood Plan Workshop and be held in week commencing 20<sup>th</sup> April 2020. Date to be confirmed.

The Mayor proposed a vote of thanks to the Acting TCM for her excellent facilitation of the Workshop and the following was agreed:

**20/02/25.08 Resolved**

**That a vote of thanks be given to the Acting TCM for her excellent facilitation of the Workshop.**

**20/02/26 TO CONSIDER PROPOSALS FROM THE LITTER WORKING GROUP**

A presentation of a proposed addition to the NTC website featuring information on recycling points in Town including a map and what could be recycled was given. It was agreed this could be considered for adding to the NTC website.

*A Member of the Public joined the meeting.*

It was also proposed that photos of litter picks before and after could be posted on social media along with shout outs to the groups who help. Fast food outlets would be checked to see if they had policies for managing litter for their outlets. The Keep Britain Tidy campaign was also being investigated.

The work of the Litter Working Group was noted and would be referred back to the Community Services Committee.

**20/02/27 STANDING ORDERS**

With the time at 8.05pm, The Mayor advised that the meeting had exceeded the permitted 2 hours and proposed an extension in accordance with Standing Order 1 e). The following was agreed:

**20/02/27.01 Resolved**

**That the meeting continue in order that the remaining business on the agenda can be concluded.**

**20/02/28 TO CONSIDER REINSTATING AN INDOOR MARKET**

Members considered reinstating an indoor market in the Memorial Hall and the following was agreed:

**20/02/28.01 Resolved**

**That the proposal to reinstate an indoor market in the Memorial Hall every Tuesday from October 2020 to March 2021 be accepted in principle, and to refer it to the Leisure Services Committee to take forward.**

The indoor market would be promoted on the reverse of the flyer to promote the Street market.

**20/02/29 TO DISCUSS THE SUN LANE ARCH DESIGNS**

This item was deferred to the Public Exempt part of the meeting as it related to designs submitted by students.

**20/02/30 TO RECEIVE AN UPDATE ON THE NEWMARKET RECYCLING CENTRE**

The Mayor advised that she and Cllr Drummond had met with SCC and were working on a business case to support a recycling centre in Newmarket.

**20/02/31 TO CONSIDER A REQUEST TO JOIN THE RURAL MARKET TOWNS GROUP**

The request was considered and the following was agreed:

**20/02/31.01 Resolved**

**That NTC does not join the Rural Market Towns Group.**

**20/02/32 TO RECEIVE THE PCSO MONTHLY REPORT**

The monthly PCSO report for February was received and noted. The PCSO would be asked whether she is able to issue penalty notices for littering and dog mess when the enforcement of parking is transferred.

**20/02/33 TO CONSIDER CORRESPONDENCE**

The following correspondence was noted:

Suffolk Police – Report on Civil Parking Enforcement transfer to West Suffolk.

**20/02/34 EXCLUSION OF THE PRESS & PUBLIC**

With the vote being unanimous, it was:

**20/02/34.01 Resolved**

**That under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.**

*The Press and Public left the meeting*

**20/02/35 \*\*\*STAFF UPDATE\*\***

Acting TCM advised that the cleaning contract required a month's notice to cancel the service and it was hoped a permanent cleaner would be available to start in early April. The post for an Administrator/Marketing Officer would be filled via an employment agency on a temporary basis with a view to being made permanent.

Several applications for the Town Clerk vacancy had been received and sifted with candidates invited to interview next week and a recommendation to appoint to the next meeting of Council. It is hoped the post will be filled by early May 2020.

**20/02/36 \*\*\*TO DISCUSS THE SUN LANE ARCH DESIGNS\*\*\***

Members were invited to vote on the designs after the meeting.

**20/02/37 ITEMS FOR THE NEXT AGENDA**

None note

**20/02/38 DATE OF THE NEXT MEETING OF THE TOWN COUNCIL**

Monday 23<sup>rd</sup> March 2020.

Meeting closed at 8:20pm

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

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

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# Newmarket

## TOWN COUNCIL

**Minutes of the Virtual Meeting of Councillors**  
**held on Monday 30<sup>th</sup> March 2020 at 6:00 pm via Zoom**

**Attendance:**

Councillor R Hood (Town Mayor)  
 Councillor Appleby  
 Councillor J Borda  
 Councillor O Bowen  
 Councillor S Caesar  
 Councillor J De'Ath  
 Councillor A Drummond  
 Councillor Y Fitzgerald

Councillor W Hirst  
 Councillor M Jefferys  
 Councillor T Kerby  
 Councillor I Kirk  
 Councillor J Lay  
 Councillor C O'Neill  
 Councillor R Yarrow

Also Present: Deborah Sarson – Acting TCM, Cathy Whitaker – RFO and Julie Ashton - Minute.

**Minute**

**20/03/1 WELCOME**

The Acting TCM opened the meeting and ensured that everyone was connected to the call and advised that the meeting was being recorded.

The Mayor advised that the meeting was not a formal meeting of the Council as the secondary legislation that would permit formally convened meetings during the coronavirus pandemic was still awaited. Therefore, this meeting would be conducted like a workshop meeting.

The purpose of the meeting was to reach consensus on decisions needed to be made and to make recommendations to the next legally convened meeting of the Council and to permit the Acting Town Council Manager to proceed with confidence using delegated powers and in collaboration with appointed Councillors.

**20/03/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)**

Apologies were received from Cllrs Anderson and Hulbert. Cllr Ali had resigned.

**20/03/3 TO APPROVE THE RE-ALLOCATION OF FUNDS TO A GRANT FUND ) AND IN SUPPORT OF THE COSTS INCURRED IN THE COUNCIL'S RESPONSE TO THE PANDEMIC**

The Acting TCM proposed that £5K from the re-allocated funds from the general reserve and underspends from the 19/20 financial year should be allocated to cover the costs incurred in the Council's response to the pandemic. The following was agreed:

**20/03/03.01 Recommendation**

**That £5K from the grant fund be re-allocated to cover the costs incurred in the Council's response to the pandemic.**

**20/03/4 TO APPROVE THE GRANT FUND POLICY AND AN AMOUNT TO ASSIST ORGANISATIONS WITH HARDSHIP**

Members were advised that SCC and West Suffolk had set up hardship funds to assist residents and that the Newmarket Festival had been set up as a grant giving body to support organisations helping the vulnerable in our community and had already given a grant to the Day Centre. It was noted that it would not be appropriate for NTC to issue hardship funds directly and that the grant policy allows for donations to other organisations working with the most vulnerable and identifying hardship. Members considered a suitable amount to be set allocated for hardship assistance to be given to other organisations to distribute and the following was agreed:

**20/03/4.01 Recommendation**

**That the grant fund policy be approved and that £5K be allocated to a fund to assist organisations with hardship funds to help the vulnerable.**

The steering group would consider options for organisations to distribute these funds to and make recommendations to Council at the next virtual meeting.

**20/03/5 TO APPROVE THE SCHEME OF DELEGATION**

The Acting TCM proposed that the scheme of delegation be approved to allow NTC to continue to function and the following was agreed:

**20/03/5.01 Recommendation**

**That the Scheme of Delegation be approved.**

**20/03/6 TO SET UP A STEERING GROUP TO WORK WITH THE ACTING TCM ON THE COUNCIL'S RESPONSE TO THE CORONAVIRUS CRISIS**

The Mayor advised that the current situation had put enormous pressure on the Acting TCM and NTC staff and that as an employer, NTC had a duty of care to ensure that sustainable hours were worked. There was a need to set up a Steering Group to work collaboratively with the Acting TCM on the Council's response to the Coronavirus crisis and the following was agreed:

**20/03/6.01 Recommendation**

**That a Steering Group be set up comprising of Cllrs Jefferys (Chairman), Kerby (Vice Chairman), Appleby, Borda, Caesar, Hood and Kirk to work collaboratively with the Acting TCM on the Council's response to the Coronavirus crisis.**

**20/03/7 TO AGREE MEMBERSHIP OF THE FINANCE & POLICY WORKING GROUP**

Members noted the summary of Committee preference form responses; it was noted that Cllr Kirk's preferences were not included and the following was agreed:

**20/03/7.01 Recommendation**

**That the membership of the Finance & Policy Working Group would include Councillors Hood, Lay, Drummond, Kerby, Jefferys, O'Neill, Borda and Appleby.**

**20/03/8 TO RECEIVE AN UPDATE ON THE HELPLINE AND INITIATIVES TO SUPPORT THE VULNERABLE IN THE COMMUNITY**

Members were advised that the helpline was working well but had highlighted a high number of vulnerable residents and the system would require continual review to identify improvements to ensure future capacity. The work, dedication and achievements of the Acting TCM and her team were noted which included setting up and populating the database, setting up the helpline, managing rotas, collaborating with multiple partners, issuing of ID cards and preparing to work from home. It was also noted that NTC as a whole, had reacted swiftly to assist residents and were ahead of other organisations and the following was agreed:

**20/03/8.01 Resolved**

**That a vote of thanks be given to the Acting TCM and her team for their hard work, dedication and resulting achievements.**

**20/03/9 TO ALLOCATE ADDITIONAL FUNDS TO COVER NTC EXPENSES**

Acting TCM advised that the initial funds to cover costs for working at home, staff overtime, setting up the database, helpline and website and other sundry expenses needed to be topped up to cover future expenses. It was noted that one of our councillor's is unable to engage with this form of meeting because of his disability and it was agreed that options for resolving this would be investigated. The following was agreed:

**20/03/9.01 Recommendation**

**That an additional £5,000 be allocated to cover future NTC expenses during the crisis.**

**20/03/10 TO CONSIDER OFFERING THE TOWN CLERK POSITION**

Members were advised that Candidate 4 had declined the offer due to the current situation and Members were asked to consider offering the position to Candidate 1. It was noted that if the position was not offered now, the recruitment process would most likely need to start again from scratch. It was agreed that the start date would need to be deferred until life had returned to some semblance of normality. The following was agreed:

**20/03/10.01 Recommendation**

**That the position of Town Clerk be offered to Candidate 1 with a flexible start date to be negotiated.**

**20/03/11 TO REVIEW THE ACTING TCM CONTRACT AND TO APPROVE THIS WEEK'S INVOICE**

Members were advised that the Acting TCM had worked considerably more hours than her 25 contracted hours in order to respond to the current crisis. These extra hours had not been incurred out of choice but of necessity and

would not be sustained. After further debate, the following was agreed:

**20/03/11.01 Recommendation**

**That the additional hours worked above the contracted 25 hours per week be paid at the current contracted rate of £30.00 per hour. That future hours and workload be managed in conjunction with the Coronavirus Response Steering Group.**

Acting TCM advised that the Jockey Club were producing a leaflet to give residents information on available assistance and invited Cllrs to input to the content. A request was also made for Members to contribute to a new website signposting residents to local information.

The RFO was now responsible for organising the helpline rota and Councillor availability for tomorrow's rota was confirmed.

**20/03/12 DATE OF THE NEXT MEETING**

Members felt that the meeting via Zoom had gone well and the following was agreed:

**20/03/12.01 Resolved**

**That weekly meetings be held every Monday at 6:00pm via Zoom conferencing until secondary legislation to permit formally convened meetings is passed.**

Meeting closed at 8:10pm

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

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





**Minutes of the Virtual Meeting of Councillors**  
**held on Monday 6<sup>th</sup> April 2020 at 6:00 pm via Zoom**

**Attendance:**

Councillor R Hood (Town Mayor)  
Councillor Appleby  
Councillor J Borda  
Councillor S Caesar  
Councillor J De'Ath  
Councillor A Drummond  
Councillor Y Fitzgerald

Councillor W Hirst  
Councillor M Jefferys  
Councillor T Kerby  
Councillor I Kirk  
Councillor J Lay  
Councillor C O'Neill  
Councillor K Yarrow

Also Present: Deborah Sarson – Acting TCM and Cathy Whitaker – RFO.

**Minute**

**20/04/1 WELCOME**

The Mayor opened the meeting and ensured that everyone was connected to the call and advised that the meeting was being recorded.

It was noted that the meeting was not a formal meeting of the Council as the secondary legislation that would permit formally convened meetings during the coronavirus pandemic was not enacted in time for this meeting. Therefore, this meeting will be conducted like a workshop meeting.

The purpose of this meeting is to reach consensus on decisions needing to be made and to make recommendations to the next legally convened meeting of the Council and to permit the Acting Town Council Manager to proceed with confidence using delegated powers and in collaboration with appointed Councillors.

**20/04/2 APOLOGIES FOR ABSENCE – LGA 1972, Section 85(1) & (2)**

Apologies were received from Cllr Hulbert and Bowen. Cllr Anderson was absent.

**20/04/3 TO RECEIVE AND CONFIRM THE MINUTES OF THE LAST VIRTUAL MEETING HELD ON 30<sup>TH</sup> MARCH 2020 AND ANY MATTERS ARISING.**

The minutes of the last virtual meeting held on 30<sup>th</sup> March 2020 were presented and the following was agreed:

**20/04/3.01 Recommendation**

**That the minutes of the last virtual meeting held on 30<sup>th</sup> March 2020 be adopted and signed as a correct record by the Town Mayor.**

Matters arising:

Page 2 – 20/03/6 – An explanation of the Scheme of Delegation was requested and the Acting TCM advised that it was required to allow the business of the Council to continue using delegated powers until legally convened meetings could be held.

**20/04/4**     **FORMAL MEETINGS - TO NOTE THE LEGISLATION THAT NOW EXISTS FOR LEGALLY CONVENED MEETINGS TO BE HELD REMOTELY**

Members were advised that guidance has been received from NALC, following new legislation permitting legally convened remote meetings. There were conditions set to enable the public to also attend remotely.

There is no requirement to hold the Annual Meeting of the Town Council but the Council could still choose to do so or the Annual Meeting of the Town. Acting TCM would forward the legislation to all Members and the following was agreed:

**20/04/4.01 Resolved**

**That a remote full Town Council meeting be convened on Monday 20<sup>th</sup> April at 6:00pm**

**20/04/5**     **ELECTRONIC AGENDAS**

The Acting TCM advised that for an electronic agenda summons to be legal, Cllrs would need to sign a form agreeing to receive them in this way. A show of hands indicated that all but two councillors were willing to receive their agendas electronically, and the following was agreed:

**20/04/5.01 Recommendation**

**That electronic agenda summons be approved and accepted.**

Two Cllrs made a request to still receive a hard copy and Cllrs who were not in attendance would be contacted to seek their consent.

**20/04/6**     **TO NOTE THE CORONAVIRUS RESPONSE STEERING GROUP MINUTES AND TO RECEIVE AN UPDATE**

Members were advised that two remote meetings had been held and a discussion was held on food parcels and how to pay for them without handling cash.

A draft leaflet was in production to be distributed before the Easter weekend. The next meeting was scheduled for Tuesday 7<sup>th</sup> April 2020 at 6:00pm.

**20/04/7**     **TO RECEIVE AN UPDATE ON THE WEATHERBY CROSSING**

Acting TCM had sought a deferment of the enquiry and had secured an extra month. NTC now had more time to prepare the Statement of Case for the hearing. Acting TCM would seek a quote for the Barrister to prepare the Statement of Case. The Mayor would contact Rachel Wood and SCC. Cllr Kerby would contact East Cambs.

The quote for a Barrister will be brought to the full Council meeting, however should time become an issue, Acting TCM would call another informal meeting to seek approval to instruct the Barrister to start as it was imperative that everything possible is done to ensure the crossing remains open.

**20/04/8 TO RECEIVE AN UPDATE ON THE CHANGES TO HANGING BASKETS AND PLANTERS**

Members were advised that due to the current circumstances a decision was taken not to proceed with hanging baskets this year. The planters would go ahead, as it was hoped that volunteers would be able to water them.

**20/04/9 CEMETERY - TO RECEIVE AN UPDATE ON GOVERNMENT GUIDANCE**

Current West Suffolk guidance on emergency legislation made it clear that Cemeteries do not need to be closed at this time. NTC would be informed if the guidance changes.

**20/04/10 HANDLING OF PLANNING APPLICATIONS**

The RFO would collate all outstanding Planning Applications and create a Planning Committee agenda to be sent out Tuesday 7<sup>th</sup> April 2020 for a remote Committee meeting next week.

It was suggested that instead of holding Committee meetings (except for Planning), that two full Town Council meetings should be held each month. The TCM was asked to put together a timetable for meetings and a list of items sufficiently urgent to be included on agendas during the crisis for consideration at the 20<sup>th</sup> April meeting.

**20/04/11 FUTURE FORMAL MEETING AGENDA ITEMS**

- To approve recommendations from virtual workshop meetings
- To formally approve the appointment of the Town Clerk
- To adopt the General Power of Competence
- To review options for financial assistance in the Community
- To approve the last formal Committee meeting minutes
- Committee Memberships
- Meeting priorities

**20/04/12 DATE OF THE NEXT VIRTUAL MEETING**

Monday 20<sup>th</sup> April 2020 at 6:00pm via Zoom.

Meeting closed at 6:47pm

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

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

**Blank**



**Minutes of a Meeting of the Development & Planning Committee**  
**Held on Monday 2<sup>nd</sup> March 2020 at 6.00pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor J Lay (Chairman)  
 Councillor W Hirst  
 Councillor R Hood  
 Councillor P Hulbert

Councillor M Jefferys  
 Councillor T Kerby  
 Councillor I Kirk  
 Councillor C O’Neill

Also Present: Deborah Sarson – ATCM, Cathy Whitaker – RFO, Julie Ashton – Minute Assistant and 1 Member of the Press.

	Minute	Action by
D/20/03/1	<p><b><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED AND TO ASK WHETHER ANYONE INTENDS TO RECORD THE MEETING</u></b></p> <p>The Chairman opened the meeting and read out the Fire Safety Notice and asked if anyone intended to record the meeting. There were no requests.</p> <p><i>Cllr Hirst joined the meeting</i></p>	
D/20/03/2	<p><b><u>APOLOGIES</u></b></p> <p>Apologies were received from Cllrs Caesar, De’Ath, Drummond and Fitzgerald.</p>	
D/20/03/3	<p><b><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></p> <p>None noted.</p>	
D/20/03/4	<p><b><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 17<sup>TH</sup> FEBRUARY 2020 AND MATTERS ARISING</u></b></p> <p>Members received the minutes of the Development &amp; Planning Committee held on 7<sup>th</sup> February 2020 and the following amendment was made:</p> <p>Page 3 – D/20/02/8 – Cllr Hood had declared a pecuniary interest in Planning Application DC/19/2055/FUL, addressed the Committee then left the meeting and this was added to the minutes.</p> <p>Subject to the amendment being made, the following was agreed:</p> <p><b><u>D/20/03/4.01 Resolved</u></b>  <b>That the minutes of the Development &amp; Planning Committee held on 17<sup>th</sup> February 2020 be adopted and signed as a true record by the Chairman of the Development &amp; Planning Committee.</b></p>	

*A member of the Press joined the meeting*

Matters arising:

Page 4 – D/20/02/11/.01 Resolved – Acting TCM advised that the action to write to West Suffolk regarding the approval of Planning Application DC/19/2418/HH was outstanding.

