

20 January 2023

To: Councillors Phil Barnett, Jeff Beck, Martin Colston, Jo Day, Billy Drummond, Sue Farrant, Nigel Foot, Chris Foster, Jon Gage, Stuart Gourley, Roger Hunneman, Olivia Lewis, Pam Lusby-Taylor, David Marsh, Stephen Masters, Vaughan Miller, Andy Moore, Gary Norman, (Town Mayor), Elizabeth O’Keeffe, Erik Pattenden, Sarah Slack, Martha Vickers and Tony Vickers.

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held in **The Council Chamber, Town Hall, Newbury** at **7.30 pm Monday 30 January 2023**.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Apologies for absence

Chief Executive Officer

2. Declarations of Interest

Town Mayor/ Chief Executive Officer

To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.

3. Minutes (Appendix 1)

Town Mayor

3.1 To approve the minutes of the Full Council meeting held on Monday 17 October 2022.

3.2 To approve the minutes of the Extra Council meeting re the Community Café held on Thursday 27 October 2022.

4. Questions and Petitions from Members of the Public

Town Mayor/ Chief Executive Officer

(Questions, in writing, must be with the CEO by 2.00 pm on Friday 27 January 2023.)

5. Members’ Questions and Petitions

Town Mayor/ Chief Executive Officer

(Questions, in writing, must be with the CEO by 2.00 pm on Friday 27 January 2023.)

6. Town Mayor’s Report (Appendix 2)

Town Mayor

To receive a report from the Town Mayor, Councillor Gary Norman.

7. Leader's Report (Appendix 3)

Leader of the Council

To receive a report from the Leader of the Council, Councillor Martin Colston.

8. Chief Executive Officer's Report (Appendix 4)

Chief Executive Officer

To receive a report from the Chief Executive Officer

9. Community United West Berkshire

Town Mayor

To receive an update on the work carried out by Community United, West Berkshire.

10. Use of the Market Place for Weekend Events (Appendix 5)

Cllr. Martin Colston, Chairman of the Market Working Group

To receive a report from the Market Working Party and consider the future use of the Market Place for Town Centre events.

11. Committees

Town Mayor / Committee Chairpersons

To receive the minutes of meetings of the Town Council's Committees (already circulated):

Planning & Highways	24/10, 14/11, 5/12, 9/1 and 23/1
Civic Pride, Arts & Leisure	28 November 2022
Community Services	12 December 2022
Policy & Resources	16 January 2023

12. Strategy 2019 to 2024 (Appendix 6)

Town Mayor

To Approve the review of the Council's Strategy 2019 to 2024.

13. 2023/2024 Budget and Precept (Appendix 7)

Councillor Martin Colston, Chairman of the Policy and Resources Committee

12.1 To note that the Policy & Resources Committee resolved on 16 January to adopt a budget for 2023/24, and recommends that the Council sets an overall budget expenditure of £2,280,724

12.2 To resolve to adopt the budget for Financial Year 2023/2024 and raise a precept of £1,575,224 for the year

12.3 To resolve that a leaflet explaining to the public how the precept is to be used during 2023/24 is produced, with that leaflet to be distributed to each household in Newbury and published on the Council's website.

14. Schedule of Meetings for the Municipal Year 2023-24 (Appendix 8)

Town Mayor

To note the schedule of meetings for the Municipal Year 2023-24

15. Forward Work Programme for Full Council meetings 2022/23 (Appendix 9)

Town Mayor

To note and agree any other items that Members resolve to add to the Forward Work Programme.

**Minutes of The Meeting of Newbury Town Council
Held in the Council Chamber, Town Hall, Newbury,
at 7.30 pm on Monday 17 October 2022.**

Present

Councillors Phil Barnett, Jeff Beck, Martin Colston, Jo Day, Billy Drummond, Sue Farrant, Nigel Foot, Chris Foster, Jon Gage, Stuart Gourley, Roger Hunneman, Olivia Lewis, Pam Lusby-Taylor, Andy Moore, Gary Norman (Town Mayor), Elizabeth O’Keeffe, Erik Pattenden, Sarah Slack and Tony Vickers.

Officers in Attendance

Hugh Peacocke – Chief Executive Officer
David Ingram, Community Services Manager

35. Apologies for absence

Apologies received from Councillors David Marsh, Stephen Masters, Vaughan Miller and Martha Vickers.

36. Declarations of interest and dispensations

Councillors Phil Barnett, Jeff Beck, Billy Drummond, Andy Moore, Erik Pattenden and Tony Vickers are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

Councillors Elizabeth O’Keeffe and Sarah Slack declared that they were trustees of Citizens’ Advice West Berkshire.

37. Minutes of the meeting of Newbury Town Council held on Monday 26 September 2022.

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Billy Drummond

Resolved: To approve the minutes of the meeting of Newbury Town Council held on Monday 26 September 2022 as a true record of the meeting.

38. Citizens’ Advice West Berkshire

The Mayor welcomed Ms. Isabel Esperance, Chief Officer, CAWB to the meeting. Ms. Esperance gave a presentation on the work that CAWB had carried out on behalf of Newbury residents during 2021-2022 and thanked the Council for their ongoing support for CAWB.

39. Questions and Petitions from Members of the Public

2 questions were received from Ms. Paula Saunderson who was not in attendance. The Mayor asked that a written response be sent to Ms. Saunderson.

40. Members' Questions and Petitions

There were no questions or petitions received from members of the council.

41. Town Mayor's Report (Appendix 2)

The Council received a report from the Town Mayor, Councillor Gary Norman, detailing the many civic engagements he had attended since the June meeting of the Council.

42. Leader's Report (Appendix 3)

The Council received the report from the Leader of the Council, Councillor Martin Colston

43. Chief Executive's Report (Appendix 3)

The Council received the report from the CEO of the Council.

44. Committees

The Council received the minutes of the following meetings of the Town Council's Committees (already circulated):

- Community Services Committee 18 July (Draft)
- Planning & Highways 11 July, 1 August, 22 August, 3 October (draft)
- Civic Pride, Arts & Leisure 4 July (Draft)
- Policy & Resources 18 July and 10 October (Draft)

45. Market Working Group (Appendix 5)

The meeting considered a proposal to appoint a Market Working Group, set terms of reference and appoint members.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved: To form a Market Working Group, in accordance with the Terms of reference and membership, as circulated to members.

Proposed: Councillor Martin Colston

Seconded: Councillor Sarah Slack

Resolved: To appoint Councillors Martha Vickers, David Marsh and Martin Colston as the Council's members on the Market Working Group.

46. Appointment of External Auditor

The meeting considered the report received from the CEO.

Proposed: Councillor Martin Colston

Seconded: Councillor Chris Foster

Resolved: To remain as part of the Smaller Authorities' Audit Appointments (SAAA) sector led appointment scheme for the next 5 years.

47. Local Democracy Working Group

Councillor Jo Day, the Chair of the Local Democracy Working Group, updated the Council on this year's very busy programme. It was well supported by primary schools from Newbury and also by council members who had given voluntarily of their time to meet the school children and their teachers to tell them how the Town Council works.

Members would also visit secondary schools to tell them about our Local Democracy Programme and also to engage them in the Neighbourhood Development Plan survey.

Members and the CEO thanked the Mayor and Councillor Jo Day for making the presentations to the schools who visited the council chamber during the Local Democracy Programme.

48. Budget for 2023/24

Members noted the budget production plan with a target to produce a draft budget for e-mail distribution before Christmas, so that full discussions can take place at the Policy & Resources Committee meeting on 16 January 2023 and at the subsequent Council meeting on Monday 30 January 2023.

The CEO will invite members of the Council to submit proposals to officers for consideration by the relevant Committee for inclusion in the draft budget and the Council's Strategy when they consider their budget needs for 2023/24. Such proposals to be submitted with as much detail as possible by the 4th of November 2022.

Each Committee will be asked to consider its budget needs for 2023/24, in time for inclusion in the draft budget (and / or revised Strategy) being prepared for January 2023.

49. Climate Emergency Working Group

Councillor Chris Foster, Chairperson of the Working Group, presented a report from the Climate Emergency Working Group. Councillor Foster thanked Mr. David Ingram, the Community Services Manager, for his invaluable support to the Working Group. He reported that the council was meeting its carbon reduction targets and by next year would have reduced its carbon footprint by 50%.

Proposed: Councillor Chris Foster

Seconded: Councillor Erik Pattenden

Resolved: To Approve the recommendations from the Climate Emergency Working Group.

(To maintain the current Working Group structure to monitor, manage and keep reviewing ideas to move this agenda forward. Make necessary Budget recommendations to support the reduction programme.)

50. Forward Work Programme for Full Council meetings 2022/23

Noted and agreed.

51. Exclusion of the Press and Public

Proposed: Councillor Tony Vickers

Seconded: Councillor Roger Hunneman

Resolved: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted.

52. The proposed Community Café in Victoria Park

The meeting received a verbal update from the CEO and noted that a special meeting of the council was scheduled for 27 October at which the Council would consider the outcomes of the bidding process and how to progress in this matter.

There being no further business, the Town Mayor declared the meeting closed at 8.43 pm.

Town Mayor: _____

Date: _____

**Minutes of The Meeting of Newbury Town Council
Held in the Council Chamber, Town Hall, Newbury,
at 7.30 pm on Thursday 27 October 2022.**

Present

Councillors Phil Barnett, Jeff Beck, Martin Colston, Jo Day, Billy Drummond, Nigel Foot, Chris Foster, Stuart Gourley, Pam Lusby-Taylor, Andy Moore, Gary Norman (Town Mayor), Elizabeth O’Keeffe, Erik Pattenden, Sarah Slack, Martha Vickers and Tony Vickers.

Officers in Attendance

Hugh Peacocke, Chief Executive Officer

David Ingram, Community Services Manager

53. Apologies for absence

Apologies received from Councillors Sue Farrant, Jon Gage, Roger Hunneman, Olivia Lewis, David Marsh, Stephen Masters and Vaughan Miller.

54. Declarations of interest and dispensations

Councillors Phil Barnett, Jeff Beck, Billy Drummond, Andy Moore, Erik Pattenden, Martha Vickers and Tony Vickers are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

55. Exclusion of the Press and Public

Proposed: Councillor Billy Drummond

Seconded: Councillor Elizabeth O’Keeffe

Resolved: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted.

56. The proposed Community Café in Victoria Park

The meeting received a detailed report from the Council’s Community Services Manager. Mr. Ingram went through the report in detail, emphasising that it was important that members were appraised of all the facts in order to make a fully informed decision in this matter.

Proposed: Councillor Martin Colston

Seconded: Councillor Tony Vickers

Unanimously agreed: To authorise the Cost Consultant to carry out a due diligence and value engineering exercise to achieve best value for this project for the Town Council within the bounds of the Planning Consent granted.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Unanimously agreed: To authorise Officers to conclude the Lease negotiations with the operator and have the Agreement for Lease signed no later than the signing of the Build Contract.

There being no further business, the Town Mayor declared the meeting closed at 8.42 pm.

Town Mayor: _____

Date: _____

DRAFT

Mayor's Report for Newbury Town Council Full Council Meeting 17/10/2022

20th October – Performing Arts Evening at Trinity School

An enjoyable evening that consisted of each house presenting a music/dance/drama piece produced, written, directed and performed solely by the students. Very high standard.

21st October – UN Day Flag Raising on the Town Hall Steps

Joined Graham Panting and others of the local UNA on the steps to raise the UN flag. Made a short speech about how the UN is more relevant than ever in the current world situation.

29th October – Coffee Morning for Eight Bells in the Town Hall

Supported the coffee morning in the Town Hall for one of the official mayor's charities for this year.

29th October (Lunchtime/Afternoon) – Diwali Celebration with the Telugu Community at the Phoenix Centre in Newtown Road

I was given the honour of opening the Diwali celebration by lighting the ceremonial lamp (which was ringed with a repurposed string of Christmas lights due to the fire regulations in the hall). The Telugu community come from the states of Andhra Pradesh, Telangana and Puducherry in the south west of India and are well represented in West Berkshire. They delayed the start of the celebration so that I could first attend the coffee morning, and they wouldn't start without me. The celebration consisted of a programme of singing, dancing and poetry performed by groups and individuals of all ages, either side of a fantastic vegetarian meal. The traditional costumes were fantastic and were obviously a labour of love as it takes over an hour to dress each child.

30th October – Heritage Open Day at the Town Hall

After a slow start due to rain, the open day was a real success with many visitors seeing the Town Hall for the first time. I spent most of my time greeting guests in the mayor's parlour, posing for photographs and telling stories. There were a surprising number of visitors to Newbury, including many from overseas. The kids all enjoyed the cuddly toys and the gift badges.

2nd November – AGM for Loose Ends Charity at Newbury Cricket Club

Attended the AGM as a guest and representative of NTC along with others. Good to see such a worthwhile homeless charity thriving in its new home. Proud of the support that NTC has given them.

3rd November – Official Opening of the Waterside Centre with Berkshire Youth

A great event supporting, highlighting and celebrating the current and future success of Berkshire Youth. Attended alongside the local MP and Lord Benyon. I was asked to make a speech where I highlighted the bad press that young people get and how when treated with kindness and understanding they can shine. We saw many examples of fine young people and what they achieved during the evening, which was rounded off with a great set by the VoxFresh choir.

4th November – Memorial Service for Queen Elizabeth II at St Nic's Church

A solemn and moving evening which should have been an honour and privilege to attend. Some of the official arrangements left a lot to be desired. Even the minister was embarrassed on our behalf. Received an official apology from WBC Chair Rick Jones afterwards, but he was not personally responsible.

5th November – Mayor’s Coffee Morning for NWN Over-80’s Fund

An official coffee morning in the Town Hall raising funds for the NWN over-80s Christmas parcel fund, speaking to visitors and posing for photographs with Jo Fulker of NWN.

5th November (Evening) - Countdown for the Racecourse Fireworks Display from Newbury Lions

Had great fun warming up the large crowd before initiating the countdown for the setting off of the fireworks. Julian Swift-Hook from Kennet radio drew the crowd’s attention to me dancing with my wife to the music on the gantry, which resulted in having to join some teenagers dancing in the crowd. A really good night.

9th November (Morning) – “Chai & Chat” with Project Salama at the Riverside Centre

A new charity set up to support victims of domestic abuse, especially in ethnic communities. (“Salama” being Swahili for “Safe”). Got good coverage in the NWN. Some moving stories from many of the attendees including men. I wish them every success.

9th November (Evening) – “Where do we go from here” by the Rank-and-File Group at South Street Arts Theatre, Reading

A remarkable play performed by refugees, asylum seekers and other members of the community, using the metaphor of a railway station with arrivals, departures and a waiting room full of people with nowhere to go. Great question and answer session afterwards and had a good opportunity to talk to the refugees.

10th November – RAF Welford Remembrance Day Service

The first of four remembrance services. Laid a wreath on behalf of NTC in the memorial garden at RAF Welford to commemorate lost British and American servicemen. As usual, Major Smith and the USAF were excellent hosts.

11th November – Wreath Laying at the town War Memorial

A short service and wreath-laying at the town war memorial at 11:00 on 11/11. Joined by some old soldiers which made it an honour to lay the wreath.

12th November – Interview with Kennet Radio

I was interviewed by Paul Walter of Kennet Radio about what Remembrance Sunday means to me and to explain the arrangements for the following day. Still available at:

<https://kennet.redio.co/listen/again?date=Sat,%2012%20Nov%202022%2011:00:00%20GMT>

13th November – Remembrance Sunday

The main event for Remembrance Sunday. I think taking the salute is the biggest honour the Mayor has in his year in office. I was warned in advance by Cllr Drummond about how emotional it is when hundreds of people march past and turn to salute you, and he wasn’t wrong. I was able to wear the medals of my late father (Korean War) and grandfather (Battle of the Somme) and felt very proud. As usual, the whole thing was beautifully arranged by the NTC officers in association with the Royal British Legion. Being asked to read in the church service afterwards was also an honour. British Legion refreshments were as excellent and generous as ever.

19th November (8:00) – Table Tennis Marathon at Fairclose Centre

I was invited by Cllr Miller to open the Table Tennis Marathon at Fair Close Centre at 8:00 on a Saturday morning. I was impressed he managed to show up in support. Managed to take 6 points from the expert

player which should mean £6 for the centre. Hadn't played for 40 years. Was due to last for 24 hours so I hope it raised a lot of money.

19th November (10:00) – Launch of Day Festivities for Christmas Light Switch-On

Consisted of a few photo opportunities with the organisers and a tour of the stalls meeting the traders.

19th November (18:00) – Launch of Evening Festivities for Christmas Day Light Switch-On

Getting across a crowded market square in full robes and chain from the town hall to the stage was interesting. I considered crowd surfing but decided on just a few excuse-me's and the good-humoured crowd parted to let me through with the occasional stop for a selfie. It's not often you get to share a stage with Father Christmas, Snow White and Elsa from Frozen but it's just another ordinary day for the mayor. I made a short speech and warmed the crowd up (mostly by getting kids to compete with their parents for making noise) and then the lights were turned on after the countdown. I read in the press afterwards about some problems with the sound but everyone I spoke to on the night seemed to have had a great time.

20th November – Trans Day of Remembrance at the Reading Biscuit Factory

This event consisted of watching a film dedicated to remembering the hundreds of Trans people across the world who have been murdered because of their gender during 2022. Many of the presenters in the film were present in the audience and I managed to speak to them afterwards. I was surprised to see my own branch of Rock Choir on screen providing the musical backup to the listing of the names. It is always sobering to find oneself in a tiny minority in a large group of people and also thought-provoking. The main lesson I gained from speaking to those present, was that Trans people suffer abuse almost every day of their lives. Food for thought.

24th November (Morning) – Opening of the Wheelchair-enabled Seesaw in Victoria Park

A lovely morning having fun on the seesaw with local wheelchair-using kids. Some great pictures in the NWN. The kids really enjoyed it and also demanded to use the roundabout with me pushing. Had to have a lie-down afterwards. Many plaudits are due to the NTC officers who made this happen, especially Darius Zarazel who secured the lottery funding. In fact, the officers now refer to the seesaw as "the Darius".

24th November (Afternoon) – SEWA Charity Donating Toys to HomeStart

I was contacted by Amit Chorgi of the SEWA charity to recommend a good cause to accept a donation of children's toys for Christmas. I put them in touch with HomeStart who have many struggling parents on their books. They contacted HomeStart and worked with them to provide bespoke presents for the children. This was the official handover day at Broadway House and I was delighted to be photographed alongside representatives of both charities, with great coverage in the NWN.

24th November (Evening) – Presentation of KS4 Awards at St Bart's School

I was asked to present some of the awards to the high-achieving previous-year's Year 11 students and to say a few words. Going into schools is always a pleasure.

25th November (Morning) – Opening of "Sostrene Grene" in Parkway.

This is the tenth Sostrene Grene store to open in the UK and Newbury was specially chosen to be the first location in the south of England. I was welcomed by the staff and the General Manager of Sostrene Grene UK. Had some fun chatting with the (long) queue of waiting public outside whilst the store was made ready, after which I cut the ribbon and recorded a message for the head office staff in Denmark.

25th November (Afternoon) – Fairclose Centre 55th Anniversary Lunch

Attended the 55th anniversary lunch at the Fairclose Centre. Enjoyed chatting to all the members and said a few words on the microphone. Chose the light option for lunch (scampi and chips followed by coconut jam sponge and custard). Well light-ish anyway. Enjoyed it immensely, as did Anthony the macebearer who was my assistant for the day.

26th November – Mayor's Benevolent Fund Coffee Morning

Coffee, cake, chat, gentle persuasion.

27th November – Santa Fun Run in the Market Square with Newbury Rotary Club

Started the 1K and 5K runs after judging a best-dressed dog competition (won by a dachshund). Didn't wear my robes so as not be mistaken for a runner (didn't need the padding). Waited until the end to pose for photos with most of the participants. All ages took part and seemed to enjoy it. Money raised for good causes.

1st December (Morning) – Community Furniture Project Awards

Delighted to be able to give out awards to volunteers at the Community Furniture Project. Many of the recipients had special needs of various kinds and all were delighted to receive their awards from the mayor. This is a great organisation with multi-dimensional benefits for the community.

1st December (Evening) – Christmas Party at Falkland Grange Care Home

Had great fun talking to the residents who were all having a great time. Ended up sitting on Santa's knee and singing impromptu duets with him. Have been invited back for a Burns Lunch just before the Full Council Meeting.

2nd December – Presenting Awards to Students at the iCollege in Bath Road

Gave out awards for achievement to many of the students. Made a speech about how life was not about being the best but trying to be the best you can be. Impressed by achievements of these young people, most of whom have been failed in some way by mainstream schooling, and by the dedication and professionalism of the staff. Also spoke to many of the parents who were very supportive of their kids.

4th December (Morning) – Packing Parcels for the NWN Over-80's Fund at Sainsbury's

Helped pack 1,800 parcels in just over two hours along with staff volunteers, NWN staff, cubs, brownies and others. Everyone had great fun whilst working for a worthy cause.

4th December (Evening) – York Nativity Play at the Church of St Mary the Virgin, Aldermaston

Delighted to be invited to this performance of the Nativity play from the York Miracle Cycle. Apparently, this tradition goes back over 50 years and seems to be a well-kept secret. Not only is the performance a delight as it uses the whole church as the stage, but the church itself has one of the finest sets of Medieval wall paintings I've seen. It seems that Oliver Cromwell didn't know the secret either. Will certainly be buying a ticket in future years.

6th December – Newbury Hospital League of Friends Carol Service, St Mary's, Thatcham

First of six carol services. Inn, stable, manger...etc. Hark the Herald, Oh Little Town etc. Made very welcome. Nice mulled wine, good cause.

10th December (Morning) – NWN Over-80's Parcel Distribution from Faraday Road

Posed for photos with volunteers loading cars at the NWN offices in Faraday Road and then set off doing some deliveries myself over the next few hours. Delivered to about 30 homes. All the senior folk were chuffed to bits to have the mayor delivering to their house. Great fun.

10th December (Afternoon) – Charity Concert for Eight Bells at St John's Church

Fantastic charity concert given by a local choir with a raffle. Very generous choir and congregation raised over £700 for Eight Bells for Mental Health which will be doubled by the Good Exchange.

11th December (4:00) – Thatcham Civic Carol Service, St Mary's, Thatcham

Second of six carol services. Birth, Shepherds, Star...etc. Away in a Manger, God rest you merry etc. Amusing speech by Mayor of Thatcham with terrible puns. Local hand-bell group were very good. Couldn't stay for mulled wine and mince pies because I had to rush off to....

11th December (6:00) – Hungerford Civic Carol Service, Hungerford

Third of six carol services. Wise men, gold, frankincense...etc. Good king Wenceslas, In the deep midwinter etc. Nice welcome from Mayor of Hungerford. Interesting technology in the church. Very hot mulled wine.

12th December (11:00) – Queen Elizabeth Memorial Tree Planting on Stroud Green

Arranged by WBC and Newbury Racecourse. Invited as a representative of NTC.

12th December (12:00) – Remembrance Event at Greenham Control Tower

Remembrance event for the US military personnel killed on Greenham Common in wartime accident. Honoured to be asked to lay the first wreaths alongside the Mayor of Thatcham and Major Smith from the USAF at RAF Welford.