**D/20/03/5** **PUBLIC PARTICIPATION ‘AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION**

None noted.

**D/20/03/6** **PLANNING APPLICATIONS**

*Week 07*

**D/20/03/6/1** DC/20/0171/FUL - Planning Application - Fire exit door to rear elevation - Unit 3A Newmarket Retail Park Oaks Drive Newmarket Suffolk.

**D/20/03/6.01 Resolved**

**The Committee voiced no objections.**

**D/20/03/6/2** DC/20/0212/TCA - Trees in a Conservation Area Notification - (i) 2no. Conifers (T1 and T2 on plan) - fell (ii) 1no.Beech, 1no. Conifer, 1no. Sycamore (T3 on plan) - fell (iii) 3no. Conifers (T4, T5, T6 on plan) - fell (iv) 1no. Ash, 1no. Sycamore (T7 on plan) - reduce down in height by 5 meters to hedge height - Shalfleet 17 Bury Road Newmarket.

**D/20/03/6.02 Resolved**

**The Committee actively encourages responsible tree management. The Committee strongly OBJECTED to the felling of these trees, owing to the loss of wildlife habitat and the adverse impact on nature conservation interests and biodiversity opportunities in a Conservation Area.**

**D/20/03/6.03 Resolved**

**That District Ward Cllrs are notified of any objections made by this Committee and request that they attend any delegated hearing or planning meeting to support the Committee’s decision.**

**D/20/03/6/4** DC/20/0235/TCA - Trees in a Conservation Area Notification - 1no. Silver Birch – fell - 15 The Avenue Newmarket Suffolk.

**D/20/03/6.04 Resolved**

**The Committee actively encourages responsible tree management. The Committee strongly OBJECTED to the felling of this tree, owing to the loss of wildlife habitat and the adverse impact on nature conservation interests and biodiversity opportunities in a Conservation Area.**

*Week 08*

**D/20/03/6/5** DC/20/0160/FUL - Planning Application - Change of use from hotel (Class C1)

to house of multiple occupancy (Class C4) - Ashley House 13 Old Station Road Newmarket.

**D/20/03/6.05 Resolved**

**That this Planning Application be deferred to allow a site visit.**

**D/20/03/6/6** DC/20/0193/HH - Householder Planning Application - Single storey rear garage extension - 100 Weston Way Newmarket Suffolk.

**D/20/03/6.06 Resolved**

**The Committee voiced no objections.**

**D/20/03/6/7** DC/20/0220/FUL - Planning Application - (i) Conversion of roof space to form 2 no. self-contained flats (ii) Enclosed external staircase on rear elevation - Sycamore House New Cheveley Road Newmarket.

**D/20/03/6.07 Resolved**

**The Committee objected on the grounds of it being an overdevelopment of the site with layout and density also a consideration.**

**D/20/03/6/8** DC/20/0232/TPO - TPO 032 (1960) Tree Preservation Order - (i) 5no. Lime trees (G2 on plan within A1 on order) - Pollard to 6 metres and reduce branches on North and South sides on the main stems by 1.5metres (ii) 18no. Conifers (H3 on plan within A1 on order) Reduce height by 4 metres - Soham House Snailwell Road Newmarket.

**D/20/03/6.08 Resolved**

**The Committee encourages responsible tree management. The Committee DOES NOT OBJECT to this application.**

**D/20/03/7** **AMENDED AND DEFERRED PLANNING APPLICATIONS**

**D/20/03/7/1** DC/20/0009/FUL – Planning Application (i) Construction of flow fore cage (ii) install air conditioning/refrigeration plant with the forming of 2no. opening to external cladding/wall – Unit 3A Newmarket Retail Park, Oaks Drive Newmarket.

**D/20/03/7.01 Resolved**

**The Committee voiced no objections and supports this Planning Application.**

**D/20/03/8** **EAST CAMBS PLANNING APPLICATIONS**

None noted.

**D/20/03/9** **EAST CAMBS CONSULTATION NOTICE**

The consultation on the draft Supplementary Planning Documents (SPD) on Custom Housing and self-build housing and the Natural Environment were noted and the following was agreed:

**D/20/03/9.01 Resolved**

**That the Chairman drafts a response to the consultations to be presented at the next meeting and to ask West Suffolk what action they intend to take to support self builds.**

**D/20/03/10 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN**

West Suffolk Planning Determinations received during weeks 07 & 08.

<b>Applications</b>	<b>Description</b>	<b>Address</b>	<b>WS Decision</b>	<b>NTC Decision</b>
DC/19/2215/FUL	Planning Application - 9no. dwellings with associated access and car parking	122 Valley Way Newmarket Suffolk	Approved	No objections
DC/19/2440/HH	Householder Planning Application - Conversion and single storey extension to existing stable to create habitable space	Annexe Paddock View 6 Exning Road Newmarket Suffolk	Approved	No objections
DC/19/2278/FUL	Planning Application - (i) Change of use from office (class B1) to beauty treatment clinic (class D1), (ii) replacement of front door.	3 Rous Road Newmarket	Approved	No objections
DC/19/2344/HH	Householder Planning Application - Single storey rear extension (part-retrospective)	2A Hill Close Newmarket Suffolk	Approved	No objections

**D/20/03/11 TO DISCUSS ANY LICENSING APPLICATIONS**

None noted.

**D/20/03/12 TREES**

Members reviewed the standard response for tree applications, setting up of a Tree Working Group and the appointment of tree Champions. The following was agreed:

**D/20/03/12.01 Resolved**

**That Cllrs Jefferys and O'Neill produce a report with proposals to take forward the work regarding trees and present it to the next meeting.**

**D/20/03/13 TO DISCUSS THE IMPACT OF AIRBNB PROPERTIES**

This item was deferred to the next meeting.

**D/20/03/14 CORRESPONDENCE**

None noted.

**D/20/03/15 DATE OF NEXT MEETING**

Monday 16<sup>th</sup> March 2020 at 6.00pm at the Memorial Hall.

**D/20/03/16 TO NOTE ANY ITEMS FOR NEXT MEETING**

- Tree report and proposals
- AirBnB

Meeting closed at 6:58pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_





**Minutes of a Meeting of the Development & Planning Committee**  
**Held on Monday 16<sup>th</sup> March 2020 at 6.00pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor S Caesar (Chairman)  
 Councillor J De'Ath  
 Councillor A Drummond  
 Councillor R Hood

Councillor P Hulbert  
 Councillor M Jefferys  
 Councillor T Kerby  
 Councillor I Kirk  
 Councillor C O'Neill

Also Present: Deborah Sarson – Acting TCM, 1 Member of the Press and 1 Member of the Public

Minute	Action by
<p><b>D/20/03/17</b>    <b><u>ELECTION OF THE CHAIRMAN</u></b>            With apologies being received from the Chairman, the following was agreed:</p> <p><b><u>D/20/03/17.01 Resolved</u></b>  <b>That Cllr Caesar be elected as Chairman for this meeting.</b></p>	
<p><b>D/20/03/18</b>    <b><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED AND TO ASK WHETHER ANYONE INTENDS TO RECORD THE MEETING</u></b>            The Chairman opened the meeting and read out the Fire Safety Notice and asked if anyone intended to record the meeting. There were no requests.</p>	
<p><b>D/20/03/19</b>    <b><u>APOLOGIES</u></b>            Apologies were received from Cllrs Lay and Fitzgerald. Cllr Hirst was absent.</p>	
<p><b>D/20/03/20</b>    <b><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>            None noted.</p>	
<p><b>D/20/03/21</b>    <b><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 2<sup>ND</sup> MARCH 2020 AND MATTERS ARISING</u></b>            Members received the minutes of the Development &amp; Planning Committee held on 2<sup>nd</sup> March 2020 and the following was agreed:</p> <p><b><u>D/20/03/21.01 Resolved</u></b>  <b>That the minutes of the Development &amp; Planning Committee held on 2<sup>nd</sup> March 2020 be adopted and signed as a true record by the Chairman of the Development &amp; Planning Committee.</b></p>	

Matters arising:

Page 2 – D/02/03/6/5 – DC/20/0160/FUL – following a site visit the following was agreed:

**D/20/03/21/2** DC/20/0160/FUL – Planning Application – Change of use from hotel (Class C1) to house of multiple occupancy (Class 4) – Ashley House 13 Old Station Road Newmarket.

**D/20/03/21.02 Resolved**

**The Committee voiced no objections.**

**D/20/03/22** **PUBLIC PARTICIPATION ‘AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION**

A resident spoke about car parking, suggesting that the new charges should be postponed now that many people are now being forced to work from home and face losing their jobs in these extraordinary times. He asked that the Town Council support a proposal to lobby the District Council to defer the introduction of the charges.

Alison Hayes reported issues with unregulated commercial accommodation operating as Airbnb's.

*A member of the public left the meeting.*

A proposal was made to bring forward item 13 Airbnb and the following was agreed:

**D/20/03/22.01 Resolved**

**That item 13 be brought forward.**

**D/20/03/23** **AIRBNB**

Cllr Drummond reported that he was working with relevant Officers to enforce planning on those properties that are made known to them and that it needs to be demonstrated that a material consideration is required for planning consent to be necessary. A policy regarding the planning regulation of these properties is being considered. The following was agreed:

**D/20/03/23.01 Resolved**

**That a letter be sent to West Suffolk to request that a policy on Airbnb properties be developed.**

**D/20/03/24** **PLANNING APPLICATIONS**

*Week 09 – There were no Planning Applications to consider  
Week 10*

**D/20/03/24/1** DC/20/0318/HH - Householder Planning Application - Single storey rear extension (following demolition of existing lean-to) - 74 Freshfields Newmarket.

**D/20/03/24.01 Resolved**

**The Committee voiced no objections.**

**D/20/03/24/2** DC/20/0326/HH - Householder Planning Application - Single storey rear extension and conservatory (following demolition of existing rear conservatory) - 42 Rous Road Newmarket.

**D/20/03/24.02 Resolved**

**The Committee voiced no objections.**

**D/20/03/25 AMENDED AND DEFERRED PLANNING APPLICATIONS**

None noted.

**D/20/03/26 EAST CAMBS PLANNING APPLICATIONS**

None noted.

**D/20/03/27 TO RECEIVE RESULTS OF APPLICATIONS AS DETERMINED BY WEST SUFFOLK AND PLANS WITHDRAWN**

West Suffolk Planning Determinations received during weeks 09 & 10.

Applications	Description	Address	WS Decision	NTC Decision
DC/19/2473/HH	Householder Planning Application - (i) Single storey front and side extensions	1 Elizabeth Avenue Newmarket	Approved	No objections
DC/20/0160/FUL	Planning Application - Change of use from hotel (Class C1) to house of multiple occupancy (Class C4)	Ashley House , 13 Old Station Road, Newmarket	Approved	No objections
DC/20/0220/FUL	Planning Application - (i) Conversion of roof space to form 2 no. self-contained flats (ii) Enclosed external staircase on rear elevation	Sycamore House , New Cheveley Road, Newmarket	Approved	No objections
DC/20/0232/TPO	Householder Planning Application - Single storey rear garage extension	100 Weston Way, Newmarket, Suffolk	Approved	No objections
DC/20/0232/TPO	TPO 032 (1960) Tree Preservation Order - (i) 5no. Lime trees (G2 on plan within A1 on order) - Pollard to 6 metres and reduce branches on North and South sides on the main stems by 1.5metres (ii) 18no. Conifers (H3 on plan within A1 on order) Reduce height by 4 metres	Soham House , Snailwell Road, Newmarket	Approved	No objections
DC/20/0046/TPO	TPO 234 (1972) Tree Preservation Order- (i) 3no Beech (GRP1 on plan within A8 on order) cut back branches by 2.5 metres to the boundary	21 Elliott Close Newmarket Suffolk	Withdrawn	

**D/20/03/28 DELEGATION PANEL DECISIONS**

The following decision was noted:

DC/19/2058/FUL – Planning Application – 4no dwellings (cross boundary) - Land west of 104 Crockford Road, Woodditton Road, Newmarket.

**D/20/03/29 TO DISCUSS ANY LICENSING APPLICATIONS**

None noted.

**D/20/03/30 TREES**

Cllr Drummond advised that he had been appointed the West Suffolk tree champion and the Woodland Trust had sent information and forms about an emergency tree plan and other tree related strategies which he agreed to share with the working group which has yet to meet.

**D/20/03/31 CORRESPONDENCE**

None noted.

**D/20/03/32 DATE OF NEXT MEETING**

Monday 6<sup>th</sup> April 2020 at 6.00pm at the Memorial Hall.

**D/20/03/33 TO NOTE ANY ITEMS FOR NEXT MEETING**

- Trees
- Airbnb
- East Cambs planning policies

Meeting closed at 6.33pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_



# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Leisure Services Committee**  
**Held on Monday 2<sup>nd</sup> March 2020 at 6.00 pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor J De'Ath (Chairman)  
 Councillor J Borda  
 Councillor W Hirst

Councillor R Hood  
 Councillor P Hulbert  
 Councillor M Jefferys  
 Councillor I Kirk

Also present: Deborah Sarson – ATCM, Cathy Whitaker - RFO, Christy Argyroudi – Events Manager, Julie Ashton – Minute Assistant, Cllrs Appleby and O'Neill, Louise Eatock – Newmarket Community Arts, Sandra Eason – Newmarket History Society and 1 Member of the Press.

Minute	Action by
<p><b>L/20/03/1</b> <b><u>CHAIRMAN TO READ THE FIRE SAFETY NOTICE AND ANNOUNCE THAT PROCEEDINGS MAY BE FILMED OR RECORDED AND TO ASK IF ANYONE INTENDS TO RECORD THE MEETING</u></b>            The Chairman opened the meeting and read out the Fire Safety briefing.</p>	
<p><b>L/20/03/2</b> <b><u>APOLOGIES</u></b>            Apologies were received from Cllrs Drummond, Fitzgerald and Lay.</p>	
<p><b>L/20/03/3</b> <b><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>            None noted.</p>	
<p><b>L/20/03/4</b> <b><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 3<sup>RD</sup> FEBRUARY 2020</u></b>            Members received the minutes of the Leisure Services Committee meeting held on 3<sup>rd</sup> February 2020 and the following was agreed:</p> <p><b><u>L/20/03/4.01 Resolved</u></b>  <b>That the minutes of the Leisure Services Committee meeting held on 3<sup>rd</sup> February 2020 be adopted and signed as a true record by the Chairman of the Leisure Services Committee.</b></p>	
<p><i>The Events Manager and Sandra Eason joined the meeting.</i></p> <p><b>L/20/03/5</b> <b><u>PUBLIC PARTICIPATION 'AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS</u></b></p>	

**RELATING TO THE TOWN TO BE BROUGHT TO THEIR ATTENTION**

Cllr Appleby advised that Frank Stennett would be holding a cricket practice session at the Leisure Centre on Saturday 7<sup>th</sup> March 2020 from 10:00 – 12:00.

Louise Eatock – Newmarket Community Arts gave an update on a recent workshop which was well received. A questionnaire had been issued and the feedback showed a positive response to the workshops and she asked for NTC to support future events.

Cllr O’Neill asked the Committee to support the Battle of the Bands events and to add an agenda item for the next meeting. The Chairman requested details of the support required prior to the next meeting.

*Cllr O’Neill left the meeting.*

The Chairman proposed to bring forward item 11 and the following was agreed:

**L/20/03/5.01 Resolved**  
**That item 11 be brought forward.**

**L/20/03/6 TO RECEIVE A BRIEFING ON THE BOMBING EXHIBITION**

The Events Manager advised that the exhibition had been well attended with 65 children and 46 adults on the first day and 94 children and 82 adults on the second day. There had been a constant flow of people throughout the day and thanks were given to the Journal and Newmarket History Society.

Sandra Eaton presented a report on the event and advised that everyone had worked well together. The event had generated a lot of interest with people asking questions and offering additional information. She thanked the Events Manager for setting up the exhibition and the Journal for their support in promoting the event. The Bombing story would be updated with the new information received which could be used as a wider offering for tourism. It highlighted that the Town could accommodate a museum showcasing the town’s long and interesting history and act as a tourism hub for other local places of interest. The event planned for next year, which is the 80<sup>th</sup> anniversary is being considered for half term so that more people can attend. She would welcome any feedback and further input for next year.

**L/20/03/7 FINANCE – TO REVIEW THE INCOME AND EXPENDITURE FOR FEBRUARY 2020**

RFO presented the income and expenditure reports for February 2020 and advised that there were several repairs included in 4036 – R&M Buildings including the dishwasher which had had further repairs and then broken down again. As this was becoming quite costly and the dishwasher was out of action more than it was available the Committee agreed to consider either a replacement or a leasing arrangement and the RFO was tasked with investigate options. The grant from West Suffolk for the Solicitors fees relating to the CCTV costs was confirmed. The income and expenditure

reports for February 2020 were noted.

**L/20/03/8 BOOKINGS, EVENT STAFFING AND REQUIREMENTS**

The Events Manager advised that a new long-term booking had been secured for a Yoga class at the Pavilion and so far, 120 had booked to attend the Newmarket Festival quiz night.

*Louise and Sandra left the meeting.*

**L/20/03/9 MEMORIAL GARDENS**

Quotes for the supply and installation of a canopy for the sensory wall were considered and the following was agreed:

**C/20/03/9.01 Recommendation**

**That option 2 be the preferred choice in principle, subject to quotes being validated as up to date and funds availability confirmed and approved by Full Council**

RFO advised that the Guineas had agreed to have the CCTV antennae installed on their building and it has been confirmed that the system will comply with the Police requirements as set out in their report.

Acting TCM presented an analysis of the cost of water consumption for plant watering and the water feature last summer. The current water feature system was costly to run and maintain but so were costs to replace it with and run a water recycling system; the acting TCM agreed to speak to the project manager to compare costs. A separate water meter for the water feature could be considered.

Members were asked to consider the opening date for the water feature and the following was agreed:

**L/20/03/9.02 Resolved**

**That the water feature be opened for the season from Friday 3<sup>rd</sup> April 2020.**

**L/20/03/10 TO DISCUSS PARKING AT THE PAVILLION**

The Events Manager advised that she was liaising with the Jockey Club Estates about the option of using their car park at the Severals. Feedback from users of the Pavilion showed that there was a need for a pedestrian crossing. It was noted that several pedestrian crossings were required in Town and they should all be looked at to prioritise them. The following was agreed:

**L/20/03/10.01 Recommendation**

**That the Leisure Services Committee suggest to NTC that installing a pedestrian crossing to access the Severals be considered as a priority.**

**L/20/03/11 TO RECEIVE AN UPDATE ON THE VE DAY EVENT**

The Events Manager gave a presentation on the activities planned for the VE

Day event including the following:

- High Street to be closed from 12:00 – 6:00pm free of charge
- The event would start at 1:00 and end at 5:00pm
- DJ playing 40s music all day
- A Winston Churchill lookalike
- Best period dress competition
- Town Crier at the Bill Tutte Memorial
- Swing Singers act at 2:30 – 3:10 and 4:00 – 4:40
- Punch and Judy show at the Clock Tower

The BID had agreed to contribute £2,500 and the Palace House were organising the competition and offering free access to veterans on the day.