13th December – Mayor's Festive Afternoon Tea for Over-75's

Delightful event initiated by Cllr Drummond last year to replace the Mayor's Drive. I had a great time calling the bingo numbers, giving out the quiz answers and generally conducting the proceedings. The guests must have had a good time as one of them proposed three cheers for the mayor. Rather too good a time was had by a table of old chaps who seemed to find the spare supply of port and sherry (and one of them won an additional bottle of bubbly in the raffle). Many thanks are due to Elisa and the officers and civic team who volunteered on the day, and to the volunteer councillors, especially Cllr O'Keeffe, resplendent in elf costume. I think this is now firmly established as an annual event and long may it last.

15th December – Presentation of KS5 Awards at St Bart's School

I was asked to be present at the awards to the high-achieving previous-year's Year 13 students. Always good to see young people achieving things.

16th December – Newbury Civic Choir Service at St John's Church

Fourth of six carol services and the only one hosted by Newbury Town Council. Thanks due to all the officers and civic team for helping to arrange this and for turning out on the day, complete with robes and maces. A lovely event, much appreciated by the congregation, many of which were members of Speakability. Jennie Kersey, an aphasic stroke survivor volunteered to do one of the readings, which was a very big deal for her, and was rewarded with a spontaneous round of applause at the end. Thanks are also due to Elisa Mullen, both Cllrs Foot and to Laura North, an Eight Bells member, who each did a reading. Thanks also to all the councillors who came. Refreshments afterwards were lovely and the retirement collection was shared between the two mayor's charities.

17th December – NTTA Lunch at The Watermill Theatre

I attended the Newbury Twin Town Association lunch at the Watermill Theatre. A very pleasant event with a very worthwhile organisation.

19th December – Carol Service at Winchcombe Place Care Home

Fifth of six carol services. Herod, innocents...etc. See amid the winter snow, Silent Night etc. An event obviously enjoyed by the residents and very nice to be at. Very well looked after as ever. Very good cake.

20th December – Thames Valley Police Carol Concert at Christs Cathedral, Oxford

Last of six carol services. Gospel according to St John ..etc. Oh come all ye faithfull... etc. Grandest carol service I went to. Readings given by Chief Constable of TVP (who “ordered” the police officers in the congregation to sing loudly), the Police Commissioner and others. Fantastic music and choir. Beautiful building. At the end of the service, I met and chatted to the mayor of (somewhere else in Berkshire) who was picked up by his private limo (complete with council crest), as I walked down to the bus stop back to the park and ride. My conscience is clear with reference to the Precept payers of Newbury.

21st December – Signing of the new Grounds Maintenance Contract at the Town Hall

Good pictures in NWN.

25th December - Christmas Day Lunch for Seniors Given by St George’s Church

Attended the event for a couple of hours prior to lunch being served. Spent the time chatting to the seniors who were all having a lovely time. Made a short speech and called the bingo numbers. Nice calling to people old enough to know the responses. (77?).

31st December – Ringing in the New Year at St Nic’s Church

Climbed the 66 steps of the bell tower with my whole family to witness the ringing in of the new year at midnight. As it’s more than 40 years since I rang a bell, I was quite relieved that they didn’t ask me to have a go. Tradition states that the mayor provides the whisky. As I provided an Old Pulteney from my malt collection, I banned anybody from pouring it in their coffee. Their whisky enthusiast was absent due to illness but they managed to save him some. Food provided was welcome. I will consider taking it up again (bellringing, not whisky) but they practise on Monday evenings when most council meetings are held. Perhaps a word with the CEO...

Gary Norman

Leader's Report for Full Council Meeting on 30th January 2023

This is our last Full Council meeting of the current administration and also my last as Leader as I will not be standing for election to the Town Council in May.

It's been a great privilege to be a Town Councillor and also to serve as Leader. I was a first-time councillor in May 2019 and it was a very steep learning curve in the first few years. I have thoroughly enjoyed my time and have met a whole host of interesting people and discovered many sides to Newbury that I previously knew nothing about. It's been a pleasure to work with my fellow Members and I'm proud of the way we've worked cross-party on many projects.

Within 6 weeks of taking office, we became the first council in West Berkshire to declare a climate emergency and we immediately started to make changes as a result. We cancelled the previous design for a new café in Victoria Park as all features to reduce its impact on carbon emissions had been stripped out. The new design will be minimum BREEAM Very Good in construction, and carbon neutral in operation. We held the first of 6 climate conferences in September 2019 to share our objectives and get feedback and input from residents. As of October 2022, we have reduced our carbon footprint by 40%, saving 28 tonnes CO₂, which means we are one year ahead of schedule to reach net neutral by 2030. In addition we have awarded several Carbon Grants to local community groups to help them reduce their carbon footprint, most recently £10,000 to Loose Ends and the Cricket Club to enable them to install solar panels on their roof.

In January 2020 we approved a new, ambitious strategy for the next 4 years. Despite the challenges of Covid-19, our hard-working officers have delivered almost everything we set out to achieve, for which many, many thanks. The new community café for Victoria Park has not yet been built, despite our best efforts: Covid and the subsequent challenges in supply chains and in the building industry have been extremely challenging. We aim to conclude the tender process in the next few weeks. Provided this results in a contractor who can deliver the project within our agreed budget, we will proceed as quickly as possible. If not, we will pause the project and re-tender once the market conditions are more favourable.

We have been determined to help our most vulnerable residents. In 2020 we started a 3-year partnership with Berkshire Youth to provide vital and much needed outreach youth work across Newbury. This has been a great success and our budget for 2023-34 will extend this for another year. We increased the budget for grants to allow us to support more local charities and maximise the available match funding from the Good Exchange. In 2022 we started providing funds for Community United to help support our minorities. We amended our flag policy in 2021 to allow us to fly the Pride flag during Pride week for the last 2 years, and we have been flying the Ukrainian flag as our default flag since March 2022.

Our Community Services team and committee have continued to deliver and / or support our core services: parks, playgrounds, allotments (which are at 100% occupancy), our cemeteries and our charter market. We have worked hard on delivering parks and playgrounds we can all be proud of. Victoria Park attained the Green Flag status in 2019 and we have retained it ever since, adding a wild flower meadow and adventure golf, strengthening the tennis offer, and successfully raising funds to repair the bandstand over the next few months. Each year they have run a Family Fun day to promote the use of the Park and the wide range of facilities it has to offer. The playgrounds at Skyllings, City Rec and Fifth Road have all received major upgrades, and we have a rolling programme of repairs and replacement to equipment at other playgrounds too.

The Community Services team and the Green Spaces Working Group have also successfully delivered our Britain In Bloom campaigns, which saw Newbury awarded Silver Gild in the Large Town Category and Newbury in Bloom awards, promoting community involvement, pride in place and horticultural excellence.

We have just appointed a new grounds maintenance contractor after a successful tender process. We now have a highly motivated partner, with a new local depot and joint branding on their vehicles. In addition to providing improved service, we have ensured that supporting biodiversity and minimising the carbon impact of our grounds maintenance is central to the new contract. Our Green Spaces working group, Climate Emergency working group and Victoria Park sub-committee have all been highly active, and we have recently re-instated our Market working group.

Our Planning and Highways committee has produced major responses to plans at Sandleford, the LRIE, the Kennet Centre and the Town Centre Masterplan; and has been a staunch supporter of keeping football in Faraday Road. And at the end of 2021 we formed a Neighbourhood Development Plan working group made up of local residents and councillors. The aim here is to give our residents more say in planning matters affecting the parish of Newbury.

Our hard-working Mayors have provided support and encouragement to many across our community over the last 4 years, and our Civic Pride, Arts and Culture committee has staged successful Remembrance events, Civic Awards , Mayor's Tea Parties, and Mayor Making. In addition, they have helped stage the Remembrance Sunday parades and the Proclamation for our new King, put on a special event to mark the Queen's Diamond Jubilee. And delivered a series of much-loved and well attended events for primary school children as part of our Local Democracy week.

Many thanks to our excellent team of officers, led by Hugh Peacocke, who have worked tirelessly to deliver all this (and much more) while also coping with the challenges of Covid and its after-effects.

I would like to wish the next administration all the best for the next 4 years, starting on 5th May 2023.

Below are some of the highlights since my last report in October:

1. Help make Newbury a unique, welcoming, safe and well cared for Town

- a. We approved a maximum budget for the new Community Café in Victoria Park, and our team our working with the bidders to get a tender that is within the budget. We should know by the end of February. If successful, we will proceed with the build as quickly as possible. If not, we will pause the project a re-tender when market conditions are more favourable.
- b. After a successful tender process – many thanks especially to David Ingram, Jon Gage and James Heasman– we are very pleased to have signed the contract with John O'Conner to be our next grounds maintenance contractor. They take over this month.

- c. We installed a new inclusive wheelchair seesaw in Victoria Park
- d. We launched the revamped playground at Fifth Road, which will be a very valuable asset for families in that area for years to come.

2. Foster a real sense of community

- a. The Civic Team, in partnership with the British Legion, successfully staged the Remembrance Sunday event in the Market Place
- b. The Best Kept Allotment awards were held in the Town Hall. A total of 19 awards were presented to our allotmenters.
- c. The Mayor hosted a 'Festive Afternoon Tea' for the over 75s in the Baptist Church, while was well-attended and much enjoyed.

3. Take actions to address the climate emergency

- a. We awarded a Climate Grant of £10,000 to Loose Ends and the Cricket Club to enable them to install solar panels on their roof. West Berkshire Cllrs Martha Vickers and Andy Moore added their member bids to bring the total funding up to £16,000. The installation will save over 7 tonnes of CO2 per year, and NTC will be able to claim an offset of almost 4 tonnes per year. And as the main users of the building during the week, Loose Ends will make significant savings on energy, leaving more funds to support the homeless. A real win-win for the climate and vulnerable residents.

4. Focused support for young people, the elderly, minorities and the vulnerable

- a. The Grants sub-committee awarded a further £14,000 to local charities to help them deliver their much-needed services to local residents in need. And this was generously match-funded by the Good Exchange.
- b. Our 2023-24 budget will extend our partnership with Berkshire Youth for another year, enabling them to continue with their programme of outreach youth work across Newbury

Once again, a big thank you to our hardworking officers and Members.

Martin Colston

Leader of the Council, 30th January 2023

Meeting of Newbury Town Council, Monday 30 January 2023.

Agenda Item 9: Chief Executive Officer's Report.

A) Staff Matters:

1) Staff Structure Review

Following the review carried out last year, the Staff Subcommittee has approved a revised staff structure which addresses the need for the council to have a clear management structure and offer opportunities for staff progression/ succession. The revised structure is attached for information.

We are currently recruiting to the posts of Services Delivery Manager and Finance and Corporate Services Manager and aiming to fill them by April. The post of Democratic Services Officer has been lost and the part time accounts officer post will be made redundant when the Finance and Corporate Services Manager post is filled.

2) Temporary absences

One officer of the Council has been on long-term sick leave and another on maternity leave. We hope that our teammate on sick leave will return from 1 February and the maternity leave will finish by mid-May.

Another officer will be going on maternity leave in March and we are planning cover arrangements for this absence

B) Shaw Cemetery

The Council has suffered damage at the Cemetery following a recent break in and a burst water main in the Chapel. We hope to recoup some costs through insurance. This also brought to light some other issues re damage and maintenance at the Chapel. We received a quotation to deal with all of this, but the budget would be overspent. The Community Services Manager advised that we would struggle to get other quotes or a contractor to do this any time soon. I was also advised that the quotation was reasonable and that it would cost more to split the works between this financial year and next. In the circumstances, following consultation with the Chairs of Policy and Resources and Community Services I exercised my authority under the urgency provisions in the Council's Financial regulations to approve this expenditure.

C) Town Council Elections, 4th May 2023

This is the last scheduled meeting of this Council, prior to the upcoming elections. On behalf of the Council's officer team, I want to thank all of you for the courtesy and respect shown to us over the past 4 years and to wish good luck to any of you running for election again. To those who are retiring from the Town Council, please know that you are always welcome to drop into the Town Hall when passing- or to come to any future community or volunteer events we might be organising.