Further activities were being investigated and the total cost for the event was projected to be £4952. The Chairman would look into contacting Lakenheath and Mildenhall about the possibility of a fly past.

#### **L/20/03/12 CARNIVAL 2020 UPDATE**

The Events Manager advised that the Carnival would start at 12:00 and finish at 5:00pm. The judges would include the Mayor, Town Cryer and a Charity representative. The Committee were looking at booking several fun fair providers and the costs for rides may need to be subsidised due to the timings of the event. There would be stilt walkers, Tree fellas, BMX tricks and a mixture of retail and charity stalls. A marquee would be placed on the Severals with children's activities hosted inside. A solar powered stage would also be available with a screen which could be used to promote a sponsor which cover the cost of £2460. A draft estimated budget was presented and it was noted that more work on sponsorship was required.

#### **L/20/03/13 TWINNING**

The Events Manager advised that the numbers visiting had yet to be confirmed. The planned activities included a welcome reception at the Museum followed by a tour and an evening reception at the Heath Court Hotel with a visit to Audley End House in Cambridge the following day. The Events Manager was asked to look at arranging a trip to the racecourse as an option.

Members were asked to consider several types of plaques to be presented to the Twinning Association organisers and the following was agreed:

#### **L/20/03/13.01 Resolved**

**That the Twinning Association organisers be presented with an NTC shield to mark their work with the Association.**

#### **L/20/03/14 TO CONSIDER MAINTENANCE RESPONSIBILITIES FOR THE FITNESS TRAIL**

The Chairman advised that the Newmarket Festival would like to install a fitness trail on the George Lambton playing fields and leave it as a legacy for



NTC to maintain. It was felt that this offer should go to West Suffolk as they were the owners of the playing fields and it was agreed this would be raised at the meeting with West Suffolk regarding the St Felix School and George Lambton playing fields sites.

*A Member of the Press left the meeting.*

**L/20/03/15 TO DETERMINE FEES FOR CRICKET AT THE SEVERALS**

This item was deferred to the next meeting.

**L/20/03/16 CORRESPONDENCE**

Newmarket U3A (University of a Third Age) – a request to book the Bill Tutte Memorial for an event 6<sup>th</sup> June 2020 was considered and the following was agreed:

**L/20/03/16.01 Resolved**

**That the request to book the Bill Tutte Memorial for a charitable event by Newmarket U3A 6<sup>th</sup> June 2020 be accepted.**

Racing Centre Sports Day – the request to hold a sports day on the Severals 28<sup>th</sup> June 2020 was considered and the following was agreed:

**L/20/03/16.02 Resolved**

**That the request to hold a sports day on the Severals 28<sup>th</sup> June 2020 by the Racing Centre be accepted subject to approval from the Jockey Club to start the event at 11:00am.**

PCSO – Happy to chat bench – proposal to add a plaque to a bench in the Memorial Gardens and one in the High Street to invite people to sit and chat was considered and the following was agreed:

**L/20/03/16.03 Resolved**

**That the request to add a plaque to a bench in the Memorial Gardens and one on the High Street inviting people to sit and chat be accepted and that the initiative be welcomed.**

**L/20/03/17 TO NOTE ANY ITEMS FOR NEXT MEETING**

- Twinning
- Carnival 2020
- VE Day
- Fitness Trail
- Memorial Gardens – canopy for the sensory wall
- Parking at the Pavilion
- Cricket fees
- Replacement dishwasher
- Battle of the Bands
- Newmarket Community Arts workshops

**L/20/03/18 DATE OF NEXT MEETING**

Monday 6<sup>nd</sup> April 2020 in the Memorial Hall

Meeting closed at 8:45pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_



# Newmarket

## TOWN COUNCIL

**Minutes of a Meeting of the Community Services Committee**  
**Held on Monday 9<sup>th</sup> March 2020 at 6:00 pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor T Kerby (Chairman)  
 Councillor M Anderson  
 Councillor J Borda  
 Councillor S Caesar  
 Councillor A Drummond  
 Councillor Y Fitzgerald

Councillor R Hood  
 Councillor P Hulbert  
 Councillor I Kirk  
 Councillor J Lay  
 Councillor C O'Neill  
 Councillor R Yarrow

Also Present: Deborah Sarson – Acting TCM, Julie Ashton – Minute Assistant, Cllr Appleby – NTC and 1 Member of the Press.

	Minute	Action by
C/20/03/1	<p><b><u>CHAIRMAN TO READ FIRE SAFETY NOTICE AND ASK IF ANYONE INTENDS TO FILM OR RECORD THE MEETING</u></b></p> <p>The Chairman opened the meeting and read out the Fire Safety Notice.</p>	
C/20/03/2	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies were received from Cllrs Bowen, De'Ath, Hirst and Jefferys.</p>	
C/20/03/3	<p><b><u>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</u></b></p> <p>None noted.</p>	
C/20/03/4	<p><b><u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 10<sup>TH</sup> FEBRUARY 2020 AND ANY MATTERS ARISING</u></b></p> <p>Members received the minutes of the Community Services Committee meeting held on 10<sup>th</sup> February 2020 and the following was agreed:</p> <p><b><u>C/20/03/4.01 Resolved</u></b>  <b>That the minutes of the Community Services Committee meeting held on 10<sup>th</sup> February 2020 be adopted and signed as a true record by the Chairman of the Community Services Committee.</b></p> <p>There were no matters arising.</p>	
C/20/03/5	<p><b><u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT</u></b></p>	

**COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION**

None noted.

**C/20/03/6 TO RECEIVE THE ACCOUNTS FOR FEBRUARY 2020**

Acting TCM advised that 4039 - Vehicle Costs related to the van insurance, 1009 - Roundabout Sponsorship had been received and 4811 – CP – Christmas Lights Infrastructure payment from BID had been received. The accounts for February 2020 were received and noted.

**C/20/03/7 WEST SUFFOLK SLA**

Acting TCM gave a verbal update on the outcomes following a meeting with the West Suffolk SLA Manager. The challenges from last year were reviewed and actions being taken to mitigate the issues were discussed. A separate district wide Cemeteries team had been introduced with one team member permanently maintaining the Cemetery and other members being called on when necessary. Demand on resources will be reduced owing to brick lined graves no longer being allowed from 1<sup>st</sup> April 2020.

One of the challenges they have is that the West Suffolk grass cutting schedule is 3 weekly whereas the NTC schedule is 2 weekly but they will be cutting some areas on the 2 weekly schedule including 3 small roundabouts, some small playgrounds and newly adopted arterial route verges. Staff with horticultural skills have been recruited to maintain the flower beds and hanging baskets so a significant improvement is expected. SCC weed spraying would be topped up by WSC with an additional spray added in the season.

There was an issue regarding road sweeping being hindered by parked cars and it was suggested that NTC could work collaboratively with WSC if necessary by putting letters on windshields for known dates to inform road users however it was hoped that civil parking enforcement from April will help the situation.

West Suffolk had proposed demolishing the metal shed at the Cemetery and replacing it with a wooden compound to store equipment and materials. Details were awaited. A schedule of works with contact numbers would be provided and monthly meetings will be held. The Severals will be cut weekly for cricket to be played.

Concerns were raised regarding the hazardous weed spray used and the following was agreed:

**C/20/03/7.01 Resolved**

**That Cllr Hood requests West Suffolk to look at alternatives to hazardous weed spray for controlling weeds.**

**C/20/03/8 CEMETERY – TO AGREE THE DRAFT FEES**

Acting TCM presented the draft Cemetery fees and several amendments were made including to increase the fee for a standard lawn grave to £995, to increase the fee for all cremated remains in earthen graves (25 years ERB) to

£800, to increase the use of the Chapel to £150 and to remove all fees for child burials for families living in the Parish of Newmarket. All fees for non-residents would be doubled. The following was agreed:

**C/20/03/8.01 Resolved**

**That subject to the amendments being made, the draft Cemetery fees be adopted.**

**C/20/03/9 NEWMARKET VISION**

The Vision Working Group presented a report and the observations were discussed. After further debate the following was agreed:

**C/20/03/9.01 Recommendation**

**That NTC continues to work within Newmarket Vision and requests an increase in representation from one to four Members on the Vision Steering Group.**

**C/20/03/10 STREET LIGHTING ON STUDLANDS PARK**

Acting TCM advised that a meeting would be arranged to look at the options and related costs. However, an invoice from SCC for £12,864 for the Studland Street Lights had been received which was considerably more than the allocated budget. The invoice would be challenged but several virements were requested to cover the additional cost and the following was agreed:

**C/20/03/10.01 Resolved**

**That a virement of £1,000 from Clocks and £1,500 from allotments be made to cover the additional costs of the Studland Street Lights.**

It was noted that SCC had planned to upgrade Street lights across Suffolk to LED lights and Cllr Drummond would make enquiries to see if Studlands could be included in the scheme.

**C/20/03/11 LITTER IN NEWMARKET**

The Litter Working Group reported that new recycling bins were being looked at along with where they could be sited. The number of places for recycling glass in Newmarket was limited and investigations for how to encourage more were being undertaken. Street cleaning would be looked at further. The PCSO would be asked if they could issue penalty litter notices and the BID would be asked to approach Tesco to arrange their own litter picks.

The Working Group had considered joining the Keep Britain Tidy campaign and advised that this would not be recommended. The map displaying the recycling points in Town would be emailed to all Members for them to add any additional points that they are aware of. Members would also be asked to look at the available rubbish facilities provided at small fast food outlets.

*Cllr Anderson left the meeting.*

Enquiries would be made for funding for new recycling bins with SCC and West Suffolk would be asked if they would collect from recycling bins in and

around Town. A date for a Town litter pick would be looked at.

**C/20/03/12 TO CONSIDER A DESIGN COMPETITION FOR THE HANGING BASKETS 2021**

Members further considered the options for a hanging basket competition and it was agreed that no further action would be taken.

**C/20/03/13 BILL TUTTE MEMORIAL**

This item was deferred to the next meeting.

**C/20/03/14 TRANSPORT MATTERS**

Members were advised that a letter would be sent to lobby SCC for funds to subsidise out of hours bus services in Newmarket.

**C/20/03/15 A142 CROSSING**

Members were advised that a response from SCC regarding the A142 crossing was awaited and Cllr Drummond agreed to make further enquiries. The Community Actions in the Neighbourhood Plan included a number of requests for sites for pedestrian crossings and it was suggested that they needed to be prioritised. This would be raised at the Committee Workshop meeting to be held 30<sup>th</sup> March 2020.

**C/20/03/16 ADDITIONAL SID DEVICE**

Acting TCM was asked to send all details including costs for an additional SID to Cllr Drummond who would submit an application to SCC.

**C/20/03/17 TO RECEIVE AN UPDATE ON NEWMARKET MARKET**

Members were advised that West Suffolk had looked at several options to improve safety and none were satisfactory. West Suffolk advised that it would be best to contact SCC Highways for a solution to improve safety. Acting TCM would be meeting at West Suffolk on Friday to discuss the High Street Design including the options for the market and would report back to the next meeting.

A flyer to attract new traders was presented and Members were advised that details of the indoor market every Tuesday during the winter season would be advertised on the back.

*Cllr Kirk left the meeting.*

**C/20/03/18 NEWMARKET BID**

Members were advised that details of the owners of Crown Walk had been given to the BID and they would take forward the plan to install planters. The high costs for putting up vinyl sheets to decorate empty shops and been looked at and alternative options were being sought. The BID Chairman was organising an audit of equipment owned. The next BID Board meeting would be held on Monday 30<sup>th</sup> March 2020.

**C/20/03/19 CORRESPONDENCE**

A request to install double yellow lines on the corners at the junction of Hamilton Road/Rowley Drive was considered and Cllr Hood would arrange a

site meeting with Suffolk Highways.

**C/20/03/20** **DATE OF NEXT MEETING**

Tuesday 14<sup>th</sup> April 2020 6:00pm at the Memorial Hall.

*Cllr O'Neill left the meeting*

**C/20/03/21** **ITEMS FOR NEXT AGENDA**

- Street Lighting
- Transport matters
- A142 Crossing
- Weatherby Crossing
- Town litter pick date
- PCSO litter penalty notices
- Weed spraying
- Bill Tutte Memorial

Meeting closed at 8:07pm

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

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**Minutes of a Meeting of the Finance & Policy Committee**  
**Held on Monday 16<sup>th</sup> March 2020 at 6:50pm at the Memorial Hall Newmarket**

**Attendance:**

Councillor A Drummond (Chairman)	Councillor R Hood
Councillor S Caesar	Councillor T Kerby
Councillor J De'Ath	

Also Present: Cathy Whitaker – RFO, Cllrs Kirk and Hulbert - NTC and 1 Member of the Press.

Minute	Action by
<p><b>F/20/03/1</b>     <b><u>CHAIRMAN TO READ THE FIRE SAFETY NOTICE AND ASK IF ANYONE INTENDS TO FILM OR RECORD THE MEETING</u></b></p> <p>The Chairman opened the meeting and advised that the Fire Safety Notice was not required and asked if anyone intended to record the meeting. There were no requests.</p>	
<p><b>F/20/03/2</b>     <b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies were received from Cllr Lay.</p>	
<p><b>F/20/03/3</b>     <b><u>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</u></b></p> <p>None noted.</p>	
<p><b>F/20/03/4</b>     <b><u>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> FEBRUARY 2020 AND ANY MATTERS ARISING</u></b></p> <p>Members received the minutes of the Finance &amp; Policy Committee meeting held on 17<sup>th</sup> February 2020 and the following was agreed:</p> <p><b><u>F/20/03/4.01 Resolved</u></b>  <b>That the minutes of the Finance &amp; Policy Committee meeting held on 17<sup>th</sup> February 2020 be adopted and signed as a true record by the Chairman of the Finance &amp; Planning Committee.</b></p> <p>There were no matters arising.</p>	
<p><b>F/20/03/5</b>     <b><u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION</u></b></p> <p>None noted.</p> <p>The Chairman proposed that item 11 be brought forward and the following was</p>	

agreed:

**F/20/03/5.01 Resolved**

**That item 11 Business Continuity Plan be brought forward.**

**F/20/03/6**

**BUSINESS CONTINUITY PLAN**

Due to the fast changing nature of the information coming from government, NTC will need to consider its future functionality as it may not be able to convene meetings which is currently the only legal way for decisions to be made. As people aged 70 plus have been asked to self-isolate, some councillors will be required to follow this advice. As current legislation does not allow for decisions to be made remotely, NTC will need to consider giving more delegated powers to the Acting TCM during this period of uncertainty. Staffing details during this time have already been considered at a recent informal workshop meeting and the Acting TCM encouraged this Committee to endorse those suggestions and recommendations. This is an opportunity for NTC to develop a plan to support groups and organisations who will be supporting the community at this difficult time. Voluntary agencies will need to be identified and practical and/or monetary support could be provided under LGA 1972, section 137, although this would be restrictive. Alternatively, the Acting TCM awaits clarification from SALC to establish if NTC could use her CILCA qualification to adopt the General Power of Competence. NTC should assume that it may not be able to meet after 23/3/2020. With this in mind, the following was agreed:

**F/20/03/6.01 Recommendation**

**That NTC allocate £10,000 from the General Reserve to a ‘Coronavirus Support Fund’ in support of the vulnerable in our community; and to recommend to Council adopting the General Power of Competence which would unlock the potential for further options.**

**F/20/03/6.02 Resolved**

**That NTC set up a Coronavirus Support Working Group to look at what practical or financial support it can provide to organisations and groups supporting the vulnerable in our community. Cllrs Drummond, Hood, Kirk and Kerby volunteered to join the Working Group which would initially meet on 17/3/2020 at 5.30pm and an invitation would be extended to all Councillors and any relevant organisation representatives.**

*Cllrs Kirk and Hulbert and a member of the press left the meeting.*

**F/20/03/7**

**SUBMISSION OF SCHEDULES OF PAYMENTS FOR INFORMATION  
CB1, CB2 AND CB4 FOR (FEBRUARY 2020)**

Members reviewed CB1, CB2 and CB4 and the following was agreed:

**F/20/03/7.01 Recommendation**

**That the ratification of the schedules of payments for the period 01/02/2020 – 29/02/2020 (Cash Book 1 and 2) be received and adopted.**

**F/20/03/8**

**BANK STATEMENTS**

The Chairman of the Finance & Policy Committee confirmed that the bank

reconciliations relating to the end of 29/02/2020 (month 10) for the Town Council's Current, Petty Cash, Salaries and Barclaycard Cashbooks had been countersigned by the Chairman of the F&P Committee.

**F/20/03/9**      **INCOME & EXPENDITURE**

RFO advised that the Snack Shack half-year rental fees have not been received and it had not been possible to make contact with the contractors. Due to concerns regarding the hygiene and cleanliness of the kiosk, a check will be made with West Suffolk to check on the hygiene certificate and discuss with the Environmental Health Team. If contact has not been made by 23/3/2020, the lock will be changed, all food stuffs and equipment will be removed and disposed of and a new operator will be sought.

The Income and Expenditure reports for February 2020 were received and noted.

**F/20/03/10**      **TO REVIEW MEETING START TIME**

Members reviewed the meeting start time and the following was agreed:

**F/20/03/9.01 Resolved**

**That the start time of the F&P Committee meetings be changed to start at 7:00pm.**

**F/20/03/11**      **NTC LAND ADJACENT TO FIELD TERRACE ROAD**

RFO advised that annual rent for the land adjacent to a property in Field Terrace, Newmarket, is currently set at £75. The lease details will be examined and advice taken regarding a review of rent and terms of the lease.

**F/20/03/12**      **PAPER POLICY**

An NTC Paper Policy will be considered in due course to address paper, time and money saving measures. This will be for the new council to consider post-May.

**F/20/03/13**      **HEALTH AND SAFETY MONTHLY REVIEW**

The Health and Safety Monthly report was received and noted.

**F/20/03/14**      **CORRESPONDENCE**

None noted.

**F/20/03/15**      **DATE OF NEXT MEETING**

Monday 20<sup>th</sup> April 2020 at the Memorial Hall, High Street, Newmarket.

**F/20/03/16**      **ITEMS FOR THE NEXT AGENDA**

None noted.

Meeting closed at 7:50pm

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

**Blank**



The National Training Strategy  
for Town & Parish Councils

Society of  
Local Council Clerks  
**Professional Supportive Innovative**

CiLCA

## Certificate in Local Council Administration

### Section 7, general power of competence

This is to certify that,

**Deborah Sarson**

Has attended training  
on the general power of competence

This event has a CPD Value of 2 CPD points

Date 18th April 2012



---

*Frank Johnston*  
*L.L.B (Hons). Barrister-at-Law*  
CHIEF VERIFIER, CiLCA



UNIVERSITY OF GLOUCESTERSHIRE

---

*This is to certify that*

**Deborah Jane Sarson**

*has achieved the award of*

**Foundation Degree**

*with*

**Distinction**

*having followed an approved programme in*

**Community Governance**

*delivered in collaboration with*

**Society of Local Council Clerks**

**Wednesday 17 January 2018**

*Date of Award*

*Vice-Chancellor*

*Certificate Reference: 0656449*

REACTIVE  
HOT SPOT





# DECLARATION OF RESULT OF POLL

West Suffolk

## Election of a Parish Councillor for Newmarket (All Saints) on Thursday 2 May 2019

I, Ian Gallin, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ALI, Monsur	West Suffolk Independents	222 Elected
KERBY, Thomas Alfred	The Conservative Party Candidate	216 Elected
KNOWLES, Sally-Anne Helen	The Conservative Party Candidate	169
O'NEILL, Christopher Patrick	West Suffolk Independents	249 Elected
PERRY, Susan Jane	Labour Party	148
STARKEY, Amy Louise	The Conservative Party Candidate	189
WINTER, Philippa Mary		120

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	2
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	3
E rejected in part	0
Total	5

Vacant Seats: 3

Electorate: 2064

Ballot Papers Issued: 547

Turnout: 26.50%

And I do hereby declare that, Monsur Ali, Thomas Alfred Kerby, Christopher Patrick O'Neill are duly elected.

Dated Friday 3 May 2019

Ian Gallin  
Returning Officer

# DECLARATION OF RESULT OF POLL

West Suffolk

## Election of a Town Councillor for Newmarket (Freshfields) on Thursday 2 May 2019

I, Ian Gallin, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
NOBBS, Robert John	The Conservative Party Candidate	59
YARROW, Robert Kevin	Labour Party	73 <b>Elected</b>

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	1
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	4
E rejected in part	0
Total	5

Vacant Seats: 1

Electorate: 616

Ballot Papers Issued: 137

Turnout: 22.24%

And I do hereby declare that, Robert Kevin Yarrow is duly elected.

Dated Friday 3 May 2019

Ian Gallin  
Returning Officer



# DECLARATION OF RESULT OF POLL

West Suffolk

## Election of a Town Councillor for Newmarket (Scaltback) on Thursday 2 May 2019

I, Ian Gallin, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
BORDA, John Louis Francis	West Suffolk Independents	373 Elected
CAESAR, Sarah Margaret	The Conservative Party Candidate	373 Elected
DRUMMOND, Andrew Robertson	The Conservative Party Candidate	486 Elected
FITZGERALD, Yasemin	Labour Party	361
HALL, Douglas Samuel Davy	The Conservative Party Candidate	352
HOWELLS, Philip John	The Conservative Party Candidate	337
JEFFERYS, Michael John	Labour Party	409 Elected
LAY, Winston James	The Conservative Party Candidate	385 Elected
LINDSAY, Kirsten St Clair	The Conservative Party Candidate	398 Elected

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	2
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	17
E rejected in part	0
Total	19

Vacant Seats: 6

Electorate: 3651

Ballot Papers Issued: 1010

Turnout: 27.66%

And I do hereby declare that, John Louis Francis Borda, Sarah Margaret Caesar, Andrew Robertson Drummond, Michael John Jefferys, Winston James Lay, Kirsten St Clair Lindsay are duly elected.

Dated Friday 3 May 2019

Ian Gallin  
Returning Officer

# DECLARATION OF RESULT OF POLL

West Suffolk

## Election of a Parish Councillor for Newmarket (Severals) on Thursday 2 May 2019

I, Ian Gallin, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
APPLEBY, Andrew Jeffery	West Suffolk Independents	135 Elected
FLETCHER, Richard Holmes	The Conservative Party Candidate	116
HOOD, Rachel Dene Serena	The Conservative Party Candidate	118 Elected

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	0
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	3
E rejected in part	0
Total	3

Vacant Seats: 2

Electorate: 1178

Ballot Papers Issued: 256

Turnout: 21.73%

And I do hereby declare that, Andrew Jeffery Appleby, Rachel Dene Serena Hood are duly elected.

Dated Friday 3 May 2019

Ian Gallin  
Returning Officer

# DECLARATION OF RESULT OF POLL

West Suffolk

## Election of a Town Councillor for Newmarket (Studlands) on Thursday 2 May 2019

I, Ian Gallin, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Name of Candidate	Description (if any)	Number of Votes*
ANDERSON, Michael John	West Suffolk Independents	513 Elected
BERRY, John Claude De Pomeroy		231
BOWEN, Oliver Patrick	Labour Party	275 Elected
COOKE, Emma Louise	The Conservative Party Candidate	293 Elected
DE`ATH, Julie Evelyn	The Conservative Party Candidate	266 Elected
HIRST, John Warwick	West Suffolk Independents	410 Elected
HULBERT, Peter Leonard	The Conservative Party Candidate	341 Elected
RUSSELL, Duncan Ian Andrew	Labour Party	258

\* If elected the word 'Elected' appears against the number of votes.

The number of ballot papers rejected was as follows:	Number of ballot papers
A want of an official mark	0
B voting for more Candidates than voter was entitled to	2
C writing or mark by which voter could be identified	0
D being unmarked or wholly void for uncertainty	17
E rejected in part	0
Total	19

Vacant Seats: 6

Electorate: 3494

Ballot Papers Issued: 898

Turnout: 25.70%

And I do hereby declare that, Michael John Anderson, Oliver Patrick Bowen, Emma Louise Cooke, Julie Evelyn De`Ath, John Warwick Hirst, Peter Leonard Hulbert are duly elected.

Dated Friday 3 May 2019

Ian Gallin  
Returning Officer

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Acting TCM welcomed everyone and gave an introduction of the purpose of the meeting. Introductions were made.

Today (31/3) had been busy with increase of 30 urgent prescription pickups and shopping. Between Sat and Tues there had been appx 100 calls.

It's important to capture the ones that need urgently actioning.

Some calls are out of our remit – we need to know how to deal with these.

SC Volunteers need access to the database to avoid all the double-keying.

DH looking at a free database option which may be of use.

LB feels current system is good, but needs some refinement. Volunteers need to access database to remove some of the middle process.

DH and Will Wright (WSC) looking at Tribe App to engage volunteers.

GDPR letters need to be sent to all volunteers.

Some shifts really busy and there are issues with passing the urgent things on – need a more efficient system.

NTC is the data controller. There needs to be a link from the Volunteer Line and Jockey Club to our GDPR statement.

People registered on the Helpline will be given a registration number and letter. IK will help formalise the letter.

IK – some calls require two forms to complete at the same time (new registration and a call record). SC will look at forms to see if process can be streamlined.

Prescription pickups: discussion around possible pharmacy co-ordination for block pickups. This would need a system to ensure that the correct prescription is delivered to the correct person.

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 o ) : data needs to be on a central location where everyone can access it.

SC – talked about using ACCESS. Training would be needed – could use screen sharing.

JB – suggested there are many options such as using Google documents, etc.

TK – feels happy with the two forms and feels a different system may take more time.

SC – current system is ok for now and the current level of calls being received.

Database requirements could change as demand increases and any system would need flexibility and ease of use.

= # ) How do we share or redirect information?

The Volunteer line has a ticketing system.

How do we avoid duplication with two systems?

All data needs to go into one central place.

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8) hk h o  
 Can we link the two coronavirus websites? ) = K

Both website designers should be put in touch with each other.

Discussion around having just one website.

The NTC CV website – possible launch imminent.

Aim is to create a 'one stop shop', with our partner organisations to promote it.

There is a need to manage expectations.

Leaflet to include useful information, repeating the relevant 'strap lines' of the government.

TCM has sent draft to WW (WSC) and Margo (JC)

Idea is a tri-fold leaflet.

CA (NTC) to work with LB (Volunteer line) to chase Mark Scully and Margo (JC) on this.

Partners to be on the back of the leaflet (Jockey Club, Foodbank, Nmkt Journal, Racing Welfare, Day Centre, Volunteer Network, Pharmacies, Supermarkets, etc)

Phone numbers should be on front of leaflet

Top tips to be included

Leaflets could be included with the registration letters sent out. Also in boxes from the Jockey Club?

Suggestion could a Journal be funded for the boxes at £1?

# UK @M # )  
Volunteers to deliver to every house.

h UK @M # ) V K

CA – invite all our partners to 'tag' each other's posts. Likes and Reposting – to ensure people see we are all connected and working together.

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A WhatsApp Group will be used to communicate internally regarding pertinent and relevant matters. This can be installed on a computer if smartphone not used. ) =

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TCM has sent out flowchart and other information that other organisations have produced.

A cash handling system is urgently needed. It is possible that the govt may facilitate a system.

Nmkt Festival/Godolphin/WSC have some funding coming in.

Question regarding possible funding from Gredley Trust – @M

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Newmarket Festival will be setting up the Grant Funding

NTC want to allocate £5K to a hardship fund to give to organisations which are helping individuals experiencing extreme hardship and to be ring-fenced for this purpose

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Protocol needs updating.

Shopping should be a maximum of twice a week.

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Friday 3<sup>rd</sup> at 6pm on Zoom

**Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting  
Friday 3<sup>rd</sup> April 2020 at 6.00pm via Zoom video conferencing**

*In attendance: Deborah Sarson (Acting TCM), Michelle Kerr (Jockey Club), John Gilbert (Racing Centre), Douglas Hall, Lucy Bennett, Cllrs Ian Kirk, Rachel Hood, Sarah Caesar, Andrew Appleby, Mick Jefferys, John Borda, Tom Kerby.*

**1: Welcome & Introductions.**

Acting TCM welcomed everyone and made introductions where necessary.

**2: Helpline – to receive an update and discuss what’s working and what isn’t**

- a) Today (03/04) between 2:00 and 4:00pm Rachel and Andrew were unable to take calls – **Acting TCM to contact Adam.**

AA no ring tone on phone issue ongoing – AA to try a reboot. If call quality is not good try turning off wi-fi and using 4g – **IK/TK to inform call handlers.**

- b) Had hoped to co-ordinate volunteers with residents in local area to match people up and develop relationships to reduce the demand on our service. DH - some volunteers are giving their mobile numbers to contact people directly but there still needs to be a way of keeping a record of interactions in case there are wider issues. Still working on identifying volunteers with special skills but something to be looked into.

**3: Volunteer Safety** – safeguarding volunteers and the vulnerable, preventing spread of the virus, money handling, referrals to the JCE box scheme (which has so far received NO referrals).

Acting TCM – a volunteer asked if they could have a slot at the supermarkets instead of queuing for 45mins each time they do someone’s shopping. However, the Jockey Club have put together a box scheme for shopping designed around protecting everyone and to cut out handling cash. For those who could pay by card, Tesco were willing to take payment over the phone and the boxes of essential items would be delivered by the Discover Newmarket buses. The helpline coordinators would start making referrals to this scheme so that it can be trialled and changed as required. The scheme would not cover all dietary needs but could cover the majority and is currently only available for those who can make card payments.

It was noted that Waitrose were also providing boxes to their registered users who have difficulty with payments. This is supported by their community grant system that is allocated to each store.

**IK to get more information about the scheme.**

JG advised that a card payment scheme through a provider e.g. Worldpay would be easy to set up with card payment machines costing around £30 per month and he would make further enquiries. Newmarket Festival may be able to assist people who could not pay by card and hardship cases. NTC has recently received advice from their national bodies that we could process payments with supermarkets and claim the money back from the customer. Further investigation is required.

**TCM to look at options.**

**4: Communications**

- a) **external** – MK advised that an offer to provide hot meals had been received from a local restaurant and the mechanics of this would be looked at. JG – advised that the Racing Centre were also able to provide meals that can be heated at home. JB – advised that the Churches were focussing on children who were getting school meals. Acting TCM – need to find a way to coordinate providers of meals with those who require them.

*MK left the meeting*

**5. Data – GDPR & Privacy Statements, sharing, holding & collecting**

**Sharing Data:** DH- is putting a web-based system for data that can be shared and can be restricted for editing and access.

Acting TCM – suggested that there should just be one website to avoid duplication, confusion and for data control by NTC. It was agreed that the two current websites should be combined with NTC's site as the official version.

**JB – to contact the volunteer website designer.**

**i) websites – GDPR & Privacy Statements, linking, promoting/launching**

See above.

**ii) leaflet content, printing and distribution**

Wait to finalise the content of the leaflet before going to print. All comments have been gathered and a second draft will be produced for further comment. There was a need to get the leaflet out to manage expectations and inform people and the aim would be to get it ready to go to the printer early next week and delivered before Easter.

**TCM to work with Events Manager**

**iii) social media**

CA – posting on the NTC Facebook page with a tag to the new NTC website. The NTC website now has a tab for Covid-19 which clicks through to the new website.

**b) internal**

A WhatsApp Group has now been set up and an invite to JG to be sent. **DH to action**

**6. Grant funding – allocating hardship fund**

Newmarket Community Churches are delivering lunch parcels to families who need them two weeks either side of Easter and had delivered 56 lunch parcels to 15 families so far.

Discussions with Newmarket Festival as grant distributor is ongoing.

The Gredley Trust had requested more information on how they could help.

**IA/AA to take this forward**

**7. Any other areas for discussion**

The NTC helpline number to be added to all Cllr and staff email signatures

**JB – to send instructions for changing email signatures to all Cllrs**

**8. Date for a future meeting**

Tuesday 7<sup>th</sup> at 6pm on Zoom



**Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting  
Tuesday 7<sup>th</sup> April 2020 at 6.00pm via Zoom video conferencing**

*In attendance: Deborah Sarson (Acting TCM), Margo Walsh & Michelle Kerr (Jockey Club), John Gilbert (Racing Centre), Douglas Hall, Cllrs Ian Kirk, Rachel Hood, Sarah Caesar, Andrew Appleby, Mick Jefferys, Tom Kerby, Peter Hulbert.*

**Apologies:** Lucy Bennett (who has been called in to work for the NHS)

**1: Welcome & Introductions.**

Acting TCM welcomed everyone and made introductions where necessary.

**2: Tesco box scheme**

Discussion was held regarding the current box scheme which can only be paid for by card and the possibility of optional extras for pet food, sweets etc.

DH – delivered 10 boxes from the Foodbank that were quite a good quality.

MW – Foodbank depends on what has been donated and was difficult to compare with the JCE boxes. There is a need to limit contact with people and to have a duty of care and have a resilient process. Leaving boxes on the doorstep can be slightly inhuman and call backs should be made where possible. Ready meals were not included as they were deemed to be too expensive. The procedure for ordering boxes and paying by card arranged with Tesco was explained. The details of the contents of the boxes are explained to all callers to manage expectations.

TK – NTC coordinators were offering the Tesco boxes but callers prefer having their own shopping lists filled.

The details of the scheme would be printed in the leaflet to help manage expectations. It was agreed that all requests for shopping will be referred to JCE and if the Tesco box is not appropriate, the request will be referred to DH.

IK – not many safe guarding issues as we do not enter properties.

**3: Safeguarding**

DH – confirmed no issues had been reported.

MW – suggested that volunteers should not deliver shopping on their own for safeguarding reasons and this should be considered where possible. Someone could claim a volunteer had entered their property and without a 'buddy', there would be no evidence to the contrary.

NTC - to send all safeguarding referrals to JG.

JG to share guidance on safeguarding topics and what to report and how to report them. He had also sent out a referral form which can be completed online and forwarded to him. He will review and forward appropriately.

Acting TCM – noted that Will Wright had provided some basic safeguarding training to Ian and Doug which JG had contributed to. It was agreed this should be further disseminated to anyone in a co-ordinator role and safeguarding tips be made available to all volunteers.

DH – agreed to email the safeguarding guidance to all volunteers.

JG – The Racing Centre agreed to take the lead on Safeguarding during the response period.

**4: Handling Money**

MW – handling cash is extremely risky not just because it is insecure but because it harbours the virus; all measures to remove cash from the system need to be considered

Acting TCM - SALC had set out a procedure for people who could not pay for shopping or could only pay using cash. This had been tested at Exning Parish Council where the request for shopping is logged and assigned to a volunteer. The volunteer does the shopping and pays for it. A claim is then submitted to the Council who makes an immediate payment and collects the payment from the client or sponsor at some point in the future.

DH – Volunteers are encouraged to pay up front and be reimbursed.

JG - Worldpay could set up a virtual terminal to capture payment prior to a delivery

MK – Newmarket Festival could support hardship issues.

NTC to consider payment options for clients who only have cash, cheques or are unable to pay

**5: Helpline**

- a) IK – had noticed patterns of calls and staggering the slots to cover busy parts of the day should be considered. There were a lot of requests for prescription collections.  
Acting TCM – an issue on recording the action taken to fill requests had been identified and the forms and procedures had been revised to address this. The new procedures were sent to all helpline staff with a request to check the data recorded.
- b) Acting TCM – additional resources were required to cover the rota and longer-term sustainability. MW offered JCE volunteers from their pool. To start with, five additional volunteers were required, and this will be trialled for two weeks. They would need to agree a regular time slot each day and sign up to the relevant GDPR policies. MW would put out a call for support.  
DH – also requested support for additional coordinators.

## **6: Data**

Covered by revised helpline procedures and forms above.

## **7: Communications**

### **a) external**

- i) **Websites** – work ongoing and CA is to start promoting the new NTC website. Happy to take any new content. The new site is available via the Covid-19 tab on the NTC website. Would appreciate support from partner organisations to help promote it
- ii) **Leaflet**– the draft leaflet was considered, and everyone was asked to feed comments back asap as it needs to get to the printer if it is to be available for distribution before the Easter weekend.  
DH – the volunteers would help with the distribution. The Journal would be asked to advertise it and takeaways and other delivery outlets would be asked to help with the distribution.
- iii) **Social media** – need to do more work on this.

### **b) Internal**

All were now using WhatsApp which was working well.

## **8: Other organisations**

Acting TCM – asked if there were any other organisations that ought to be involved in Steering Group meetings.  
MW - suggested Penny Taylor who had links with Godolphin, Newmarket Academy and the Newmarket Festival Committee – Agreed invitation to be sent.

## **9: Grant funding**

Acting TCM – the Day Centre were looking for a grant and had been referred to Newmarket Festival.  
MK – no further update on Newmarket Festival grant funding - MK to follow up.  
IK - Gredley Charitable Trust had been contacted and a response was awaited.

## **10: Any other areas for discussion**

MW – JCE had been working with Churches Together who had identified 14 families in need. JCE had the chefs and kitchen facilities and were looking for funding for ingredients – perhaps the Gredley Trust could cover this; they could also work with JG who has frozen meals available for distribution.