I would also like to thank each of you for the huge voluntary commitment you make to the Council and the Communities we serve in Newbury; your selfless contributions are hugely appreciated.

Management
Team level-
reporting to CEO

CEO

1 FTE

Community
Services Manager

1 FTE

Civic Manager

0.85 FTE

Finance and Corporate
Services Manager

1 FTE

Community
Services Officer

1 FTE

Community
Services Officer

0.8 FTE

Parks and Open Spaces
Supervisor

1 FTE

Civic Officer

0.75 FTE

Accounts Officer

1 FTE

Corporate Support
Officer

1 FTE

Town Hall Officer

0.2 FTE

Community Facilities
Officer

1 FTE

Total FTE: 10.6



**MARKET WORKING GROUP
Thursday 19 January 2023 3:30pm
Council Chamber, Town Hall
Market Place, Newbury**

MINUTES

IN ATTENDANCE:

Cllr Martha Vickers, Cllr Martin Colston, Cllr David Marsh.
Debbie Smith Market Manager, Adrian Doyle (Market Trader)
Alison Drummond (BID) via ZOOM
Richard Farley (BID representative) via ZOOM
Gareth Dowding – WBC Highways
Caroline Edmunds – Community Services Officer

1. CHRISTMAS FAYRE 3 AND 4 DECEMBER 2022:

A) Update on Charter Market trader' questionnaire (NTC)

B) Update on impact of Christmas Fayre on businesses (Newbury BID)

Martin gave an overview of the Market Traders questionnaire responses which had been distributed before the meeting.

11 questionnaires were completed by traders out of 20 that were distributed.

Alison gave an overview of the businesses that responded to the BID survey for the event. 48 responses were received out of the 500 businesses that the request for feedback was emailed. The responses were distributed before the meeting.

Alison also gave an overview of the 10 responses from members of the public attending the event, to a survey that took place when the Victorian Christmas Fayre was taking place.

No feedback had been received from the Farmer's Market who use the Market Place on the 1st Sunday of each month until 1pm.

All agreed it was unreasonable to move the Charter Market to replace it with another Market. Especially during Christmas period.

The 2022 Christmas Lights Switch on event was very well attended and had valuable feedback with regards to the daylong free festival from businesses. Alison confirmed that BID members would like to have the switch on event on a Saturday for 2023.

Alison worked with Debbie last year on bringing in a small stage for the event in the morning alongside the Market. Unfortunately, there were issues with the stage/sound and the public perception of the event wasn't good for the actual switch on itself.

Alison said that the BID's main request of the Town Council is to use the 3rd Saturday of November for the Christmas Lights Switch on. She suggested that the Charter Market Traders could be part of the event and stay on until the end of the event.

Alison confirmed that the BID would not be asking for the Victorian Fayre to take place again for this year, 2023.

2. SHARED USE OF THE MARKET PLACE: RECOMMENDATIONS TO FULL COUNCIL ON 30 JANUARY 2023

It was agreed by all that the Town Council would work together with the Newbury BID team to involve the Charter Market traders in all events.

Plans for all events would be discussed by the members of the Market Working Group for events going forward.

RECOMMENDATION TO FULL COUNCIL:

The Market Working Group believes that the Market Place is primarily for the Charter Market and that events are important and that we can accommodate both the Charter Market and events at the same time.

This means everyone can benefit.

In order to plan successful events that benefit the Charter Market and the town in the future we will agree the organisation for these events in the Market Working Group which will comprise representative from the Charter Market Traders, the Newbury BID, Councillors, West Berkshire Council Highways and the event organiser (if there is one).

The Farmer's Market is held on the first Sunday of each month and would need to be involved in discussions if an event is proposed that falls on a Farmer's Market day.

If agreement cannot be reached, then the event will not happen.

Newbury Town Council

Public Report

To: Full Council

Date of meeting: 30 January 2023

Agenda item No. 11 Strategy 2019-2024.

Decision Required: To Approve the review of the Council's Strategy 2019 to 2024.

Background/ Introduction

The Council adopted a revised Strategy after the Town Council elections in 2019 which sets out our aims and objectives over the period 2019 to 2024. It provides the policy framework within which the elected Members make decisions and the Officers (staff) conduct their day-to-day work. It includes the ongoing services of the Council and any additional services which the Council might consider delivering in the future, as well as any related projects that the Council might wish to undertake.

It has been developed in order to drive our goals and to inform our budget-setting and expenditure. It also forms the framework for expenditure of Community Infrastructure Levies (CIL) as agreed by this Committee.

The Strategy is a live document, reviewed on an annually by the Council. The review has regard to the following matters:

- The progress made in achieving objectives to date,
- Any changes required due to changes in legislation, funding or other circumstances,
- Each October all members are invited to submit proposals for the annual review, which are taken to the relevant committees for consideration
- Each of the council's Committees reviews their service areas and make proposals for review, as appropriate.

A Working Group was set up to assist in the annual review of the Strategy. The Working Group met on 13 December and received the input from the Committees and the Council's management team.

The Policy and Resources Committee met on 16 January 2023 to make recommendations to Full Council for this review. The Committee noted the Action Plan report for the Strategy 2019-2024, at 31 December 2022 and the recommendations from the Strategy Working Meeting on 13 December 2022.

The Committee was pleased with the progress made and the aims and objectives delivered, except in relation to the Community Café in Victoria Park.

The Committee noted the minor amendments regarding updates and deadlines, as well as the following additions:

- **1. Help make Newbury a unique, welcoming, safe and well cared for town**
 - A. Provide outstanding parks, playgrounds and public spaces
Add: 10. Carry out our responsibilities as riparian owners of any relevant lands in our ownership
- C. Run thriving allotments
Add 2: Request new developments to include allotment provision where appropriate
- E. Ensure our public and historic buildings are properly cared for and well used
Add 2: Begin work in 23/24 on a long-term strategy (20 plus years +) to include plans for the future of our public buildings and other assets, to include the next cyclical survey and forward maintenance plan, including stonework.
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors
Add d) Encourage the owners of the Kenneth centre and the planning authority to ensure any redevelopment of the town centre is in keeping with the historic town centre in terms of both appearance and scale.
Add h) Provide town centre facilities for cyclists

The Committee then recommended that Full Council on 30 January approves the draft review of the Council Strategy 2019 to 2024, as attached.

Conclusion/ Recommendation

That the Council considers the recommendations of the policy and Resources committee and approves the review of the Council's Strategy 2019 to 2024, as attached.

Report Author: Hugh Peacocke, (CEO)

Date: 20 January 2023.



Strategy 2019-2024

Year 4 Update

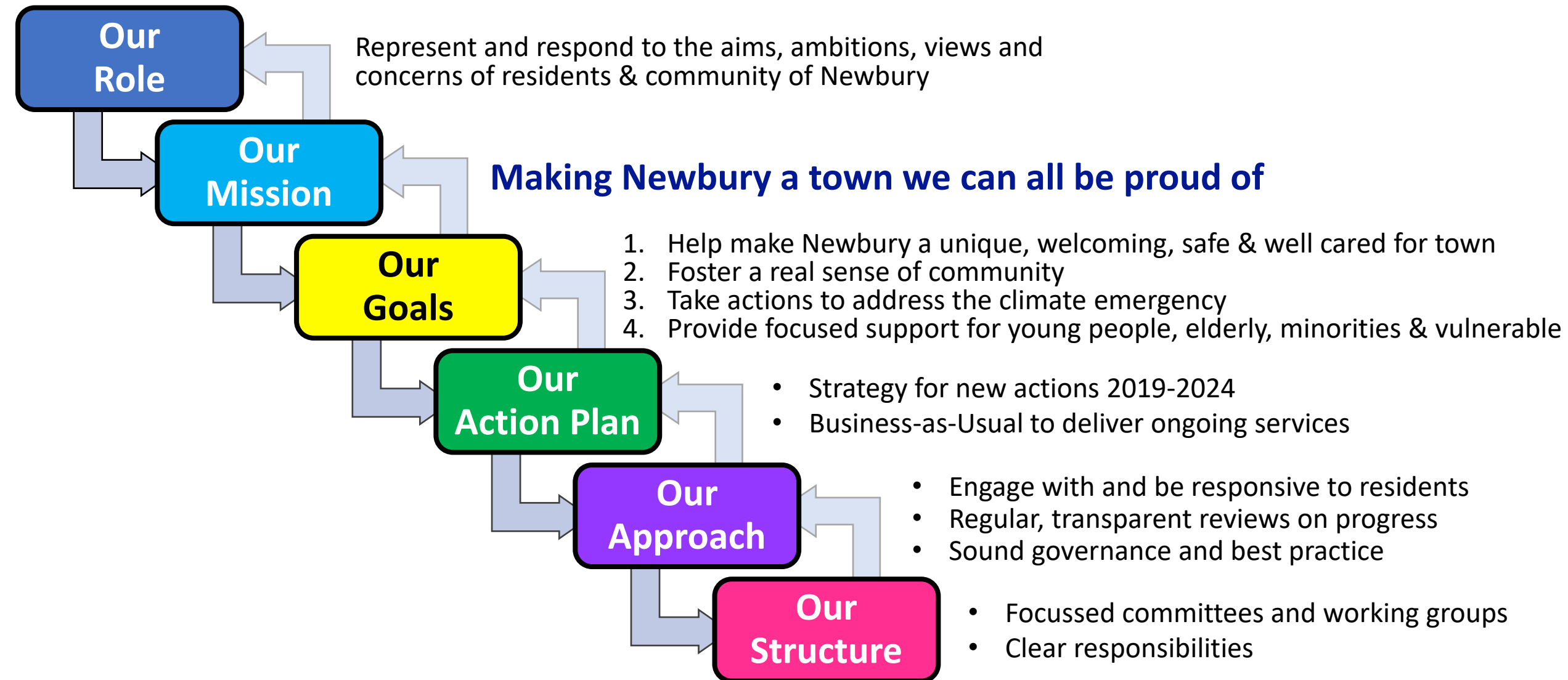
Version Full Council, 30th January 2023

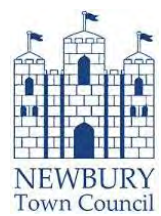
Making Newbury a town we can all be proud of

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Summary for our strategy





Newbury: a town we can all be proud of

**Our
Role**

Newbury Town Council Role – *Why are we Here?*



Represent and respond to the aims, ambitions, views and concerns of residents & community of Newbury

- Responsible for:
 - Most parks, playgrounds & public spaces
 - All allotments
 - All cemeteries
 - Many public amenities
 - Town Hall and several other public buildings
 - Charter market and Farmers' market
 - Mayor and civic events
- Statutory consultee on Planning & Highways
- General Power of Competence enables NTC to take on additional responsibilities as it sees fit:
 - E.g. Youth work

- Lobby and work with other bodies to further the interests of the people of Newbury, especially Newbury BID, West Berkshire Council & Thames Valley Police

- Funded by annual Precept, developer contributions & other income

- Care & housing
- Schools, learning & libraries
- Consumer & environmental protection
- Rubbish & recycling
- Leisure, parks & countryside
- Tax & benefits
- Planning & building control
- Roads, transport & parking
- Licensing

- Funded by government, council tax, business rates & other income streams

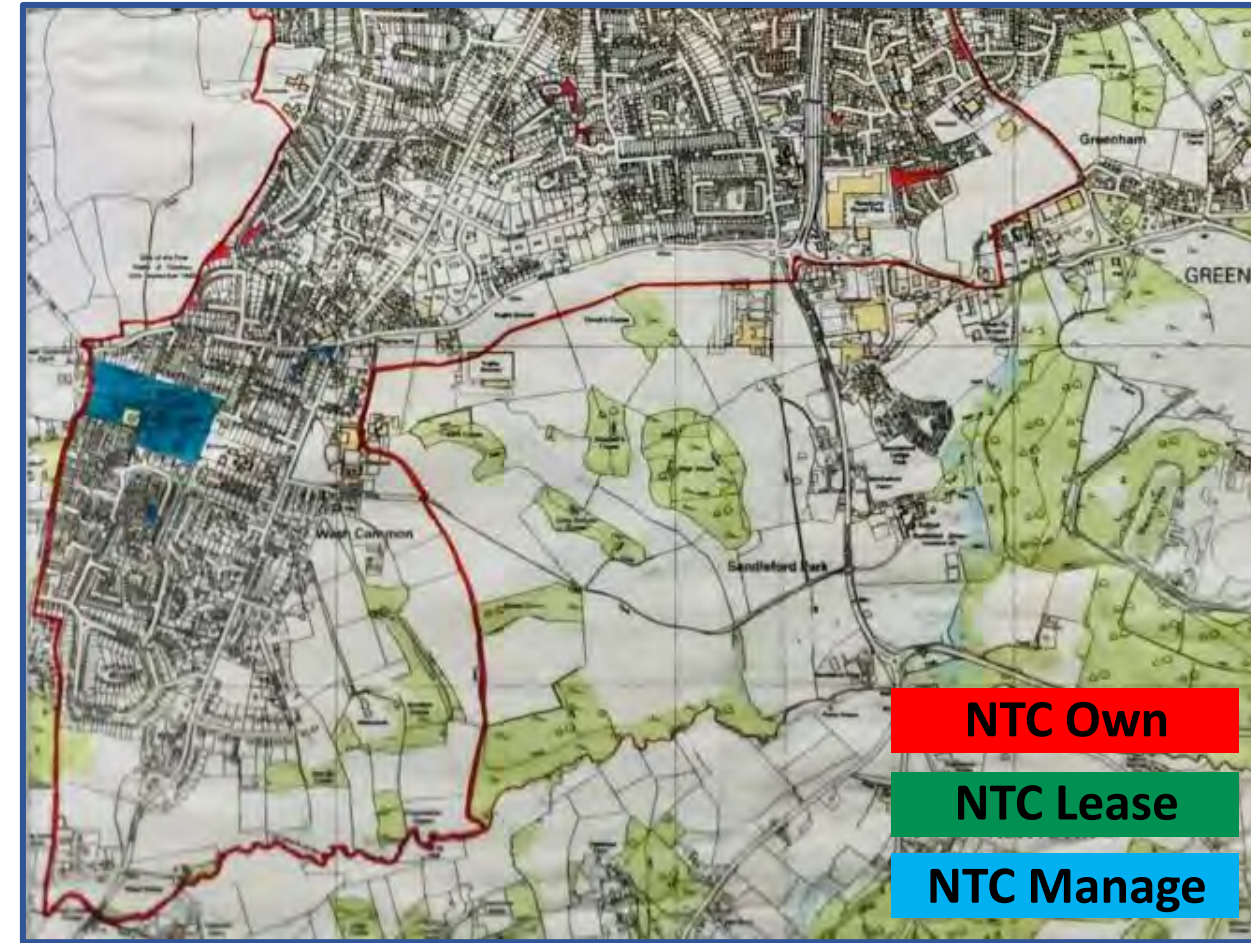
Newbury parish boundary and land we own, lease and manage

Our
Role

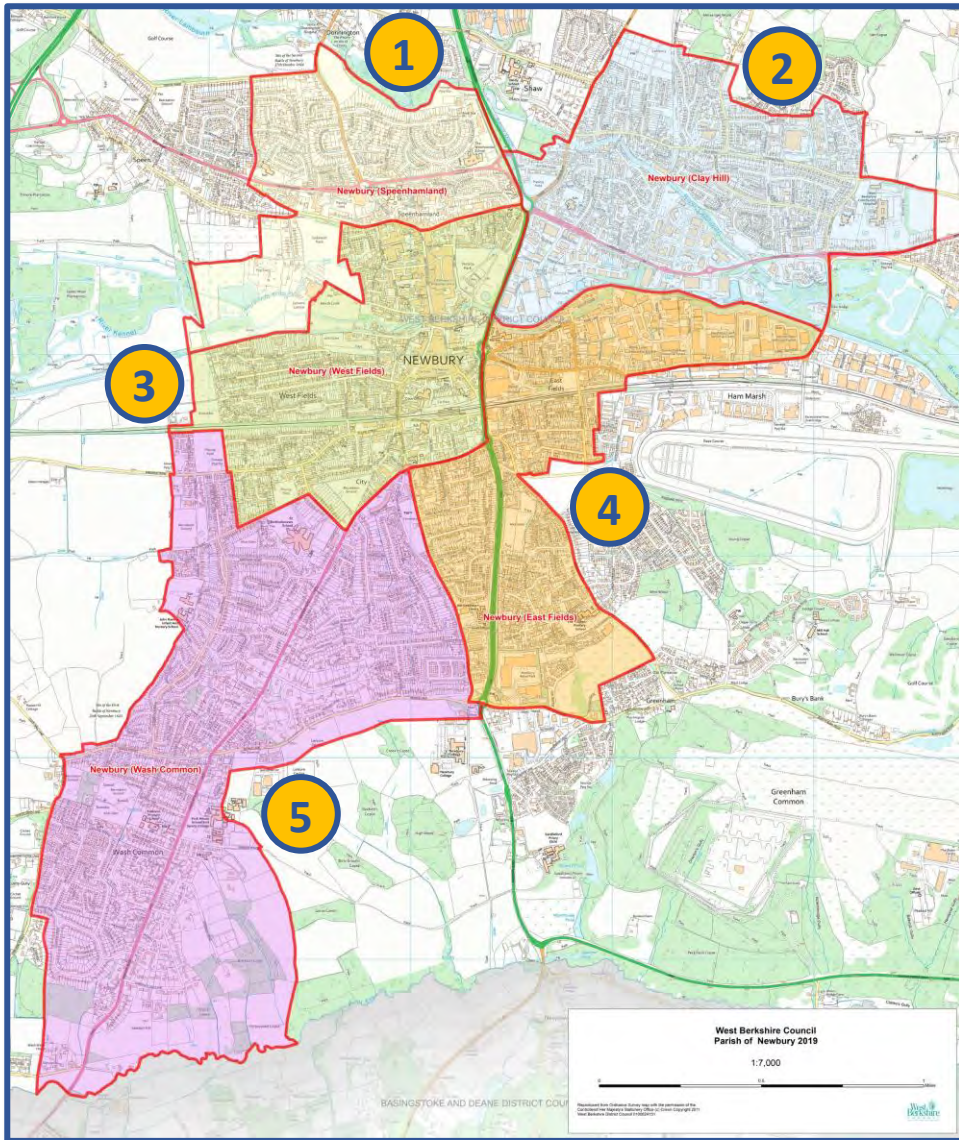
Newbury Parish – northern half



Newbury Parish – southern half



Newbury parish wards and Councillors – January 2023



1. Speenhamland

- Jo Day – *Liberal Democrat*
- Steve Masters – *Green Party*

2. Clay Hill

- Phil Barnett – *Liberal Democrat*
- Jeff Beck – *Conservative*
- Sue Farrant – *Liberal Democrat*
- Pam Lusby Taylor – *Liberal Democrat*
- Stuart Gourley – *Liberal Democrat*

3. West Fields

- Martin Colston – *Liberal Democrat, Leader of the Council*
- Nigel Foot – *Liberal Democrat, Deputy Mayor*
- Andy Moore – *Liberal Democrat*
- Elizabeth O’Keeffe – *Liberal Democrat*
- Martha Vickers – *Liberal Democrat*

4. East Fields

- Billy Drummond – *Liberal Democrat*
- Jon Gage – *Liberal Democrat*
- Olivia Lewis – *Independent*
- Vaughan Miller – *Liberal Democrat*
- Erik Pattenden – *Liberal Democrat*

5. Wash Common

- Chris Foster – *Liberal Democrat*
- Roger Hunnemann – *Liberal Democrat*
- David Marsh – *Green Party*
- Gary Norman – *Liberal Democrat, Mayor*
- Sarah Slack – *Liberal Democrat, Deputy Leader of the Council*
- Tony Vickers – *Liberal Democrat*

Our Mission – *What drives us?*



Making Newbury a town we can all be proud of



- Mission: **Making Newbury a town we can all be proud of**
- Our priorities are:
 - **Our residents and our community**
 - **Local businesses & their employees, & visitors to the town**

Our Goals – *Where are we heading?*

1. Help make Newbury a unique, welcoming, safe and well cared for town

- A. Provide outstanding parks, playgrounds and public spaces
- B. Run vibrant markets
- C. Run thriving allotments
- D. Provide well-kept and peaceful cemeteries
- E. Ensure our public and historic buildings are properly cared for and well-used
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors
- G. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, and others

2. Foster a real sense of community

- A. Inspiring Civic events and Mayoral calendar
- B. Enjoyable and inclusive community events
- C. Celebrate and recognise individual and community achievements
- D. Encourage and support contributions to our public and community life
- E. Celebrate and encourage appreciation of public art and Newbury's heritage

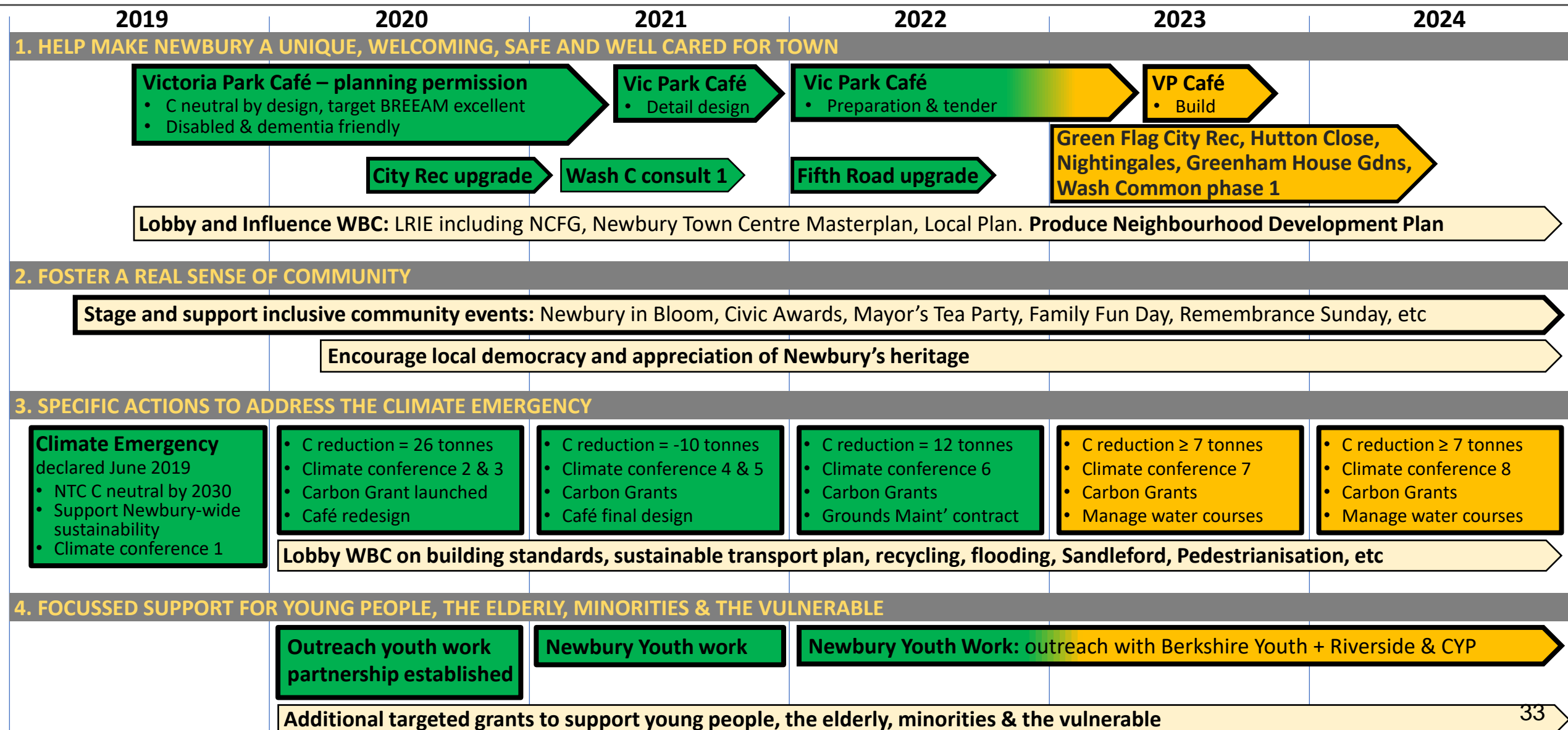
3. Take actions to address the climate emergency