## **11. Date for a future meeting**

Tuesday 14<sup>th</sup> at 6pm on Zoom

**Minutes of the Newmarket Town Council Coronavirus (CV) Response Steering Group Meeting  
Tuesday 14<sup>th</sup> April 2020 at 6.00pm via Zoom video conferencing**

*In attendance: Deborah Sarson (Acting TCM), Margo Walsh & Michelle Kerr (Jockey Club), John Gilbert (Racing Centre), Douglas Hall (Volunteers), Penny Taylor (Godolphin), Cllrs Ian Kirk, Rachel Hood, Sarah Caesar, Andrew Appleby, Mick Jefferys (Chairman), Tom Kerby, and John Borda; Julie Ashton (minutes).*

**1: Welcome & Introductions.**

Chairman welcomed everyone and made introductions where necessary.

**2: Tesco box scheme**

Feedback from the referrals was given noted that it had been very useful to be able to trial the scheme and to understand how to work with people to ensure they got what they needed but also to manage expectations about future demand. Some bespoke shopping was provided where the boxes weren't appropriate. Feedback from box scheme recipients was positive. It was noted that the weekend had been very quiet. IK reported that he was not giving details of the contents of the boxes but was explaining the scheme and referring those interested to JCE. There had been no further update from Waitrose but they were prioritising existing customers in the over 70s group for online shopping. He would make further enquiries and report back.

MW reported that there had been 10 boxes delivered last week and it had been possible to make slight adjustments e.g. swapping pasta for rice. There had been requests for fruit and veg which was not feasible with the boxes and it was suggested that the vegetable market trader could provide these as they were already delivering boxes on two days per week. It was agreed to trial referral of fruit and veg requirements to the trader and review next week.

**3: Safeguarding**

JG reported that there had been a couple of cases last week which we were able to deal without referring to adult social services. He was putting a list together of the available services and agencies for referrals where appropriate. Volunteers had been offered tips from grateful residents and it was agreed that this should not be encouraged. However, any tips received would be treated as donations to the hardship fund and gifts in kind could be kept, but a record must be kept of those received. DH to action.

**4: Update on follow up calls**

Feedback from the follow up calls made last week was positive with residents welcoming a call and were grateful for the help received. JG reported that some had not answered calls and he was compiling a list to make further follow up calls. Any issues raised were being followed up on.

**5: Handling Money**

Cash is an insecure and unsafe method of payment and options for supporting people in the community who could only pay by cash were being reviewed and if relevant, information would be presented to NTC next week. JG offered support from the Racing Centre staff and it was agreed that he would discuss with ATCM tomorrow. ATCM/JG to action.

**6: Helpline**

The pattern of calls showed that some slots could be covered by one call handler rather than two, the peak periods being between 9am – 4pm Monday to Friday. Additional volunteers provided by JCE would be welcomed as this could free up a councillor to work with the existing coordinators who would welcome additional support. MK would pass details of suitable volunteers to ATCM. ATCM to work with IK & TK to recruit another coordinator.

**7: Data**

DH reported that the data from the NTC spreadsheet had been added to the new Linkspace website and it was agreed that Linkspace would be used as the single point for all data. DH to send the details of Linkspace to JA and training would be given if required.

#### **8: Communications**

- a) **Promoting awareness of vulnerability** – ATCM had put out a draft statement on vulnerability prepared by Councillor Bowen; information regarding financial difficulties would be added. The statement regarding who the helpline service was for would be added to the NTC website
- b) **Social media** – JCE would be able to give support to NTC on social media activities and PT could provide contact details for the schools. It was suggested to include the BID. MW to provide contact details to ATCM
- c) **Leaflet**– 15,000 copies would be back from the printers on Thursday. 2,000 would be given to GC to send to residents registered on the helpline along with the letter welcoming them. DH would recruit a volunteer to coordinate distribution.

#### **9: Grant funding**

MK – no further update on Newmarket Festival grant funding but it was hoped that they could fund hot meals - MK to follow up. Acting TCM – reported that she had been in touch with Newmarket Festival and expressed concern they were struggling to set up electronic payments which could disadvantage grant recipients however it was noted that progress had now been made on this.

NTC RFO was on bereavement leave and would release the NTC hardship funds on her return next week.

#### **10: PPE**

Acting TCM reported that it had been suggested that NTC consider purchasing PPE and a quote for masks and gloves had been obtained for £997 for delivery from China. The provision of PPE was discussed and the consensus was this would not be appropriate at this time and enquires would be made with WSC and SCC.

#### **11: Other organisations**

No further suggestions were made.

#### **12: Any other areas for discussion**

There were no further items to discuss.

#### **13. Date of the next meeting**

Tuesday 21<sup>st</sup> at 6pm on Zoom

## Coronavirus Future Funding Requirements and Grant Opportunities

### Grant Opportunities

NTC has partnered with a number of organisations including the Jockey Club, the community volunteer network, Newmarket Festival, the Racing Centre, Godolphin and many others. This has enabled a joined up approach to supporting the vulnerable in the community and significantly broadened the impact of any one organisation.

The Jockey Club has identified a way to avoid handling money by working with Tesco to set up a box scheme whereby boxes containing essential items of a specified value (£30 for a couple and £20 for a single person) can be delivered using the Discover Newmarket buses. Tesco will take payment over the phone for those receiving the boxes.

This scheme overcomes a number of potential issues including:

- Safeguarding – it is always preferable to have two people involved in any transaction to reduce the risk of wrongdoing but in a normal car unless people are from the same household, it's too risky to have two people travelling together; the buses are more manageable because the driver and passenger can socially distance
- Legitimacy – the Discover Newmarket buses are branded and easily identifiable
- Sustainability – as the lockdown progresses and demand increases it will become more challenging to deal with individual bespoke shopping trips and the box scheme has the capacity to cope with high demand.
- Money Handling – is very risky for both the resident and the volunteer. Residents must not give their bank cards to volunteers and cash is both insecure and unsafe.

The box scheme is currently being trialled and is working quite successfully. However this latter issue is of considerable concern to all parties and the aim is to eliminate cash transactions altogether. Currently approximately 2/3rds of helpline users are paying for shopping with cash although this may be because some people would pay by card if they could. We are aware that some helpline users won't have the option of using a card and we want to ensure they can still use the box scheme.

There are a number of options that are being considered and we are currently working with the Racing Centre to identify a simple straight forward way to facilitate this. SALC have advised of a number of schemes that parish councils are using to help with this which includes the council acting as a 'bank'. A description of the scheme used by others can be found here: <https://www.salc.org.uk/homepage/volunteershopperpayments/>

If the Council were to act as a 'bank' in this scheme, there would be an element of risk because for many of the users, it would not be possible to reimburse the Council for their shopping until they could get to a bank so it may be necessary to hold on to this debt for some considerable time. There may be some who could have afforded to pay at the time of ordering but whose circumstances change as time goes on. In that circumstance, the 'loan' could be converted to a 'grant'.

There could be a considerable amount of work involved in keeping good records and developing relationships with those who use this scheme. The Racing Centre is currently investigating whether it can operate a scheme such as this but if not, it would be willing to offer support to NTC in doing it. At this stage, all options are still being investigated. In the

meantime **the Council is asked to consider whether it agrees to the principle of operating such a scheme.**

#### Future Funding Requirements

Currently the Council has agreed to allocate a total of £20,000 in support of the coronavirus response.

Unbudgeted expenses - £10,000 has been allocated to unbudgeted expenses and the attached spreadsheet shows that £7,648.20 has been spent to date. With ongoing costs including with the helpline, **it may be worthwhile considering allocating a further sum of say £5,000.**

Grant funding – £5,000 has been agreed to be paid to the Newmarket Festival specifically for hardship, to be allocated to organisations supporting individuals in hardship.

Between these two allocations, the full £20,000 previously agreed is apportioned and future consideration may be required to identify additional funding in support of the coronavirus response, especially if the above mentioned ‘bank’ scheme is progressed.

We are delighted that the Gredley Charitable Trust have agreed to donate £50,000 to the Newmarket Festival in support of the work of the community. The GCT’s usual activities are focussed on providing for the elderly and the young so if their funding is in any way restricted, we may, in future, wish to consider allocating further grant funds to support those organisations who are helping those who fall within those two age brackets.

**NEWMARKET TOWN COUNCIL  
CORONAVIRUS RESPONSE COSTS BREAKDOWN**

<b>Date</b>	<b>Details</b>	<b>Cost</b>	
	Database Creation	£ 225.00	
16/03/2020	■ extra hours w/beg. 16/3 42 x £30.00	£ 1,260.00	
	■ extra hours w/beg. 16/3 23hrs	£ 338.36	April Payroll
18/03/2020	Heavy Duty Wipes and Sprays	£ 118.25	
19/03/2020	SD card for camera (ID cards)	£ 14.16	
	Batteries for camera (ID photos)	£ 2.99	
	SNOM x 3 telephone power cables for WFH	£ 20.79	
22/03/2020	CV new domain name	£ 29.59	
	New domain reg 12 months	£ 9.99	
23/03/2020	Masks and sterile gloves	£ 32.01	
	Laminating Sheets for ID cards	£ 51.65	
	■ extra hours w/beg. 23/3 x31 £30.00	£ 930.00	
	■ extra hours w/beg. 23/3 36 hrs	£ 607.72	April Payroll
24/03/2020	CV 20,000 flyers for doorstep drop	£ 298.00	
	Database Structure work	£ 375.00	
	Website Design for CV website	£ 499.00	awaiting invoice Office Wizard
	TCM accommodation at Newmarket x 2	£ 85.00	
	■ - additional hours 9hrs(16th) / 35 hrs (23rd) = 44hrs	£ 590.04	April Payroll
23/03/2020	badge making supplies	£ 141.72	
25/03/2020	wifi mouse and ethernet cable for TCM WFH	£ 32.15	
	website misc costs	£ 19.80	
29/03/2020	Zoom conferencing licence (1 month)	£ 11.99	
31/03/2020	VPN costs for WFH	£ 78.84	
06/04/2020	WFH Host Seating fees	£ 162.98	inv posted into M1
	■ extra hours w/beg. 30/3 x25 £30.00	£ 750.00	inv posted into M1
09/04/2020	Amendments to NTC website relating to CV	£ 40.00	inv posted into M1
	■ extra hrs March - 15.25hrs x £9.24	£ 165.17	April Payroll
14/04/2020	Cubiq for second leaflet design and print	£ 758.00	
	<b>TOTAL</b>	<b>£ 7,648.20</b>	

■ Still outstanding

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## Detailed Income &amp; Expenditure by Budget Heading as at 31/03/2020

Month No: 12

DRAFT Committee Report ALL COMMITTEES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Finance &amp; Policy</b>								
<b>101 Administration</b>								
1003 Banner Income	0	1,000	1,000	0			100.0%	
1103 Rent Receivable	0	75	0	(75)			0.0%	
1176 Precept Received	0	565,779	565,779	0			100.0%	
1190 Interest Received	1	35	254	219			13.8%	
Administration :- Income	<b>1</b>	<b>566,889</b>	<b>567,033</b>	<b>144</b>			<b>100.0%</b>	<b>0</b>
4008 Staff Training	360	1,631	1,500	(131)		(131)	108.7%	
4009 Staff Travel	0	315	200	(115)		(115)	157.6%	
4018 Software/Computer Consumables	160	1,375	1,500	125		125	91.7%	
4019 New IT System/Hardware	0	3,926	2,030	(1,896)		(1,896)	193.4%	
4021 Telephone and Fax	142	1,979	2,500	521		521	79.2%	
4022 Postage	369	1,783	2,000	217		217	89.2%	
4023 Stationery	233	2,186	2,233	47		47	97.9%	
4025 Subscriptions&Licences	409	5,178	2,800	(2,378)		(2,378)	184.9%	
4026 Insurance	0	8,590	8,680	90		90	99.0%	
4028 Office Maintenance	739	10,781	5,750	(5,031)		(5,031)	187.5%	
4030 Recruitment Advertising	357	1,671	1,606	(65)		(65)	104.0%	
4051 Bank Charges/Interest	145	672	900	228		228	74.7%	
4056 Legal Expenses	0	3,793	8,000	4,207		4,207	47.4%	
4057 Audit & Accountancy Fees	0	3,526	2,538	(988)		(988)	138.9%	
4059 web site	0	253	508	255		255	49.8%	
4060 Councillors Training	0	404	508	104		104	79.5%	
4061 Councillors Expenses	0	0	254	254		254	0.0%	
4062 Civic Regalia	0	0	305	305		305	0.0%	
4064 Town Mayor's Allowance	0	457	1,000	543		543	45.7%	
4075 Grant to CAB	3,000	3,000	3,000	0		0	100.0%	
4076 Grants	500	2,250	3,000	750		750	75.0%	
4077 Marketing	393	1,696	2,900	1,204		1,204	58.5%	
4079 Grant to Royal British Legion	0	25	25	0		0	100.0%	
4083 PCSO	0	33,346	34,000	654		654	98.1%	
4090 Biodegradable Dog Poo Bags	0	614	964	350		350	63.7%	
4097 Election Costs	0	17,871	17,900	29		29	99.8%	
4115 Coronavirus Response Costs	3,737	3,737	0	(3,737)		(3,737)	0.0%	
4180 Civic Functions	0	0	15	15		15	0.0%	
4220 Discover Nmkt Stakeholder Fee	0	5,000	5,000	0		0	100.0%	
4221 Yellow Brick Road	450	1,800	2,000	200		200	90.0%	
4222 Tourism Stakeholder Fee	0	1,000	1,000	0		0	100.0%	
Administration :- Indirect Expenditure	<b>10,995</b>	<b>118,859</b>	<b>114,616</b>	<b>(4,243)</b>	<b>0</b>	<b>(4,243)</b>	<b>103.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10,994)</b>	<b>448,030</b>	<b>452,417</b>	<b>4,387</b>				

## Detailed Income &amp; Expenditure by Budget Heading as at 31/03/2020

Month No: 12

DRAFT Committee Report ALL COMMITTEES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 Health &amp; Safety</u>								
4020 Misc. Staff Costs	0	189	0	(189)		(189)	0.0%	
4028 Office Maintenance	0	95	250	155		155	37.9%	
4058 Professional Fees	0	2,500	500	(2,000)		(2,000)	500.0%	
Health & Safety :- Indirect Expenditure	<u>0</u>	<u>2,784</u>	<u>750</u>	<u>(2,034)</u>	<u>0</u>	<u>(2,034)</u>	<u>371.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(2,784)</u>	<u>(750)</u>	<u>2,034</u>				
Finance & Policy :- Income	1	566,889	567,033	144			100.0%	
Expenditure	10,995	121,643	115,366	(6,277)	0	(6,277)	105.4%	
<b>Movement to/(from) Gen Reserve</b>	<u>(10,994)</u>	<u>445,246</u>						

## Detailed Income &amp; Expenditure by Budget Heading as at 31/03/2020

Month No: 12

## DRAFT Committee Report ALL COMMITTEES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Community Services</b>								
<b>200 Outside Services</b>								
4029 General Equipment	48	482	500	18		18	96.4%	
4039 Vehicle Costs	21	951	4,200	3,249		3,249	22.6%	
4326 Outside Services SLA	17,729	70,915	79,891	8,976		8,976	88.8%	
Outside Services :- Indirect Expenditure	<b>17,799</b>	<b>72,348</b>	<b>84,591</b>	<b>12,243</b>	<b>0</b>	<b>12,243</b>	<b>85.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(17,799)</b>	<b>(72,348)</b>	<b>(84,591)</b>	<b>(12,243)</b>				
<b>201 General Town Planting</b>								
1007 Sponsorship Income	0	4,830	4,750	(80)			101.7%	
1009 Roundabout Sponsorship	0	5,368	5,200	(168)			103.2%	
General Town Planting :- Income	<b>0</b>	<b>10,198</b>	<b>9,950</b>	<b>(248)</b>			<b>102.5%</b>	<b>0</b>
4100 Seasonal Planting	0	3,509	3,000	(509)		(509)	117.0%	
4101 Hanging Baskets	0	3,783	3,000	(783)		(783)	126.1%	
4102 Other Planting Expenses	0	42	50	8		8	83.6%	
General Town Planting :- Indirect Expenditure	<b>0</b>	<b>7,334</b>	<b>6,050</b>	<b>(1,284)</b>	<b>0</b>	<b>(1,284)</b>	<b>121.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>2,864</b>	<b>3,900</b>	<b>1,036</b>				
<b>202 Cemetery</b>								
1000 Burial Fees	5,590	33,350	30,000	(3,350)			111.2%	
1020 Interment Income	0	3,000	7,500	4,500			40.0%	
1021 Monumental Income	512	6,648	4,500	(2,148)			147.7%	
1022 Grave Space Purchase Income	2,903	20,261	16,000	(4,261)			126.6%	
1029 Income Commemorative Bench	0	1,091	1,066	(25)			102.4%	
Cemetery :- Income	<b>9,005</b>	<b>64,350</b>	<b>59,066</b>	<b>(5,284)</b>			<b>108.9%</b>	<b>0</b>
4011 Rates	0	3,036	3,036	0		0	100.0%	
4012 Water Rates	0	281	355	75		75	79.0%	
4014 Electricity	1,167	385	2,233	1,848		1,848	17.2%	
4016 Cleaning	45	133	0	(133)		(133)	0.0%	
4017 Fire Precautions	0	30	152	122		122	19.6%	
4035 Equipment	0	0	200	200		200	0.0%	
4036 R&M - Buildings	16	248	2,000	1,752		1,752	12.4%	
4037 R&M - Grounds	1,475	21,784	16,500	(5,284)		(5,284)	132.0%	
4040 Trade Refuse Collections	0	0	1,500	1,500		1,500	0.0%	
4047 Grave Digging	1,995	10,655	13,500	2,845		2,845	78.9%	
4325 Cemetery SLA	2,518	10,071	9,240	(831)		(831)	109.0%	
Cemetery :- Indirect Expenditure	<b>7,215</b>	<b>46,622</b>	<b>48,717</b>	<b>2,095</b>	<b>0</b>	<b>2,095</b>	<b>95.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,790</b>	<b>17,728</b>	<b>10,349</b>	<b>(7,379)</b>				

## Detailed Income &amp; Expenditure by Budget Heading as at 31/03/2020

Month No: 12

## DRAFT Committee Report ALL COMMITTEES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Disused Churchyards</u>								
4037 R&M - Grounds	0	4,412	4,000	(412)		(412)	110.3%	
Disused Churchyards :- Indirect Expenditure	<b>0</b>	<b>4,412</b>	<b>4,000</b>	<b>(412)</b>	<b>0</b>	<b>(412)</b>	<b>110.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(4,412)</b>	<b>(4,000)</b>	<b>412</b>				
<u>204 Memorial - War,Cooper,Tutte</u>								
4014 Electricity	0	64	100	36		36	64.4%	
4036 R&M - Buildings	14	14	500	486		486	2.7%	
4037 R&M - Grounds	0	7,193	0	(7,193)		(7,193)	0.0%	
Memorial - War,Cooper,Tutte :- Indirect Expenditure	<b>14</b>	<b>7,271</b>	<b>600</b>	<b>(6,671)</b>	<b>0</b>	<b>(6,671)</b>	<b>1211.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(14)</b>	<b>(7,271)</b>	<b>(600)</b>	<b>6,671</b>				
<u>205 Clocks</u>								
4014 Electricity	53	186	300	114		114	61.9%	
4036 R&M - Buildings	0	0	500	500		500	0.0%	
4177 Clock Tower Expenses	110	1,210	700	(510)		(510)	172.9%	
Clocks :- Indirect Expenditure	<b>163</b>	<b>1,396</b>	<b>1,500</b>	<b>104</b>	<b>0</b>	<b>104</b>	<b>93.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(163)</b>	<b>(1,396)</b>	<b>(1,500)</b>	<b>(104)</b>				
<u>206 Bus Shelters</u>								
4036 R&M - Buildings	3,989	3,989	1,500	(2,489)		(2,489)	265.9%	
Bus Shelters :- Indirect Expenditure	<b>3,989</b>	<b>3,989</b>	<b>1,500</b>	<b>(2,489)</b>	<b>0</b>	<b>(2,489)</b>	<b>265.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,989)</b>	<b>(3,989)</b>	<b>(1,500)</b>	<b>2,489</b>				
<u>207 General Town Maintenance</u>								
1100 Grants Received	0	2,455	0	(2,455)			0.0%	
General Town Maintenance :- Income	<b>0</b>	<b>2,455</b>	<b>0</b>	<b>(2,455)</b>				<b>0</b>
4037 R&M - Grounds	0	529	0	(529)		(529)	0.0%	
4092 Infrastructure	0	0	2,500	2,500		2,500	0.0%	
4108 Town Centre Regeneration	0	0	8,000	8,000		8,000	0.0%	
4140 Dog Waste Collection/Disposal	0	616	812	196		196	75.8%	
General Town Maintenance :- Indirect Expenditure	<b>0</b>	<b>1,144</b>	<b>11,312</b>	<b>10,168</b>	<b>0</b>	<b>10,168</b>	<b>10.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>1,311</b>	<b>(11,312)</b>	<b>(12,623)</b>				

## Detailed Income &amp; Expenditure by Budget Heading as at 31/03/2020

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DRAFT Committee Report ALL COMMITTEES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>208 Public Conveniences</b>								
1100 Grants Received	0	3,300	3,300	0			100.0%	
Public Conveniences :- Income	<b>0</b>	<b>3,300</b>	<b>3,300</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4011 Rates	0	1,448	1,121	(327)		(327)	129.2%	
4012 Water Rates	0	51	152	101		101	33.8%	
4014 Electricity	0	349	609	260		260	57.4%	
4016 Cleaning	0	265	0	(265)		(265)	0.0%	
4036 R&M - Buildings	0	872	508	(365)		(365)	171.9%	
4044 Public Toilet Cleansing	0	0	600	600		600	0.0%	
4046 Opening/Closing Costs	0	1,490	0	(1,490)		(1,490)	0.0%	
Public Conveniences :- Indirect Expenditure	<b>0</b>	<b>4,476</b>	<b>2,990</b>	<b>(1,487)</b>	<b>0</b>	<b>(1,487)</b>	<b>149.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,176)</b>	<b>310</b>	<b>1,487</b>				
<b>211 The Queens Statue</b>								
4012 Water Rates	0	0	203	203		203	0.0%	
4014 Electricity	0	0	300	300		300	0.0%	
4037 R&M - Grounds	0	350	1,000	650		650	35.0%	
The Queens Statue :- Indirect Expenditure	<b>0</b>	<b>350</b>	<b>1,503</b>	<b>1,153</b>	<b>0</b>	<b>1,153</b>	<b>23.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(350)</b>	<b>(1,503)</b>	<b>(1,153)</b>				
<b>215 Allotments</b>								
1010 Allotment Fees	0	900	900	0			100.0%	
Allotments :- Income	<b>0</b>	<b>900</b>	<b>900</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>900</b>	<b>900</b>	<b>0</b>				
<b>220 Studlands</b>								
4045 Street Lighting - Maint Cont	12,864	12,864	12,500	(364)		(364)	102.9%	
4052 Street Lighting - Repair	0	0	1,000	1,000		1,000	0.0%	
Studlands :- Indirect Expenditure	<b>12,864</b>	<b>12,864</b>	<b>13,500</b>	<b>636</b>	<b>0</b>	<b>636</b>	<b>95.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(12,864)</b>	<b>(12,864)</b>	<b>(13,500)</b>	<b>(636)</b>				
<b>308 Christmas</b>								
4310 Christmas Lights	0	11,207	11,207	0		0	100.0%	
4811 CP - Christmas Lights Infrast	0	10,370	12,793	2,423		2,423	81.1%	
4995 Budgeted Reserve Amount	0	0	1,000	1,000		1,000	0.0%	
Christmas :- Indirect Expenditure	<b>0</b>	<b>21,577</b>	<b>25,000</b>	<b>3,423</b>	<b>0</b>	<b>3,423</b>	<b>86.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(21,577)</b>	<b>(25,000)</b>	<b>(3,423)</b>				

## Detailed Income &amp; Expenditure by Budget Heading as at 31/03/2020

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Services :- Income	9,005	81,202	73,216	(7,987)			110.9%	
Expenditure	42,043	183,783	201,262	17,479	0	17,479	91.3%	
<b>Movement to/(from) Gen Reserve</b>	<b><u>(33,038)</u></b>	<b><u>(102,580)</u></b>						

## Detailed Income &amp; Expenditure by Budget Heading as at 31/03/2020

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Leisure Services</b>								
<b>120 Memorial Hall</b>								
1001 Hall Hire Standard Rate	317	19,294	35,000	15,706			55.1%	
1016 Refreshments Income	89	1,319	6,120	4,801			21.6%	
Memorial Hall :- Income	<b>406</b>	<b>20,613</b>	<b>41,120</b>	<b>20,507</b>			<b>50.1%</b>	<b>0</b>
4011 Rates	0	5,892	5,892	0		0	100.0%	
4012 Water Rates	0	6,039	4,700	(1,339)		(1,339)	128.5%	
4014 Electricity	320	4,694	4,000	(694)		(694)	117.3%	
4015 Gas	1,798	6,435	4,500	(1,935)		(1,935)	143.0%	
4016 Cleaning	980	3,220	0	(3,220)		(3,220)	0.0%	
4017 Fire Precautions	0	240	510	270		270	47.0%	
4036 R&M - Buildings	297	11,054	11,000	(54)		(54)	100.5%	
4038 Furniture/Fixtures/Fittings	0	618	2,500	1,882		1,882	24.7%	
4040 Trade Refuse Collections	0	1,660	1,632	(28)		(28)	101.7%	
4078 Refreshment Costs Hall Hire	122	829	1,224	395		395	67.7%	
4080 PWLB Loan Charges (CAP + INT)	0	89,878	88,919	(959)		(959)	101.1%	
4095 Assets Purchased	0	47	0	(47)		(47)	0.0%	
Memorial Hall :- Indirect Expenditure	<b>3,517</b>	<b>130,606</b>	<b>124,877</b>	<b>(5,729)</b>	<b>0</b>	<b>(5,729)</b>	<b>104.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,112)</b>	<b>(109,993)</b>	<b>(83,757)</b>	<b>26,236</b>				
<b>301 Arts</b>								
1043 Income - Tea Dance	189	1,816	1,550	(266)			117.2%	
1101 Donations Received	0	150	0	(150)			0.0%	
1174 Grants Received SCC	0	650	0	(650)			0.0%	
Arts :- Income	<b>189</b>	<b>2,616</b>	<b>1,550</b>	<b>(1,066)</b>			<b>168.8%</b>	<b>0</b>
4440 Costs - Childrens' Events	0	3,250	2,690	(560)		(560)	120.8%	
4442 Costs - Pocket Money Cinema	0	0	(0)	(0)		(0)	0.0%	
4443 Costs - Tea Dance	0	1,774	1,624	(150)		(150)	109.3%	
Arts :- Indirect Expenditure	<b>0</b>	<b>5,024</b>	<b>4,314</b>	<b>(711)</b>	<b>0</b>	<b>(711)</b>	<b>116.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>189</b>	<b>(2,408)</b>	<b>(2,764)</b>	<b>(356)</b>				
<b>302 Winter Wonderland</b>								
1059 Income - Winter Wonderland	0	158	5,000	4,842			3.2%	
1101 Donations Received	0	1,250	0	(1,250)			0.0%	
Winter Wonderland :- Income	<b>0</b>	<b>1,408</b>	<b>5,000</b>	<b>3,592</b>			<b>28.2%</b>	<b>0</b>
4453 Cost - Winter Wonderland	0	7,163	11,000	3,837		3,837	65.1%	
Winter Wonderland :- Indirect Expenditure	<b>0</b>	<b>7,163</b>	<b>11,000</b>	<b>3,837</b>	<b>0</b>	<b>3,837</b>	<b>65.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(5,755)</b>	<b>(6,000)</b>	<b>(245)</b>				

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## DRAFT Committee Report ALL COMMITTEES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>303 Entertainments</b>								
1172 SoapBox Derby - income	0	22,619	0	(22,619)			0.0%	
Entertainments :- Income	<b>0</b>	<b>22,619</b>	<b>0</b>	<b>(22,619)</b>				<b>0</b>
4096 Purple Tuesday Initiative cost	0	876	0	(876)		(876)	0.0%	
4098 SoapBox Derby - costs	299	23,431	0	(23,431)		(23,431)	0.0%	
4179 Entertainment	65	121	4,000	3,879		3,879	3.0%	
Entertainments :- Indirect Expenditure	<b>364</b>	<b>24,427</b>	<b>4,000</b>	<b>(20,427)</b>	<b>0</b>	<b>(20,427)</b>	<b>610.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(364)</b>	<b>(1,808)</b>	<b>(4,000)</b>	<b>(2,192)</b>				
<b>304 Tourism</b>								
4311 Christmas Tree	0	0	1,000	1,000		1,000	0.0%	
4320 Legends of the Turf	0	0	1,000	1,000		1,000	0.0%	
Tourism :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,000)</b>	<b>(2,000)</b>				
<b>305 Carnival</b>								
4312 Newmarket Carnival	0	5,000	5,000	0		0	100.0%	
Carnival :- Indirect Expenditure	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>0</b>				
<b>306 Memorial Gardens</b>								
1004 Kiosk Income	0	1,200	1,200	0			100.0%	
1101 Donations Received	0	1,010	0	(1,010)			0.0%	
1181 Grant Received WSC	0	1,850	0	(1,850)			0.0%	
Memorial Gardens :- Income	<b>0</b>	<b>4,060</b>	<b>1,200</b>	<b>(2,860)</b>			<b>338.3%</b>	<b>0</b>
4012 Water Rates	0	(808)	608	1,416		1,416	(132.9%)	
4014 Electricity	0	0	105	105		105	0.0%	
4037 R&M - Grounds	0	1,795	2,000	205		205	89.7%	
4041 R&M - play-equipment	90	102	2,000	1,898		1,898	5.1%	
4046 Opening/Closing Costs	310	3,670	5,300	1,630		1,630	69.2%	
4069 Memorial Gdns Reg. MASTERPLAN	198	18,230	30,000	11,770		11,770	60.8%	
4095 Assets Purchased	0	1,146	0	(1,146)		(1,146)	0.0%	
4112 Water Feature	0	1,797	2,000	203		203	89.8%	
4142 Memorial Garden Kiosk	0	171	1,000	829		829	17.1%	
Memorial Gardens :- Indirect Expenditure	<b>598</b>	<b>26,102</b>	<b>43,013</b>	<b>16,911</b>	<b>0</b>	<b>16,911</b>	<b>60.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(598)</b>	<b>(22,042)</b>	<b>(41,813)</b>	<b>(19,771)</b>				



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<u>307 Twinning</u>								
4184 Lexington Link	0	2,693	3,500	807		807	77.0%	
Twining :- Indirect Expenditure	<u>0</u>	<u>2,693</u>	<u>3,500</u>	<u>807</u>	<u>0</u>	<u>807</u>	<u>77.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>(2,693)</u></b>	<b><u>(3,500)</u></b>	<b><u>(807)</u></b>				
<u>310 The Severals Sports Facilities</u>								
1002 Sports Hire Income	417	13,627	8,120	(5,507)			167.8%	
1016 Refreshments Income	0	602	0	(602)			0.0%	
The Severals Sports Facilities :- Income	<u>417</u>	<u>14,229</u>	<u>8,120</u>	<u>(6,109)</u>			<u>175.2%</u>	<u>0</u>
4011 Rates	0	2,332	2,332	(1)		(1)	100.0%	
4012 Water Rates	0	485	2,030	1,545		1,545	23.9%	
4014 Electricity	0	726	1,421	695		695	51.1%	
4015 Gas	194	1,419	1,515	96		96	93.6%	
4016 Cleaning	0	303	0	(303)		(303)	0.0%	
4017 Fire Precautions	0	71	152	82		82	46.4%	
4036 R&M - Buildings	199	1,538	550	(988)		(988)	279.7%	
4037 R&M - Grounds	0	0	550	550		550	0.0%	
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	0	0	200	200		200	0.0%	
The Severals Sports Facilities :- Indirect Expenditure	<u>393</u>	<u>6,873</u>	<u>9,750</u>	<u>2,876</u>	<u>0</u>	<u>2,876</u>	<u>70.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>24</u></b>	<b><u>7,356</u></b>	<b><u>(1,630)</u></b>	<b><u>(8,986)</u></b>				
Leisure Services :- Income	<u>1,011</u>	<u>65,545</u>	<u>56,990</u>	<u>(8,555)</u>			<u>115.0%</u>	
Expenditure	<u>4,873</u>	<u>207,889</u>	<u>207,454</u>	<u>(436)</u>	<u>0</u>	<u>(436)</u>	<u>100.2%</u>	
<b>Movement to/(from) Gen Reserve</b>	<b><u>(3,861)</u></b>	<b><u>(142,344)</u></b>						

## Detailed Income &amp; Expenditure by Budget Heading as at 31/03/2020

Month No: 12

DRAFT Committee Report ALL COMMITTEES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Human Resources</b>								
<b>102 Staff Costs</b>								
4010 Staff Uniform/Workwear	0	637	300	(337)		(337)	212.3%	
4020 Misc. Staff Costs	9	1,033	1,400	367		367	73.8%	
4501 Staff Salaries	11,995	141,381	149,000	7,619		7,619	94.9%	
4503 Employers National Insurance	518	8,806	10,900	2,094		2,094	80.8%	
4504 Employers Pension	177	3,531	7,250	3,719		3,719	48.7%	
Staff Costs :- Indirect Expenditure	<b>12,700</b>	<b>155,386</b>	<b>168,850</b>	<b>13,464</b>	<b>0</b>	<b>13,464</b>	<b>92.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(12,700)</b>	<b>(155,386)</b>	<b>(168,850)</b>	<b>(13,464)</b>				
Human Resources :- Income	0	0	0	0			0.0%	
Expenditure	12,700	155,386	168,850	13,464	0	13,464	92.0%	
<b>Movement to/(from) Gen Reserve</b>	<b>(12,700)</b>	<b>(155,386)</b>						

## Detailed Income &amp; Expenditure by Budget Heading as at 31/03/2020

Month No: 12

DRAFT Committee Report ALL COMMITTEES

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Development &amp; Planning</u></b>								
<b><u>209 Neighbourhood Plan</u></b>								
1100 Grants Received	0	0	2,000	2,000			0.0%	
Neighbourhood Plan :- Income	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>			<b>0.0%</b>	<b>0</b>
4089 Costs - Neighbourhood Plan	0	2,531	4,000	1,469		1,469	63.3%	
Neighbourhood Plan :- Indirect Expenditure	<b>0</b>	<b>2,531</b>	<b>4,000</b>	<b>1,469</b>	<b>0</b>	<b>1,469</b>	<b>63.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2,531)</b>	<b>(2,000)</b>	<b>531</b>				
Development & Planning :- Income	0	0	2,000	2,000			0.0%	
Expenditure	0	2,531	4,000	1,469	0	1,469	63.3%	
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(2,531)</b>						
Grand Totals:- Income	10,017	713,637	699,239	(14,398)			102.1%	
Expenditure	70,610	671,232	696,932	25,699	0	25,699	96.3%	
<b>Net Income over Expenditure</b>	<b>(60,593)</b>	<b>42,404</b>	<b>2,307</b>	<b>(40,097)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(60,593)</b>	<b>42,404</b>						