- A. Ensure the activities of the Town Council are carbon neutral by 2030 or before
- B. Actively encourage and support actions that will make Newbury as a whole more environmentally sustainable

4. Provide focused support for young people, the elderly, minorities and the vulnerable

- A. Provide funding to organisations which support youth work in Newbury
- B. Support initiatives to make Newbury a more inclusive town
- C. Work with local organisations which support the elderly and the homeless in Newbury

Summary of Key Strategic Actions 2019-2024



Coding to understand type of strategy action points

1. Specific project activity – roman font
2. *Business as usual items – italic font*
3. Completed – green
4. New / modified in 2023/24 update
5. Cancelled / on hold – brown

1. Help make Newbury a unique, welcoming, safe and well cared for town

Provide outstanding parks, playgrounds and public spaces



1. Help make Newbury a unique, welcoming, safe and well cared for town

A. Provide outstanding parks, playgrounds and public spaces

1. By **end 2023**, open a new café in Victoria Park that we can all be proud of, **assuming tenders come in within our agreed budget. If we cannot meet our agreed budget, then we will pause the project until the market situation improves and we can tender again.**
 - a) We will target BREEAM Excellent for the building design and construction – **21/22 Planning permission granted, detailed design completed**
 - b) Café has been designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating
 - c) Café will have a toilet with baby changing facilities and disabled access; & the building will also house male, female and disabled toilets for park users
 - d) The building will have storage facilities for tennis coaches and other users of the park. The park will have enhanced CCTV
2. City Recreation Ground:
 - a) **Complete 20/21: Finalise plans for upgrades; b) Complete 20/21: Upgrade according to agreed plans.**
 - b) **Secure Green Flag by September 2023**
3. Wash Common public space:
 - a) **21/22: Initial consultation on possible improvements completed. b) 23/24 Carry out phase 1 upgrade**
 - b) Longer term goal to secure Green Flag status – investigate in 24/25 once upgrade completed
4. **Complete 20/21: From April 2020, to ensure safety and quality, start implementation of long-term rolling plans for:**
 - a) the refurbishment / replacement of playground and other park equipment when it reaches the end of its life
 - b) our trees and other planting to ensure they are properly cared for and replaced or extended when necessary
 - c) **Complete 22/23: Major upgrade to playground in Fifth Road**
5. Hutton Close:
 - a) **Complete 22/23: Explore options for better utilization of our land at Hutton Close, and consultation on how to improve**
 - b) **2023/24 Carry out upgrade based on results of the consultation**
6. Greenham House Gardens
 - a) Explore taking ownership from WBC: a) **21/22 Agreement in principle; b) 22/23 Transfer agreed; c) upgrade based on consultation findings**
7. *Maintain Green Flag Status for Victoria Park*
8. *Implement our rolling maintenance plans for equipment and planting and managing our tree stock, and review and update annually*
9. *Provide and maintain trees, flower beds, hanging baskets and other plantings in appropriate locations*
10. *Carry out our responsibilities as riparian owners on any relevant lands in our ownership*



1. Help make Newbury a unique, welcoming, safe and well cared for town

Run vibrant charter and farmers' markets
Run thriving allotments



100% occupancy

1. Help make Newbury a unique, welcoming, safe and well cared for town

B. Run vibrant markets

1. *The Market Working Group will produce and monitor an action plan to enhance our market and hold an annual survey with our regular traders*

C. Run thriving Allotments

1. Explore options for additional allotment sites, working with our neighbouring parishes as appropriate
2. Request new developments to include allotment provision where appropriate
3. *Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy*
4. *Encourage and support competitions within and between allotments*
5. *Organise an annual meeting with allotment holders to agree action plan for the following year*

1. Help make Newbury a unique, welcoming, safe and well cared for town

Provide well-kept and peaceful cemeteries

Ensure our public and historic buildings are properly cared for and well-used



1. Help make Newbury a unique, welcoming, safe and well cared for town

D. Provide well-kept and peaceful Cemeteries

1. *Maintain and run cemeteries to a high standard*

E. Ensure our public and historic buildings are properly cared for and well-used

1. **Complete 20/21:** From April 2020, to ensure safety and quality, start implementation of long-term rolling plan for the upkeep and refurbishment of the public buildings in our care
2. Begin work in 23/24 on a long-term strategy (20+ years) to include plans for the future of our public buildings and other assets, to include the next cyclical survey and forward maintenance plan including stonework
3. *Implement our rolling upkeep and refurbishment plans for buildings, and review and update annually*
 - a) Year 1 & 2 complete
 - b) Year 3 funded in budget 2022/23
4. *Promote the use and enjoyment of the Town Hall for all the people of Newbury, including as a venue for meetings, conferences, receptions, the celebration of weddings, etc*
 - a) *Continue to offer discounted rates for local community groups that are engaged in activities that further the aims of the NTC strategy*
5. *Work with the Newbury Society and other relevant outside bodies to:*
 - a) *Support the heritage and conservation of Newbury and promote events and activities that recognise, highlight and protect the town's traditions, heritage and history and help engage the public interest and involvement in Newbury's heritage*
 - b) *Support the protection of important and historical / character buildings through Local Listing and, when agreed, by liaising with Historic England for national listing*

1. Help make Newbury a unique, welcoming, safe and well cared for town

Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors



1. Help make Newbury a unique, welcoming, safe and well cared for town

F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors

1. Well-presented town:

- a) *Work with Newbury BID, WBC and other interested parties to ensure town is kept clean and tidy (while being mindful of any environmental impacts)*
- b) *Monitor the implementation of the Newbury Town Plan, and report twice yearly to the Planning & Highways Committee*
- c) *Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen*
- d) *Encourage the owners of the Kennet Centre and the Planning Authority to ensure any re-development of the centre is in keeping with the historic town centre in terms of both appearance and scale*

2. Provide and maintain the following high-quality public amenities in appropriate locations:

- a) *Public toilets*
 - i. *A new public toilet to be included as part of the planned new community café in Victoria Park – due by end 2023*
 - ii. *By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor. Will be at the Wharf Toilets.*
 - iii. *When funds are available:* To upgrade and refurbish the public toilets at the Wharf so that they are more economic to run, more vandal-resistant and more sustainable in the longer term. This work to include the provision of a Changing Places facilities (with specialist hoist) and a shower, both within the current building structure.
- b) *Bus shelters*
- c) *Benches and other street furniture*
- d) *Roadside salt bins*
- e) *Footway lighting*
- f) *Bins for litter / dog waste*
- g) *Provide limited support for library services in Newbury, with clearly defined benefits for residents and / or NTC.*
To be reviewed annually in October to determine whether to continue support for the following budget year.
21/22 Completed gradual phase-out of the temporary support grants in order to fund other strategic priorities in support of young people, the elderly, minorities and the vulnerable. Statutory responsibility for libraries remains with West Berkshire Council
- h) *Provide town centre facilities for cyclists*

1. Help make Newbury a unique, welcoming, safe and well cared for town

F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors

3. Well-being:

- a) *21/22: Completed: work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery*
- b) Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it
- c) Support the work of the Greenham & Crookham Common Commissioners
- d) Support the Friends Group working to ensure the permitted path through Speen Moors remains open to the public
- e) Support efforts to safeguard the long-term future of the Newbury Lido, and to extend the number of months each year that it is open
- f) Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.

4. Safety:

- a) Specialist changing facilities: *when funds are available, include the addition of a Changing Places facility (with specialist hoist) as part of the Wharf Toilets upgrade project*
- b) Provide defibrillators in appropriate locations and assist other bodies who wish to provide them – *4 have been installed as of end 22/23*
- c) *Support community safety, working with partners as appropriate, including Town Centre CCTV, footway lighting etc as required*
 - i. *21/22: Successfully worked with partners to upgrade to a new CCTV system for the town centre which provides high definition, improved coverage and at a lower annual cost*

5. Support Visitors:

- a) By end 2023, working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury
- b) Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy
- c) *Provide brochures, maps, signage and other information for the benefit of visitors to Newbury*
- d) *Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression*

1. Help make Newbury a unique, welcoming, safe and well cared for town

Provide a strong voice for Newbury



1. Help make Newbury a unique, welcoming, safe and well cared for town

G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, etc:

1. Neighbourhood Development Plan
 - a) **Complete 20/21:** By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions
 - b) **Complete 21/22:** By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan
 - c) **Complete 22/23:** By end of 2022 to produce an outline project plan and initiate stage one consultation on the scope of the NPD
 - d) Goal to have the NDP completed and adopted by the end of 2024
2. Canal Corridor Working Group
 - a) **Complete 20/21:** to prepare an outline plan for the future development and protection of the Canal Corridor.
 - b) By April 2024: confirm detailed implementation plan, to dovetail with WBC plans to upgrade the Wharf
3. Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre
4. Work with Newbury BID and other relevant organisations to lobby WBC for the pedestrianisation of the Market Place (**permanent vehicle restricted zone**), excluding Mansion House and Wharf Streets. Aim for decision by end 2024
 - a) Added: Use NTC input to the Newbury Town Centre Masterplan 2036 to promote this objective
5. Newbury Town Centre Masterplan 2036
 - a) Ensure the Newbury Town Plan 2019-2036, items (1) to (4) above, and the views of our residents form a central part of the input to any consultation on the new Newbury Town Centre Masterplan 2036. Town Centre WG (November 2020) + P&H + dual-hatted members will provide input
6. London Road Industrial Estate redevelopment
 - a) Ensure full participation and input into any consultation on the redevelopment of the LRIE. **20/21 Formal response provided**
7. Lobby West Berkshire Council to adopt the following into their new Local Plan, expected in late 2023 (was Q1/Q2 2020)
 - a) The relevant parts of the Newbury Town Plan 2019-2036
 - b) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport
 - c) Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas, and request the planning authority to seek article 4 directions in this matter

1. Help make Newbury a unique, welcoming, safe and well cared for town

G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, etc:

8. Lobby WBC to:

- a) Provide a suitable football facility for Newbury's Men's, Ladies and Youth teams to play football at an equivalent or better standard than the old ground provided. This should be within the Newbury settlement area, with good walking and cycling access to the town centre, good public transport links and adequate parking. Inability to provision a suitable alternative site should result in the ground on Faraday Road being returned to its former standard or being redeveloped to an even better standard, with 3G pitches providing higher availability for matches and training. (As amended by Full Council on 20th May 2020) – **Standing item on P&H; regular lobbying as a result**
- b) Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area, **and encourage WBC to devolve this power to the Town Council** (See also 1.G.11.e) – **Regular item on P&H; several recommendations made to WBC and improvements made to several buildings as a result**
- c) Complete a Conservation Area Appraisal for the town
- d) Consider making Newbury a low emission zone and so discourage through traffic on the A339
- e) Consider providing an additional 'at grade' pedestrian crossing of the A339
- f) Lobby WBC for Newbury to develop better integrated travel points, for example at Newbury Train Station

9. *Work closely with WBC, the BID, Thames Valley Police and other organisations that are important to the success and wellbeing of the town and its residents*

10. *Work with partners to grow Newbury's reputation as a centre of high-tech excellence*

11. *Support and encourage the devolution of decision making and service delivery to the most appropriate level*

1. Help make Newbury a unique, welcoming, safe and well cared for town

G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, etc:

12. Use our role as statutory consultee for Planning to:

- a) *Encourage diverse shopping and eating out options with a significant number of independents*
- b) *Encourage a modal shift in transport by prioritising walking, cycling and public transport*
- c) *Maintain pressure for significant provision of social housing, including houses for social rent*
- d) *Improve environmental standards and reduce carbon footprint of new building and infrastructure projects*
- e) *Lobby, encourage and assist WBC in enforcing S215 repairs to land and buildings that diminish the town's appearance (see also G3b)*
- f) *Continue to pressure WBC to maintain, respect and protect our Conservation Area (see also 1.G.3.c)*
- g) *Request the planning authority to address the flood risks associated with development proposals and ensure that these are properly addressed*
21/22: The Council responded to the Local Flood risk management strategy, expressing our support for a local Flood forum for Newbury
- h) *Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury*
- i) *Comment on all planning and licensing applications in, near, or affecting the town and continue to provide a service to residents of Newbury who wish to comment on them further and seek to influence West Berkshire Council on all planning applications of significance*
- j) *Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury*
- k) *Request new development, where appropriate, to include allotment provision*

2. Foster a real sense of community

- Inspiring Civic events and Mayoral calendar
 - Enjoyable and inclusive community events
- Celebrate and recognise individual and community achievements
- Encourage and support contributions to our public and community life
- Celebrate and encourage appreciation of public art and Newbury's heritage



2. Foster a real sense of community

A. Arrange and Manage Inspiring Civic events and Mayoral calendar

1. *Co-ordinate the annual Remembrance Sunday Parade in Newbury*
2. *Deliver the annual Mayor Making ceremony*
3. *Uphold and promote the role of Mayor as Civic Head and First Citizen of Newbury*
4. *Encourage bookings, and manage the calendar of events for the Mayor and Deputy Mayor*

B. Stage and support enjoyable and inclusive community events

1. *Work with and support the tennis coaches to stage a Victoria Park tennis championship once Covid allows.*
2. *22/23: Support the re-establishment of Art in the Park and other public arts events*
3. *Facilitate the Newbury BID holding a Christmas Fayre in the town centre, including the Market Place, in 2021 and 2022*
4. *By end April 2023: Work with Newbury BID and other parties to explore options for up to four significant town centre events per year which include use of the Market Place on days when the Charter Market operates*
5. *Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the park and its facilities*
6. *Support the organisation of an annual event for the over 75s in Newbury to be attended by the Mayor*
 - a) *2022: The first Mayor's Tea Party was held in the summer, and greatly enjoyed by those attending*
7. *Support and promote selected community events through financial assistance and / or provision of venues and facilities, notably, but not limited to: Christmas Lights, Music at the Band Stand, and the Newbury Carnival*
8. *Support Newbury in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury*
9. *Consider entry into Britain in Bloom when finances and service capacity permit*
10. *Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places*
11. *Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting / clearing for biodiversity etc*

2. Foster a real sense of community

C. Celebrate and recognise individual and community achievements

1. *Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town*
 - a) *First completed in 20/21: Added an award for best environmental contribution. Annual thereafter*
 - b) *First completed in 20/21: Display full list of all those who have been congratulated by the Mayor during the preceding year. Annual thereafter*
2. *Congratulate residents and members of the community whenever significant achievements are brought to our attention, and keep a list on the website*

D. Encourage and support contributions to our public and community life

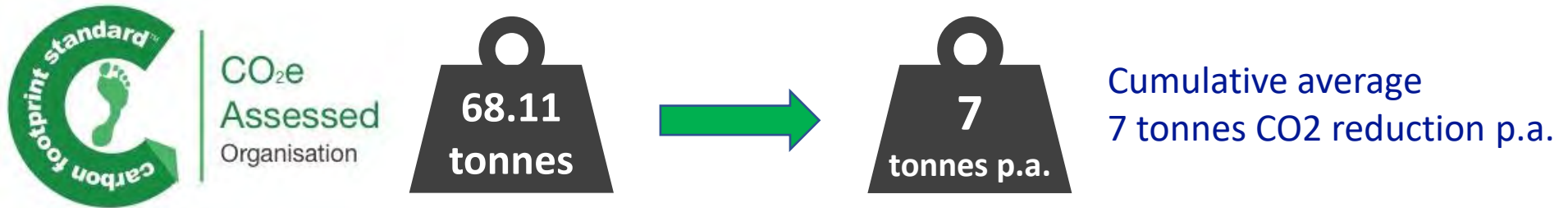
1. *Hold an Annual Town Meeting for Town Council electors and use it to encourage participation in and feedback on key elements of the Council strategy*
2. *Encourage participation in local democracy with particular focus on:*
 - a) *Encouraging women into local politics*
 - b) *Introducing young people to local democracy and NTC; and encouraging / supporting a forum for young people to input to our plans, eg a Youth Forum / Youth Council*
 - c) *Run a community grants scheme which prioritises the award of financial or other support to organisations and causes which serve wholly or mainly the residents of Newbury and have outcomes that support the delivery of our Strategy*
3. *Continue to support the principle of Newbury Town Twinning and explore how to make it more inclusive*
4. *Provide support, advice and publicity for self-funding groups (eg Friends of Newtown Road Cemetery, Growing Newbury Green, the Secret Garden project, the Green Gym, etc)*

E. Celebrate and encourage appreciation of public art and Newbury's heritage

1. *Further develop the town's heritage trail*
 - a) *Regular unveiling of new blue heritage plaques to commemorate Newbury's history*
2. *Promote the art and heritage trails, working with partners where appropriate*
 - a) *21/22 New heritage trail map produced in partnership with the Newbury BID*

3. Take actions to address the climate emergency

- Ensure the activities of the Town Council are carbon neutral by 2030 or before
 - Actively encourage and support actions that will make Newbury as a whole more environmentally sustainable



Re-design the new Community Café for Victoria Park:
with target BREEAM Excellent for the construction
and to be carbon neutral in operation



Launch a Climate Fund to support local environmental groups with projects
that will reduce CO₂ emissions in Newbury

3: Take specific actions to address the climate emergency

A. Ensure the activities of Newbury Town Council are carbon neutral by 2030 or before – 22/23: one year ahead of schedule

- Becoming carbon neutral will be a core ongoing priority for NTC, and will result in clear targets and potentially new ways of working across the organisation
 - NTC direct carbon footprint was been independently measured in 2019 and certified at 68.11 tonnes per year. Therefore, to become carbon neutral by 2030, NTC will need to reduce its annual carbon footprint by an average of at least 7 tonnes every year, although the reduction is unlikely to be linear
1. The Climate Emergency Working Group will continue to develop our plans and recommendations to deliver net zero carbon
 - a) **Completed:** In December 2019, agree a clear carbon reduction plan for 2020 to deliver a full year equivalent reduction of at least 7 tonnes
 - b) In December every year, starting in 2020, agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030. **2019/20:** C footprint 42t. **2020/21:** C footprint 53t (cumulative reduction still > 7t pa). **2022/23:** C footprint 41t – one year ahead of schedule
 - c) By end Q3 2021: audit our street lighting to determine which ones we need to keep. Ensure their replacement with energy efficient solutions forms part of the longer term strategy outlined in 1.E.2
 2. For existing operations, we will:
 - a) Prioritise real reductions in our energy usage by cutting out waste and by investing in more efficient systems and ways of working. For example, in the Town Hall we will invest in insulation, efficient heating, low energy bulbs, systems to automatically turn off the lights, etc. **Started 20/21**
 - b) We will also look to offset where this makes sense; and will not simply buy offsets as an easy way to reduce our carbon footprint. Instead, we will prioritise by offsetting through primarily local means and opportunities within our operations. For example, solar electricity generation, additional tree and shrub planting, grants to local organisations supporting our carbon-neutral / Climate Emergency principles, etc.
 3. For all new projects, activities and procurement decisions we will ensure carbon impact is a core decision making criteria when making recommendations about new projects, activities and procurement decisions. We will always aim to minimise the carbon impact, and target net zero where practical and cost effective. **To this end, from November 2019, environmental impact considerations will become part of the NTC standard report template.**
 - a) **Completed 20/21:** Planning redesign the new café in Victoria Park to enable carbon neutral operation, and target BREEAM Excellent for its construction
 - b) **Completed 21/22:** Detailed plans to hit environmental targets and planning conditions
 - c) **Completed 22/23:** Ensure biodiversity and carbon footprint are considered in our new grounds maintenance contract to be awarded in Q1 2023

3: Take specific actions to address the climate emergency

A. Ensure the activities of Newbury Town Council are carbon neutral by 2030 or before

4. *Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity.*
 - a) Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site. **20/21: New wildflower meadow in City Rec; 21/22: New wildflower meadow in Victoria Park**
 - b) Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements. **21/22 Completed first surveys in Victoria Park and Wash Common. 22/23 Biodiversity survey of River Lambourn in Clay Hill**
 - c) Starting in 2023/24: Change bedding plants to incorporate more perennials vs annuals to reduce climate impact – 25% change per year
 - d) Starting in 2023: Prohibit the use of artificial grass / turf (due to its adverse effect on biodiversity and decay into microplastic particles) on land owned or managed by Newbury Town Council unless specific permission has been granted by the Community Services committee as part of an identified and approved NTC project where it is the only viable option. And approach West Berkshire Council to request that they follow a similar approach to prohibit the use of artificial grass / turf
5. *Once our current contract ends, we will move to green tariffs (certified 100% matched by renewable sources) for our energy supply. In the meantime, we will explore options within our current contract.*
6. *From March 2020, our carbon footprint will be publicly reported annually as a new KPI – **Completed in 20/21, 21/22, 22/23***

3: Take actions to address the climate emergency

B. Encourage and support actions that will make Newbury as a whole more environmentally sustainable

1. Starting in September 2019, NTC will hold at least one Climate Change Community Workshop per year to:
 - a) Update local residents & environmental groups on progress towards making the activities of NTC carbon neutral, and gather feedback & suggestions
 - b) Encourage & support actions to help make Newbury as a whole more environmentally sustainable, & gather suggestions on how NTC can best help

Completed: 1 in 2019/20, 2 in 20/21, 2 in 21/22, 1 in 22/23
2. By mid April 2020, launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury. NTC will be able to take credit for an appropriate share of any carbon reduction and use this to offset total emissions and help deliver zero carbon
 - Launched 20/21, ongoing thereafter. Several Carbon Grants have been awarded. 22/23 £10K to Loose Ends / Cricket Club for solar panels
3. Use our influence and network where appropriate and cost effective to:
 - a) Support local community organisations in their 'green initiatives'
 - b) Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access
4. **Complete:** By mid 2022, install new drinking water taps in the City recreation Ground and Blossoms Field
5. During 2020, investigate cost effective ways of increasing the current recycling rate from waste collected from our parks. Decide in Q1 2023 (was October 2020) whether to implement new arrangements
6. Lobby WBC to:
 - a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing point, etc. This should also be added to their Local Plan review – in 2020/21 provided official NTC response to the Local Plan Review and WBC Environmental Strategy
 - b) (Repeat of 1.G.4): Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end 2024
 - c) (Repeat of 1.G.1.b): Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport. This should also be added to their Local Plan review
 - d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number charge points in suitable, secure parking spaces that are reserved for those vehicles
 - e) Radically expand the range of materials and product types that are collected kerb-side for recycling – in 2020/21 provided official NTC feedback
7. *Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables*