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## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	376,514.33					376,514.33	
	Banked: 02/03/2020	1,091.80						
err corr	Barclaycard Account	1,091.80			208		1,091.80	duplicate transfer corrected
	Banked: 06/03/2020	601.75						
	Sales Recpts Page 2199	601.75	601.75		101			Sales Recpts Page 2199
	Banked: 08/03/2020	3,192.00						
	Sales Recpts Page 2197	3,192.00	3,192.00		101			Sales Recpts Page 2197
000095	Banked: 09/03/2020	721.00						
	Sales Recpts Page 2198	721.00	721.00		101			Sales Recpts Page 2198
	Banked: 10/03/2020	355.60						
	Sales Recpts Page 2200	355.60	355.60		101			Sales Recpts Page 2200
000096	Banked: 12/03/2020	276.50						
000096	St Louis Academy	50.00		8.33	565		41.67	hdep.17/7 St Louis
000096	Teadance Income	226.50		37.75	4443	301	188.75	Teadance Income for 28/2/2020
bacs	Banked: 12/03/2020	320.00						
bacs	Adrian Brewer	320.00		53.33	565		266.67	h.dep funeral 12/3 A.Brewer
bacs	Banked: 12/03/2020	900.00						
	Sales Recpts Page 2202	900.00	900.00		101			Sales Recpts Page 2202
bacs	Banked: 13/03/2020	144.00						
	Sales Recpts Page 2203	144.00	144.00		101			Sales Recpts Page 2203
bacs	Banked: 19/03/2020	672.00						
	Sales Recpts Page 2204	672.00	672.00		101			Sales Recpts Page 2204
adj	Banked: 24/03/2020	-54.59						
adj	corr SSE refundacc450037141	-54.59		-2.60	4014	202	-51.99	corr SSE refundacc450037141
error	Banked: 24/03/2020	54.59						
error	correction	54.59		2.60	4014	202	51.99	correction
Total Receipts for Month		8,274.65	6,586.35	99.41			1,588.89	
Cashbook Totals		<u>384,788.98</u>	<u>6,586.35</u>	<u>99.41</u>			<u>378,103.22</u>	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/09/2019	All Saints Convenience Store L	300496canx	-14.30	-14.30		501			CORR/All Saints Convenience St
03/02/2020	LDS Cambridge Ltd	300712CXL	-468.00			4089	209	-468.00	reissue of lost chequeq
02/03/2020	Barclaycard Account	JanBCD	1,091.80			208		1,091.80	
02/03/2020	Barclaycard Account	Jan paymt	1,091.80			208		1,091.80	
03/03/2020	Total Gas and Power Ltd	DDR	372.72	372.72		501			207985178/20/2630/CONTR
03/03/2020	Total Gas and Power Ltd	ddr	77.35	77.35		501			207985167/20/2631/CONTR
06/03/2020	Unity Trust Bank	BANKCHARG	8.00			4051	101	8.00	Stopped cheque fee/lost chq
06/03/2020	Total Gas and Power Ltd	ddr	27.22	27.22		501			208114318/20/2665/CONTR
09/03/2020	Advanced Cleaning Technology L	300734	1,085.42	1,085.42		501			65303/2650/MH20/006/Adv C
09/03/2020	Dale Jeffery Electrical Servic	300735	178.63	178.63		501			18618/2659/Dale Jeffery Electr
09/03/2020	Deborah Sarson	300736	1,758.88	1,758.88		501			C020/2664/CONTRACT/Deb Sar
09/03/2020	Phillip Green	300737	110.00	110.00		501			3MARCH2020/2652/CONTR
09/03/2020	Ken Booth & Co Ltd	300738	97.34	97.34		501			331816/2656/MH20/040/Ke Booth
09/03/2020	Newmarket Electrical Wholesale	300739	33.60	33.60		501			A91852/2658/MH20/32/Ne
09/03/2020	Quadiant Finance UK Ltd	300740	65.65	65.65		501			CN20200000818/2662/Qua Fi
09/03/2020	Penguinos	300741	65.00	65.00		501			270112020/3/2651/CONTR
09/03/2020	Ridgeons Ltd	300742	65.94	65.94		501			IA277067/2653/MH20/031/R
09/03/2020	SLCC Enterprises Ltd	300743	360.00	360.00		501			130746/2660/DS/SLCC Enterprise
09/03/2020	LDS Cambridge Ltd	300744	468.00			4089	209	468.00	LDS Cambridge Ltd/REISSUED CHQ
09/03/2020	Total Gas and Power Ltd	ddr	141.35	141.35		501			208139068/20/2635/CONTR
11/03/2020	Total Gas and Power Ltd	DDR	35.07	35.07		501			208169142/20/2633/CONTR
12/03/2020	N-CIS	DDR	495.92	495.92		501			7430/2661/CONTRACT/N-CIS
12/03/2020	British Telecom	ddr	51.60	51.60		501			VP11560570/Q041QT/2657/
16/03/2020	Calder Conferences & World of	300746	57.48	57.48		501			6572/2670/CONTRACT/Cald Conf
16/03/2020	Deborah Sarson	300747	989.16	989.16		501			C022/2673/CONTRACT/Deb Sar
16/03/2020	Iliffe Media Publishing Ltd	300748	151.20	151.20		501			I121224/2669/MH20/023/Iliff M
16/03/2020	Newprint Ltd	300749	320.40	320.40		501			I518751/2667/MH20/024/Ne
16/03/2020	Suffolk County Council	300750	3,989.00	3,989.00		501			9235311/2668/MH19/327/S

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
16/03/2020	Complete Business Solutions Gr	300751	263.83	263.83		501			H18406F121/2672/MH20/04
16/03/2020	Viking Direct Ltd	300752	362.35	362.35		501			764343/2671/MH20/029/Viki Di
16/03/2020	Total Gas and Power Ltd	DDR	15.92	15.92		501			208215100/20/2641/CONTR
16/03/2020	Peoples Pension	DDR	283.68			514		283.68	Peoples Pension/m12 March2020
16/03/2020	Staff Salary Account	300745	30,000.00			204		30,000.00	tfr for salaries
19/03/2020	Newmarket Citizens Advice Bure	300753	3,000.00	3,000.00		501			2019/20/2683/RES20/02/6.0
19/03/2020	Activ Security (UK) Ltd	300754	348.46	348.46		501			5003368/2685/MH20/028/A Se
19/03/2020	Cooleraid Ltd	300755	52.80	52.80		501			1487752/2681/CONTRACT/
19/03/2020	Fenland Leisure Products Ltd	300756	108.00	108.00		501			SIN034981/2682/MH20/052/
19/03/2020	Ken Booth & Co Ltd	300757	20.28	20.28		501			333768/2687/Ken Booth & Co Ltd
19/03/2020	Moss King Associates Ltd	300758	225.00	225.00		501			1803/351/2686/TCMDEL/Mo King
19/03/2020	N-CIS	300759	94.61	94.61		501			7437/2677/N-CIS
19/03/2020	Suffolk County Council	300760	15,436.76	15,436.76		501			9235193/2678/CONTRACT/
19/03/2020	Total Gas and Power Ltd	DDR	2,157.43	2,157.43		501			208295500/20/2654/CONTR
20/03/2020	Society of Local Council Clerk	200172/269	254.00	254.00		501			MEM229116/2688/Society of Loca
20/03/2020	Neopost Ltd	83039270	100.00	100.00		501			83039270/2689/CONTRACT
20/03/2020	Penguinos	20032020	68.00	68.00		501			20032020/2690/CONTRACT
20/03/2020	Mike Ayres Design	200172	237.60	237.60		501			200172/2691/MH19/311/Mik Ayre
24/03/2020	Total Gas and Power Ltd	DDR	55.17	55.17		501			208821981/20/2674/CONTR
24/03/2020	Total Gas and Power Ltd	DD	383.83	383.83		501			208821960/20/2675/CONTR
24/03/2020	Total Gas and Power Ltd	ddr	47.42	47.42		501			208821970/20/2676/CONTR
24/03/2020	card/Amazon	CC118	9.48		1.58	4115	101	7.90	card/Ethernet Cable TCM WFH
24/03/2020	card/Amazon canx	CC118CANX	-9.48		-1.58	4115	101	-7.90	card/Amazon canx
25/03/2020	card/CANVA	CC119	19.80			4115	101	19.80	card/photo for website
25/03/2020	card/Amazon	CC117	26.67		2.42	4115	101	24.25	card/wireless mouse TCM WFH
25/03/2020	card/Amazon canx	CC117CANX	-26.67		-2.42	4115	101	-24.25	card/Amazon canx
25/03/2020	card/CANVA CANX	CC119CANX	-19.80			4115	101	-19.80	card/CANVA CANX
26/03/2020	E.On Energy	DDR	203.35	203.35		501			H18406F121/2679/CONTRA

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
26/03/2020	Staff Salary Account	TFR	15,000.00			204		15,000.00	For Salaries startup on UTB
26/03/2020	Barclaycard Account	DD BCARD	1,067.48			208		1,067.48	payment of Feb statement
27/03/2020	Mrs Hart	BACS 2692	310.00	310.00		501			22MARCH2020/2692/CONT
27/03/2020	Deborah Sarson	BACS6293	2,188.20	2,188.20		501			C023/6293/Deborah Sarson
27/03/2020	Office Wizard	BACS6294	299.00	299.00		501			000240/6294/MH19/308/Offi Wi
27/03/2020	Newmarket BID Ltd	BACS6295	600.00	600.00		501			SI-155/6295/Newmarket BID Ltd
27/03/2020	Cubiqdesign Ltd	BACS2698	357.60	357.60		501			BC30019/6298/Cubiqdesign Ltd
27/03/2020	Aurelia Limited	BACS2699	432.00	432.00		501			15934/2699/MH20/034/Aure Li
27/03/2020	card/Post Office Ltd	CC114	109.44			4022	101	109.44	card/stamps 144 1st class
27/03/2020	card/Post Office Ltd canx	CC114 CANX	-109.44			4022	101	-109.44	card/Post Office Ltd canx
28/03/2020	card/Amazon	CC116	39.90		6.65	4018	101	33.25	card/inkcartridges
28/03/2020	card/Amazon canx	CC116CANX	-39.90		-6.65	4018	101	-33.25	card/Amazon canx
29/03/2020	card/Zoom	CC115	14.39		2.40	4115	101	11.99	card/monthly lic for zoomvideo
29/03/2020	card/Zoom canx	CC115CANX	-14.39		-2.40	4115	101	-11.99	card/Zoom canx
31/03/2020	UTB	BANKCHARG	16.60			4051	101	16.60	UTB/manual credit charge
31/03/2020	Deborah Sarson	BACS2700	1,800.64	1,800.64		501			C025/2700/CONTRACT/Deb Sar
31/03/2020	Complete Business Solutions Gr	BACS 2701	351.89	351.89		501			SINV02255344/2701/MH20/
31/03/2020	Moss King Associates Ltd	BACS2702	375.00	375.00		501			2603/354/2702/Moss King Associ
31/03/2020	West Suffolk Council	BACS 2703	15,161.46	15,161.46		501			1129438/2703/CONTRACT/ Suf
31/03/2020	UTB	BANKCHARG	42.75			4051	101	42.75	UTB/Service Charge
Total Payments for Month			104,427.34	55,825.23	0.00			48,602.11	
Balance Carried Fwd			280,361.64						
Cashbook Totals			384,788.98	55,825.23	0.00			328,963.75	



## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	150.00					150.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>150.00</u>	<u>0.00</u>	<u>0.00</u>			<u>150.00</u>	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		150.00						
	Cashbook Totals		150.00	0.00	0.00			150.00	

## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	7,630.43					7,630.43	
bacs	Banked: 06/03/2020	0.87						
bacs	Barclays Bank Banked: 16/03/2020	30,000.00			1190	101	0.87	Barclays Bank/loyalty reward
300745	Current Account Banked: 26/03/2020	30,000.00			201		30,000.00	tfr for salaries
TFR	Current Account	15,000.00			201		15,000.00	For Salaries startup on UTB
Total Receipts for Month		45,000.87	0.00	0.00			45,000.87	
Cashbook Totals		<u>52,631.30</u>	<u>0.00</u>	<u>0.00</u>			<u>52,631.30</u>	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/03/2020	Barclays Bank	BANKCHARG	11.80			4051	101	11.80	Barclays Bank/commission fees
12/03/2020	Net Salaries March 2020	100459-465	6,447.87			516		6,447.87	Net Salaries March 2020 M12
16/03/2020	HMRC	100466	1,497.46			515		1,497.46	HMRC/M12 March 2020
31/03/2020	UTB	BANKCHARG	18.00			4051	101	18.00	UTB/service charge
Total Payments for Month			7,975.13	0.00	0.00			7,975.13	
Balance Carried Fwd			44,656.17						
Cashbook Totals			<u>52,631.30</u>	<u>0.00</u>	<u>0.00</u>			<u>52,631.30</u>	

## Receipts for Month 12

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked: 02/03/2020	1,091.80						
JanBCD	Current Account	1,091.80			201		1,091.80	
	Banked: 02/03/2020	1,091.80						
Jan paymt	Current Account	1,091.80			201		1,091.80	
	Banked: 26/03/2020	1,067.48						
DD BCARD	Current Account	1,067.48			201		1,067.48	payment of Feb statement
Total Receipts for Month		3,251.08	0.00	0.00			3,251.08	
Balance Carried Fwd		1,073.54						
Cashbook Totals		<u>4,324.62</u>	<u>0.00</u>	<u>0.00</u>			<u>4,324.62</u>	

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
		Balance Brought Fwd :	2,079.95					2,079.95	
01/03/2020	card/Indeed.com	CC99	57.40			4030	101	57.40	card/TClerk position advert
02/03/2020	Current Account	err corr	1,091.80				201	1,091.80	duplicate transfer corrected
02/03/2020	card/Adobe	CC	15.17		2.53	4018	101	12.64	card/Adobe Acropro sw
03/03/2020	card/B&M	CC90	6.76			4020	102	6.76	card/office refr.
06/03/2020	card/All Saints Convenience St	CC91	5.20			4028	101	5.20	card/Newspapers for office
06/03/2020	card/Amazon	CC92	60.95		9.16	4018	101	51.79	card/ink&TK mobile case
09/03/2020	card/Best One Store	CC93	2.44			4020	102	2.44	card/office refr
09/03/2020	card/Shoe Doctor	CC94	35.00		5.83	4036	310	29.17	card/Severals key cutting
10/03/2020	card/Ridgeons Ltd	CC95	27.41		4.57	4029	200	22.84	card/trowel&safety helmet
10/03/2020	card/Ridgeons Ltd	CC95REF	-0.29		-0.05	4029	200	-0.24	card/overcharge by store
10/03/2020	card/BP Express	CC96	25.78		4.30	4039	200	21.48	card/fuel for van
10/03/2020	card/Amazon	CC97	11.37		2.01	4179	303	9.36	card/Tablecloths VE Day Event
10/03/2020	card/Amazon	CC98	66.96		11.07	4179	303	55.89	card/VE event tableware
10/03/2020	card/Telefonica UK Ltd	CC100	20.00		3.33	4021	101	16.67	card/TK Mobile topup
12/03/2020	card/Tindalls	CC101	9.99		1.67	4023	101	8.32	card/duplicate receipt book
16/03/2020	card/TV Licensing	CC102	154.50			4025	101	154.50	card/TV Licensing
18/03/2020	card/Ridgeons	CC104	141.90		23.65	4115	101	118.25	card/heavy duty wipes & spray
19/03/2020	card/Argos	CC105	16.99		2.83	4115	101	14.16	card/SD card for camera for ID
19/03/2020	card/WHSmith	CC106	5.99		1.00	4023	101	4.99	card/project book
19/03/2020	card/Best One Store	CC107	2.99			4115	101	2.99	card/batteries
19/03/2020	card/Amazon	CC111	24.96		4.17	4115	101	20.79	card/3xSNOM tel power supplies
19/03/2020	card/Amazon	CC112	50.97		9.24	4018	101	41.73	card/ink for RFO printer
19/03/2020	card/Adobe	CC	25.28		4.21	4018	101	21.07	card/Adobe Acropro subs
22/03/2020	card/One.Com	CC113	29.59			4115	101	29.59	card/new cv domain name
22/03/2020	card/One.Com	CC113A	9.99			4115	101	9.99	card/new domain reg 12months
23/03/2020	card/O2	CC108	20.00		3.33	4021	101	16.67	card/TK mobile topup
23/03/2020	card/O2	CC108A	20.00		3.33	4021	101	16.67	card/double charge for refund
23/03/2020	card/O2 refund	CC108B	-20.00		-3.33	4021	101	-16.67	card/O2 refund
23/03/2020	card/Ridgeons	CC109	38.41		6.40	4115	101	32.01	card/Mask&Sterile Gloves
23/03/2020	card/Tindalls	CC110	61.98		10.33	4115	101	51.65	card/Lam.sheets for ID cards
23/03/2020	card/Tindalls	CC	5.50		0.92	4115	101	4.58	card/stationery
24/03/2020	card/Amazon	CC118	9.48		1.58	4115	101	7.90	card/Ethernet Cable TCM WFH
25/03/2020	card/Amazon	CC117	26.67		2.42	4115	101	24.25	card/wireless mouse TCM WFH
25/03/2020	card/CANVA	CC119	19.80			4115	101	19.80	card/photo for website CV
27/03/2020	card/Post Office Ltd	CC114	109.44			4022	101	109.44	card/144 1st Class Stamps
28/03/2020	card/Amazon	CC116	39.90		6.65	4018	101	33.25	card/ink cartridges
29/03/2020	card/Zoom	CC115	14.39		2.40	4115	101	11.99	card/monthly video conf lic

---

Total Payments for Month	2,244.67	0.00	123.55	2,121.12
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Cashbook Totals	<u>4,324.62</u>	0.00	<u>123.55</u>	<u>4,201.07</u>
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## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date DRAFT as at 31/03/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<b><u>Current Assets</u></b>			
101	Debtors	8	
105	Vat Due	4,133	
201	Current Account	280,362	
204	Staff Salary Bank Account	44,656	
208	Barclaycard Account	(1,074)	
210	Petty Cash	150	
	Total Current Assets		328,236
<b><u>Current Liabilities</u></b>			
501	Creditors	(821)	
506	Proscap 10% retention	11,034	
565	Bookings Deposit	1,733	
	Total Current Liabilities		11,945
	Net Current Assets		316,291
	Total Assets less Current Liabilities		316,291

**Represented by :-**

301	Current Year Fund	45,132	
310	General Fund	88,463	
312	EMR Street Light Maintenance	1,500	
313	EMR Town Regeneration	35,557	
316	EMR Clocks/Memorials	7,205	
317	EMR Buildings-M Hall Fund	19,632	
318	EMR Buildings - Pavilion Fund	25,000	
319	EMR Disused Churchyard	2,836	
320	EMR Cooper Memorial	2,008	
322	EMR Studland Park Timers	3,500	
323	EMR Allotments	4,839	
327	EMR Legends of the Turf	2,844	
330	EMR Cemetery	35,346	
333	EMR Carnival	5,267	
334	EMR Christmas Lights	2,275	
342	EMR Memorial Gardens Masterplan	8,857	
343	EMR Workwear	818	
344	EMR Asset Sales	8,950	
345	EMR - MGdn Canopy	10,000	
346	EMR Coronavirus Support Fund	6,263	
	Total Equity		316,291

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**From:** [tcm](#)  
**To:** [Admin](#)  
**Subject:** FW: Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018  
**Date:** 09 April 2020 17:41:37  
**Attachments:** [image001.png](#)

---

Kind regards,

Deborah Sarson  
Acting Town Council Manager



King Edward VII Memorial Hall  
High Street  
Newmarket  
Suffolk CB8 8JP  
Tel: 01638 661777  
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---

**From:** Merrow Golden <[merrow.golden@ftbchambers.co.uk](mailto:merrow.golden@ftbchambers.co.uk)>  
**Sent:** 07 April 2020 14:59  
**To:** tcm <[tcm@newmarket.gov.uk](mailto:tcm@newmarket.gov.uk)>  
**Cc:** Councillor Hood <[CouncillorHood@newmarket.gov.uk](mailto:CouncillorHood@newmarket.gov.uk)>; Adam Collins <[adam.collins@ftbchambers.co.uk](mailto:adam.collins@ftbchambers.co.uk)>  
**Subject:** RE: Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

Dear Deborah,

Many thanks for your e-mail. I should be able to help prepare a statement of case by 5 May. I am cc'ing in my clerk, Adam Collins, who can follow-up on fees, although my understanding is that fees may have been agreed already. Adam will be able to confirm further details.

In light of your having mentioned there has been a change in personnel etc at the Town Council, I thought it might be useful for me to confirm what my involvement in the matter has been to date.

I was instructed in August to represent the Town Council at the inquiry (which I believe is still listed for 28-31 July?) but I have not yet seen any papers/written instructions in relation to this.

Prior to this, I was involved in the Network Rail (Suffolk Level Crossing Reduction) Order inquiry

that ran for the most part of February – May 2018 (and for which we are still awaiting a decision!). The proposals in that order included the closure of Weatherby crossing as part of Network Rail's strategic case to close a large number of level crossings across East Anglia. I represented Suffolk County Council and Forest Heath District Council in opposing the proposed closure of Weatherby crossing. I, thereby, became familiar (in that particular context) with the setting of the level crossing and how it has been/is being used by local people etc. But I emphasise that in terms of the legal tests involved this was an entirely different matter, so I would not count that as prior involvement in this case.

I thought that might be useful by way of background but please do not hesitate to let me know if not/you have any queries etc. In terms of next steps, I suggest that after I have taken a look at the papers and your instructions we have an initial call to discuss the council's position.

With best wishes,

Merrow

---

**From:** tcm [<mailto:tcm@newmarket.gov.uk>]

**Sent:** 07 April 2020 11:55

**To:** Merrow Golden <[merrow.golden@ftbchambers.co.uk](mailto:merrow.golden@ftbchambers.co.uk)>

**Cc:** Councillor Hood <[CouncillorHood@newmarket.gov.uk](mailto:CouncillorHood@newmarket.gov.uk)>

**Subject:** FW: Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

Dear Ms Golden,

I understand you have previously been involved in this case and are aware of the particulars and as such I have been asked to enquire whether you would be available to prepare a Statement of Case for Newmarket Town Council in respect of the above order by the new deadline set out below of 5<sup>th</sup> May? And if so, to please provide a price for this work.

The Town Council's response to this matter has been rather delayed by a change in personnel at the Council and the current pandemic situation.

I look forward to your response.

Kind regards,

Deborah Sarson  
Acting Town Council Manager



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---

**From:** Baylis, Caroline <[caroline.baylis@planninginspectorate.gov.uk](mailto:caroline.baylis@planninginspectorate.gov.uk)>

**Sent:** 06 April 2020 15:47

**To:** tcm <[tcm@newmarket.gov.uk](mailto:tcm@newmarket.gov.uk)>

**Cc:** Rachel Wood <[rm.wood19@virginmedia.com](mailto:rm.wood19@virginmedia.com)>; Councillor Hood

<[CouncillorHood@newmarket.gov.uk](mailto:CouncillorHood@newmarket.gov.uk)>; Councillor Hulbert

<[CouncillorHulbert@newmarket.gov.uk](mailto:CouncillorHulbert@newmarket.gov.uk)>; Michael Smy <[mdsmy01@aol.com](mailto:mdsmy01@aol.com)>; David Last

<[david.last@suffolk.gov.uk](mailto:david.last@suffolk.gov.uk)>; Noonan, Sara <[sara.noonan@westsuffolk.gov.uk](mailto:sara.noonan@westsuffolk.gov.uk)>

**Subject:** RE: Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

Hello Deborah

Thank you for your email.

It is intended to continue with the inquiry in July at the present time but this will be reviewed when further guidance is received. At this time, having consulted with the inspector, we are prepared to extend the deadlines for evidence for all parties.

For now, I will expect the Town Council's statement of case by 5 May. After which a revised date for the objector and other interested parties can be agreed.

May I draw your attention to our [Guidance Booklet](#) which explains further on the preparation of statements of case and proofs of evidence (see annex E). The witness statements you wish to gather may fall into the category of proofs of evidence for which the deadline is later.

Stay safe and well

Caroline

---

**From:** tcm <[tcm@newmarket.gov.uk](mailto:tcm@newmarket.gov.uk)>

**Sent:** 06 April 2020 12:53

**To:** Baylis, Caroline <[caroline.baylis@planninginspectorate.gov.uk](mailto:caroline.baylis@planninginspectorate.gov.uk)>; McEntee, Jean

<[jean.mcentee@planninginspectorate.gov.uk](mailto:jean.mcentee@planninginspectorate.gov.uk)>

**Cc:** Rachel Wood <[rm.wood19@virginmedia.com](mailto:rm.wood19@virginmedia.com)>; Councillor Hood

<[CouncillorHood@newmarket.gov.uk](mailto:CouncillorHood@newmarket.gov.uk)>; Councillor Hulbert

<[CouncillorHulbert@newmarket.gov.uk](mailto:CouncillorHulbert@newmarket.gov.uk)>; Michael Smy <[mdsmy01@aol.com](mailto:mdsmy01@aol.com)>; David Last

<[david.last@suffolk.gov.uk](mailto:david.last@suffolk.gov.uk)>; Noonan, Sara <[sara.noonan@westsuffolk.gov.uk](mailto:sara.noonan@westsuffolk.gov.uk)>

**Subject:** RE: Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

Dear Caroline,

Further to my previous correspondence, namely that under the circumstances we would aim to provide the Statement of Case by Tuesday 7<sup>th</sup> April, it has been brought to my attention that many of the witnesses are in the at risk group for coronavirus. They may well be unable to attend a public inquiry but equally that obtaining witness statements from them would be challenging. This crossing, and therefore the opportunity to engage in this inquiry, is extremely important to them and it is considered that it would be detrimental to them if the inquiry was to proceed on the current timetable.

In addition, as an organisation, we are still wholly engaged in supporting our community during this difficult time and have very limited capacity to be dealing with other matters at this time.

I therefore request a deferment of the inquiry date but in any event we need to seek a further deferment of the date for us to submit our statement of case. If it is not possible to defer the inquiry date, then Newmarket Town Council requires additional time until the end of April to submit a statement of case. We apologise for any inconvenience this may cause to other parties.

Kind regards,

Deborah Sarson  
Acting Town Council Manager



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---

**From:** Baylis, Caroline <[caroline.baylis@planninginspectorate.gov.uk](mailto:caroline.baylis@planninginspectorate.gov.uk)>

**Sent:** 19 March 2020 09:58

**To:** tcm <[tcm@newmarket.gov.uk](mailto:tcm@newmarket.gov.uk)>

**Cc:** Rachel Wood <[rm.wood19@virginmedia.com](mailto:rm.wood19@virginmedia.com)>; Councillor Hood <[CouncillorHood@newmarket.gov.uk](mailto:CouncillorHood@newmarket.gov.uk)>; Councillor Hulbert <[CouncillorHulbert@newmarket.gov.uk](mailto:CouncillorHulbert@newmarket.gov.uk)>

**Subject:** RE: Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

Hello Deborah

Our ref: ROW/3221975

**Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath,  
Suffolk County Council (Parish of Newmarket) Modification Order 2018**

As the inquiry is not scheduled until 28 July we will not be cancelling it yet. Hopefully the crisis will be resolved by then but if not we will review our decision to continue nearer the deadline for the proofs of evidence (30 June).

With regard to the deadline, I cannot compel you with legislation to submit your statement by 24 March but, in fairness to the other parties, it would be helpful if you provide your evidence at that time. PINS has to circulate your statement so that other interested parties may submit their evidence by 5 May.

Kind regards  
Caroline

Caroline Baylis  
Rights of Way Team  
The Planning Inspectorate  
Room 3A, Eagle Wing, Temple Quay House  
2 The Square, Temple Quay, Bristol BS1 6PN

Tel: 0303 444 5226

Email: [Caroline.baylis@planninginspectorate.gov.uk](mailto:Caroline.baylis@planninginspectorate.gov.uk)

Website: <https://www.gov.uk/guidance/object-to-a-public-right-of-way-order>

---

**From:** tcm <[tcm@newmarket.gov.uk](mailto:tcm@newmarket.gov.uk)>

**Sent:** 18 March 2020 20:00

**To:** Baylis, Caroline <[caroline.baylis@planninginspectorate.gov.uk](mailto:caroline.baylis@planninginspectorate.gov.uk)>

**Cc:** Rachel Wood <[rm.wood19@virginmedia.com](mailto:rm.wood19@virginmedia.com)>; Councillor Hood <[CouncillorHood@newmarket.gov.uk](mailto:CouncillorHood@newmarket.gov.uk)>; Councillor Hulbert <[CouncillorHulbert@newmarket.gov.uk](mailto:CouncillorHulbert@newmarket.gov.uk)>

**Subject:** Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018

**Importance:** High

Hello,

I've been given your contact details by Dr Rachel Wood. I'll be preparing the Statement of Case on behalf of Newmarket Town Council but have only recently picked this up.

I wanted to ask whether, under the current circumstances, the hearing was likely to be postponed or whether there could be some flexibility on the deadlines? I'm currently working all hours to align the Town Council so it can best support the community during this difficult time and would really struggle to meet the deadline.

Kind regards,

Deborah Sarson

Acting Town Council Manager



King Edward VII Memorial Hall  
High Street  
Newmarket  
Suffolk CB8 8JP  
Tel: 01638 667227

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#### Merrow Golden

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**From:** [Adam Collins](#)  
**To:** [Bobby](#)  
**Subject:** RE: Weatherby Crossing Newmarket

---

Dear Roberta

Thank you for your email. Merrow's fee for a 4 day inquiry would be a brief fee of £8500 + VAT and refreshers of £1250 + VAT. The work on proofs and statement of case would remain the same

**Kind Regards**

**Adam Collins**  
**Deputy Team Leader**

**Francis Taylor Building**

Inner Temple  
London EC4Y 7BY

**DX:** 402 LDE

**Tel :** 020 7427 1842

**Mobile:** 07912 219 509

**Fax:** 020 7353 7622

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**From:** Roberta Bennett [mailto:[Roberta.Bennett@newmarket.gov.uk](mailto:Roberta.Bennett@newmarket.gov.uk)]  
**Sent:** 03 September 2019 11:34  
**To:** Adam Collins <[adam.collins@ftbchambers.co.uk](mailto:adam.collins@ftbchambers.co.uk)>  
**Subject:** RE: Weatherby Crossing Newmarket

Dear Adam,

Thank you for this,

Network Rail have now requested a 4 day hearing, and due to the inspector availability the current hearing has been cancelled and we await new dates.

Please can you updated the quote to reflect a 4 day hearing?

Many thanks

Roberta Bennett

---

**From:** Adam Collins <[adam.collins@ftbchambers.co.uk](mailto:adam.collins@ftbchambers.co.uk)>  
**Sent:** 21 August 2019 10:01  
**To:** Roberta Bennett <[Roberta.Bennett@newmarket.gov.uk](mailto:Roberta.Bennett@newmarket.gov.uk)>  
**Subject:** Weatherby Crossing Newmarket

Dear Roberta

Apologies for the delay in coming back to you. I have set out below fees for the inquiry

Brief fee £3000 + VAT

Statement of Case - £2000 + VAT

Work on proofs - £1500 - £2000 + VAT

Ongoing advisory work charged at £125 per hour

Any problems please feel free to call

**Kind Regards**

**Adam Collins**  
**Deputy Team Leader**

**Francis Taylor Building**

Inner Temple  
London EC4Y 7BY

**DX:** 402 LDE

**Tel :** 020 7427 1842

**Mobile:** 07912 219 509

**Fax:** 020 7353 7622

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**From:** Roberta Bennett [<mailto:Roberta.Bennett@newmarket.gov.uk>]

**Sent:** 13 August 2019 15:47

**To:** Harry Killick <[harry.killick@ftbchambers.co.uk](mailto:harry.killick@ftbchambers.co.uk)>

**Subject:** Weatherby Crossing Newmarket

Dear Harry,

Further of our conversation, please find attached correspondence from Planning Inspectorate with regard to Weatherby Crossing and the fact that the town council wish to defend it as a PROW. I would be grateful for a quote so we can see if we are able to find a budget to hire Mellow to represent us on this issue.

We feel she is well placed as is well acquainted with the crossing from her work on the Suffolk Network Rail inspection last year.

I look forward to hearing from you,

Kind regards  
Roberta Bennett

---

**From:** Office Admin <[office@newmarket.gov.uk](mailto:office@newmarket.gov.uk)>

**Sent:** 13 August 2019 14:48

**To:** Roberta Bennett <[Roberta.Bennett@newmarket.gov.uk](mailto:Roberta.Bennett@newmarket.gov.uk)>

**Subject:** Scanned Items

Hi Bobby,

Please find the scanned documents attached

Kind Regards,  
Amy Allaway  
Apprentice Administrator



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High Street  
Newmarket  
Suffolk CB8 8JP  
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**Harry Killick**

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**Adam Collins**

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THE KING EDWARD VII MEMORIAL HALL  
 HIGH STREET, NEWMARKET, SUFFOLK, CB8 8JP  
**Telephone: 01638 667227**

### **Revised Meeting Dates for 2020 During Pandemic**

#### **April**

Monday 27 <sup>th</sup>	Development & Planning	6:00pm
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#### **May**

Monday 4 <sup>th</sup>	Town Council	6:00pm
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Monday 11 <sup>th</sup>	Development & Planning	6:00pm
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Monday 18 <sup>th</sup>	Annual Town Council Meeting?	6:00pm
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Tuesday 26 <sup>th</sup>	Development & Planning	6:00pm
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#### **June**

Monday 1 <sup>st</sup>	Town Council	6:00pm
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Monday 8 <sup>th</sup>	Development & Planning	6:00pm
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Monday 15 <sup>th</sup>	Town Council	6:00pm
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Monday 22 <sup>nd</sup>	Development & Planning	6:00pm
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## Committee Members –2020

### COMMUNITY SERVICES - 2<sup>nd</sup> Monday of the month

Chairman: Cllr Kerby

Vice Chairman: Cllr Caesar

Members: Cllr Borda, Cllr Bowen, Cllr De’Ath, Cllr Hood, Cllr Hulbert, Cllr Hirst, Cllr Jeffreys, Cllr Lay, Cllr Fitzgerald, Cllr Yarrow and Cllr Appleby.

### DEVELOPMENT AND PLANNING - 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month

Chairman: Cllr Lay

Vice Chairman:

Members: Cllr Caesar, Cllr De’Ath, Cllr Drummond, Cllr Fitzgerald, Cllr Hirst, Cllr Hood, Cllr Hulbert, Cllr Jeffreys, Cllr Kerby, and Cllr O’Neill.

### FINANCE & POLICY – 3<sup>rd</sup> Monday of the month

Chairman: Cllr Drummond

Vice Chairman: Cllr Hood

Members: Cllr Appleby, Cllr Borda, Cllr Jefferys, Cllr Kerby, Cllr Lay, Cllr O’Neill,

### LEISURE SERVICES –1<sup>st</sup> Monday of the month

Chairman: Cllr De’Ath

Vice Chairman:

Members: Cllr Appleby, Cllr Borda, Cllr Fitzgerald, Cllr Hirst, Cllr Hood, Cllr Hulbert, Cllr Jeffreys, Cllr Kerby, Cllr Lay and Cllr Yarrow,

### HUMAN RESOURCES –2<sup>nd</sup> Monday of the month (PEACH Paper)

Chairman: Cllr Hood

Vice Chairman: Cllr Lay

Members: Cllr Caesar, Cllr Drummond, Cllr Jefferys, Cllr Kerby, Cllr O’Neill

DISCIPLINARY COMMITTEE

Chairman: Cllr Kerby

Vice Chairman: Cllr Caesar

Members: Cllr Hulbert

APPEALS PANEL

Chairman:

Vice Chairman:

Members: Cllr Anderson

FREEDOM OF INFORMATION APPEALS COMMITTEE

Chairman: Cllr Hood

Vice Chairman: Cllr Lay

Members: Cllr Drummond



Meeting Agenda Priorities During Pandemic

1. Coronavirus Response
2. Financial monitoring
3. Financial year end
4. Health and Safety
5. Urgent staffing matters
6. Contractual matters eg WSC SLA
7. Cemetery matters
8. Planning applications
9. Review of events and bookings
10. Weatherby Crossing

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# SUFFOLK CONSTABULARY



**Welcome to my monthly Partnership Funded PCSO report for March**

**Below are some of the activities I have been involved in this month.**

- ❖ This month I have been tutoring a new PCSO Bradley Rackham who will be working in Newmarket. We have been carrying out all the usual activities expected but as a team. I'm pleased to say he has now been passed fit for independent patrol.
- ❖ We have held a Crime Prevention stand at the Tuesday Market to engage and pass on advice, this was also a good introduction for Bradley. We aim to achieve this a minimum of twice monthly with one held at the Market and one held in the Guineas Shopping Centre.
- ❖ We have been working alongside Flagship housing completing an activity called street a week in two areas of Newmarket that have been the subject of Anti-social behaviour recently, the aim of the street a week is to ask residents a set of questions and dependent on the responses put some actions in place to help with the anti-social behaviour experienced.
- ❖ We have been involved in investigating a report of suspicious behaviour at a local business premises, on the High Street.
- ❖ Due to our frequent patrols in the town, we were on scene to assist with two youths caught shoplifting and liaise with their school and parents due to their truanting, and this unacceptable behaviour.
- ❖ We continue to issue parking tickets until the end of March and the public seem to be aware of the changes to come, they frequently ask about residents parking, especially in areas such as All Saints Road, and Exeter Road I have advised each time that they need to seek advice about a residents parking scheme from West Suffolk Council, which would secure their roads free of shoppers and workers parking outside their homes therefore allowing them the space to park with their permits, I have said this would mean they would then not be ticketed by the new enforcers as currently they are parking on single yellow lines that state no waiting between 8am and 6pm.

## **POLICE ADVICE AND GUIDANCE**

As you know I am always happy to give advice and guidance where I can. If it is something that I cannot give an immediate answer too, then I am obviously ideally placed to seek advice from other professionals. Member of the public wanting advice on many police-related matters can be signposted to the Suffolk Constabulary website advice page at <https://www.suffolk.police.uk/advice>

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# SUFFOLK CONSTABULARY



## Welcome to my monthly Partnership Funded PCSO report for March

### Below are some of the activities I have been involved in this month.

- ❖ This month has been very different for us all, myself and PCSO Rackham have been heavily involved in Community engagement by helping to deliver the Newmarket Coronavirus volunteer network leaflet prepared by the Town Council to Newmarket residents, plus advising of the service and distributing to the public whilst on patrol.
- ❖ We have also distributed leaflets to the residents of senior citizens warning them to ensure they know who their volunteers are and are making checks to ensure they are not scammed.
- ❖ We have been patrolling the Supermarkets and stores that are open for essentials to support the staff and help to convey the message of staying safe, only doing necessary shopping and maintaining safe distances from others.
- ❖ We have patrolled residential areas to monitor/disperse any gatherings found or called in from members of the public and offer advice as to why this is not acceptable currently.
- ❖ We have been working closely with the riding community to ensure they are supported with their staff maintaining social distancing in the public eye.
- ❖ There has been a recent increase in thefts of equipment from Stables in the Newmarket area, we have been collating information to share with the Trainers and Studs to make them aware of all measures that can be reviewed to help to protect them from further thefts.
- ❖ PCSO Rackham has been working with Bury St Edmunds Safer Neighbourhood team to collate information to try and identify Suspects following purse thefts in Newmarket and Bury.
- ❖ We are also monitoring the use of the public conveniences at the Guineas due to it being unmanned and difficult to maintain social distancing we have witnessed the public not maintaining social distancing when entering/leaving the convenience. I have passed my concerns onto West Suffolk Council (Theresa Claydon) and they are to discuss this further.
- ❖ That just leaves me to say that I hope everyone is well and taking the necessary precautions to stay safe.

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