4. Provide focused support for young people, the elderly and the vulnerable

- Support youth work for Newbury
- Support initiatives to make Newbury a more inclusive town
- Work with local organisations which support the elderly and the homeless in Newbury



- Launch a new fund dedicated to delivering much needed youth work for Newbury. This fund will form part of the budget for the next 4 years to enable our partners to plan effectively and deliver the best possible outcomes
- Explore options for the best location, and then install a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor

4: Focused support for young people, the elderly, minorities & the vulnerable

A. Provide funding to organisations which support youth work in Newbury

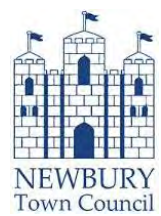
1. Launch a new fund dedicated to delivering much needed outreach youth work for Newbury, running from April 2020 to March 2023. This fund will form part of the budget for at least the next 3 years to enable our partners to plan effectively and deliver the best possible outcomes – Three-year agreement started on time in 20/21. 23/24: Funding committed for another year.
2. The Council is committed to developing a youth offering and encouraging joint initiatives between young people and the Council. This will be achieved through our detached work with Berkshire Youth and by supporting and / or lobbying to fulfil suggestions proposed by young people (eg outdoor covered shelter, improved street lighting etc)
3. Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill. *Started in 21/22, continued in 22/23 and 23/24*

B. Support initiatives to make Newbury a more inclusive town

1. Support our minority communities where possible by working with relevant local groups such as Community United
 - a) *In 2022 we began a new partnership to support inclusivity with our minorities. Further funding agreed for 23/24*
2. Support dementia-friendly initiatives to help the elderly in our community:
 - a) Explore NTC becoming an accredited dementia-friendly organisation
 - b) *Organise dementia-awareness training for all members and officers by Q1 2020, and then display accreditation on NTC website*
 - c) *Dementia-friendly training planned for first quarter following successive elections*
 - d) **Completed 2020/21:** Ensure the design of the new café in Victoria Park considers the needs of those with dementia, and encourage the café operator to embrace dementia-awareness training and practices
3. Specialist Changing facilities:
 - a) *When funding allows, these will be part of the proposed Wharf toilets upgrade and will be a welcome additional facility for the town*
4. *We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town*

C. Work with local organisations which support the elderly and the homeless in Newbury

1. Ensure NTC has permanent representation on WBC Homeless committee to stand up for the needs of the homeless in Newbury



6. Our Role: Long term (20+ years) strategy

1. By the end of 2024, to develop a new long-term (20+ years) strategy

The regular 4-year council strategies coincide with the changes in administration and largely drive the priorities of the current incumbents. However, their shorter-term nature means, by definition, that much longer term and significant decisions on investments and the role of the council have been properly addressed. This new, long-term strategy will seek to bridge this gap and provide an over-arching framework for future administrations to work within.

The long-term strategy will address at least the following items:

a. The long-term viability, funding and upkeep of public buildings and other infrastructure that we own

These includes the Town Hall, the Clock House, Shaw Cemetery, various streetlamps, etc. The next cyclical survey and forward maintenance plan including stonework will be a key input to this work

b. The future scope and role of this council

The general power of competence we hold opens up many possibilities which we may want to explore especially in the light of potential devolution of powers from central government, the ongoing trend of devolution from district councils, and in comparison to other large parish council such as ours

1. Encourage public engagement with both the Town Council and local democracy.

- 1. Encourage public attendance and questions at Council meetings*
- 2. Be visible, relevant responsive and accountable to our residents:*
- 3. Make ourselves available to the public by holding regular surgeries - street / ward / Town Hall steps / other locations*
- 4. Actively seek to hear the needs, desires and ambitions of the people in Newbury, and respond as quickly and as comprehensively as possible within the limits of our resources and other constraints.*
- 5. We will represent the views of the people of Newbury when working with other partners and stakeholders or other bodies, both local and national, who can improve the quality of life for our citizens.*
- 6. Continually improve and upgrade our website and social media in order to engage and consult the people of Newbury*
- 7. Publish a monthly digital newsletter covering important events and achievements of the Town Council*

2. Promote cultural identity and equality of opportunity

- 1. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town. (See also Our Action Plan 4.B.4&5).*

3. Exercise sound governance and best practice to ensure efficient and cost-effective delivery of services:

- 1. Deliver services effectively, efficiently, on time and within budget*
- 2. Use direct labour or contractors as appropriate, and always ensure value for money*
- 3. Prefer local suppliers wherever possible*
- 4. Deliver services in partnership with others when it offers best value and/or can expand the range of services we provide*
- 5. Work with other partners and stakeholders to achieve efficiency savings in service delivery and where appropriate, expand the range of services provided by the Town Council.*
- 6. Minimise waste created by the Council and the services we provide*
- 7. Maximise opportunities to recycle waste created by the Council and the services we provide wherever possible*

Our Approach – Part 2 = Policy Area 3 from current strategy **Newbury Town Council, its Members and its Officers will:**

1. Exercise Good Governance and best practice to ensure that we are open, transparent and accountable

- 1. We will maintain openness and transparency in our actions and decision making*
- 2. We will make our information, public meetings and records as widely accessible as practically possible*
- 3. We will maintain an up-to-date public website that is informative and easy to access and use*
- 4. We will publish an annual newsletter, with the Precept Leaflet and encourage residents to give feedback*
- 5. We will consult on issues of significance to Newbury, using tools such as public meetings, surveys, questionnaires, petitions, etc.*
- 6. We will respond promptly to complaints and act as quickly as possible to resolve them.*
- 7. We will maintain the assets of the Town Council and ensure public access to them*
- 8. We will constantly monitor and review Newbury Town Council's current asset register to ensure that we are getting best use/value of the assets*
- 9. We will regularly review whether it is in the best interest of our residents and NTC to take over responsibility for services and / or ownership of assets from other organisations*
- 10. We will keep abreast of all relevant legislative changes impacting on our activities and services*
- 11. We will report quarterly on our performance against KPI's and review our KPI's to ensure that they are relevant and appropriate*
- 12. We will report every 3 months on our progress towards achieving the short- and medium-term projects contained in this Strategy*
- 13. We will review this Strategy annually and make any appropriate amendments, additions or deletions.*
- 14. We will continually review our work practices and purchasing arrangements to drive efficiencies and ensure best value for the people of Newbury*
- 15. We will embrace technological advances to progress smarter working methods, where feasible, in order to reduce waste and be more efficient*
- 16. We will continually review our Committee structures and Working Groups and implement any improvements identified*
- 17. We will continue personal development for Members and Officers so that they are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices, fulfilling their duties and responsibilities to residents professionally and effectively.*
- 18. We will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers*

Our Structure

- **People**

- 23 Councillors (Members), elected every 4 years - *responsible for setting the strategy and budget*
- 18 staff (including part-time and honorary staff) - *responsible for advising Members, and delivering the strategy and ongoing services*

- **Decision Making**

- Full Council, Committees and Sub-Committees can make decisions
- Working Groups make recommendations to their parent committee which then decides whether to implement

- **Meetings, Committees and Working Groups:**

- **Full Council** – 23 Members, 4 scheduled meetings / year
- **Policy & Resources** – 10 Members, 5 Subs, 4/yr.
 - Staff Sub-Committee – 6 members, 4 subs, 4/yr
 - Grants Sub-Committee – 6 members, 4 subs, 2/yr
 - Strategy working group
 - Audit working group
- **Planning & Highways** – 12 Members, 5 Subs, every 3 weeks
 - Canal Corridor working group
 - Heritage working group
 - Joint Sandleford working group
 - Neighbourhood Development Plan steering group
 - Town Centre working group
- **Community Services** – 10 Members, 5 Subs, 4/yr
 - Victoria Park Café Sub-Committee
 - Climate Emergency working group
 - Green Spaces working group
 - Market Working Group
- **Civic Pride, Arts & Leisure** – 10 Members, 5 Subs, 4/yr
 - Local democracy working group

Our Mission – *What drives us?*



Making Newbury a town we can all be proud of



Newbury Town Council**Public Report****To: Council****Date of meeting:** 30 January 2023.**Agenda item No. 12: 2023/24 Budget and Precept****Decision Required:**

To note that the Policy & Resources Committee resolved on 16 January to adopt a budget for 2023/24, and recommends that the Council sets an overall budget expenditure of £2,280,724

To resolve to adopt the budget for Financial Year 2023/2024 and raise a precept of £1,575,224 for the year

To resolve that a leaflet explaining to the public how the precept is to be used during 2023/24 is produced, with that leaflet to be distributed to each household in Newbury and published on the Council's website.

Budget Highlights

The full figures for the proposed budget for 2023-24 are shown on the attached table.

The table details the budget as approved last year, with actual outturn, the budget for this year with projected outturns and the proposed expenditures for next year and the sources of funds for this expenditure.

In summary, the "bottom lines" are as follows:

Year	Total Expenditure					
		NTC income	Precept	Reserves	CIL/S106	PWLB
21-22	1,306,014	247,401	1,135,249	-105,331	28,695	0
22-23 ¹	1,727,955	250,996	1,180,623	246,336	50,000	0
23-24	2,280,724	302,345	1,272,879	330,161	75,339	300,000

The draft budget continues the work of the Council in delivering the 4 key elements of the Council's Strategy 2019-2024:

1. Help make Newbury a unique, welcoming, safe and well cared for Town
2. Foster a real sense of community
3. Take actions to address the climate emergency
4. Focused support for youth, the elderly, minorities and the vulnerable.

¹ Projected outturn

The Main features of the budget are as follows:

Salaries: A proposed increase of 9.5% which incorporates the Staff structure review, as approved by the Staff Subcommittee.

Grounds Maintenance Contract: the draft budget provides for our new grounds maintenance contract, operative from 7 January 2023. The annual increase is 12% approx. but given current inflation rates, the new contract represents real value for money for the Council.

The Community Café in Victoria Park: The draft budget also proposes funds for the construction of the proposed community Café in Victoria Park. Planning permission has been obtained and discharge of all planning conditions approved. We have been out to tender and our QS is negotiating a final price with three contractors. We have also agreed the operator for the new café, and they will be involved in the design, layout and fitout of the café. The planned opening date is late 2023. The planned expenditure for the coming year is £630,000, funded from reserves (£269,661), CIL (£60,339) and a loan of £300,000.

Precept requirement

The budget above proposes an overall expenditure for 2023-24 of £2,280,724.

Of this total, £705,00 is for capital/ one-off projects, which will be funded from reserves (£330,161), CIL/ Section 106 (£75,339) and a loan of £300,000. The remaining revenue expenditure is to be funded from Town Council income from charges and services (£302,345) and the Council Tax precept requirement of £1,272,879.

The precept represents an increase of £92,256 on last year's (7.8% increase)

Band D payment

The precept will be levied on the Newbury Council Tax base, which now stands at £13,445.70. This is an increase of £180.76 on last year 13,264.94 (1.36%).

The Band D Council tax payment for the Town Council precept will be £94.66 per household, an increase of £5.66 on last year (6.4%).

Hugh Peacocke

CEO and RFO

21 January 2023.



Strategy 2019-2024 – Year 4 update and Budget 2023/24

Full Council, 30th January 2023, v1

Making Newbury a town we can all be proud of

Our Mission – *What drives us?*



2022-23: Continued delivery in most areas

- **NTC has successfully delivered several key objectives in Year 3:**
 - Significant progress on proposed new Community Café and public toilets for Victoria Park
 - Tender process entering final stages – complicated and delayed due to Covid aftermath, construction bottleneck and inflation. Funding agreed
 - Continued our youth work partnerships
 - Successful ongoing partnership with Berkshire Youth for outreach youth work in Newbury
 - Ongoing grants for the Community Youth Project in the Nightingales and the Riverside Centre in Clay Hill
 - Significant steps on sustainability:
 - Completed several energy saving projects in the Town Hall and our other buildings
 - Our cumulative carbon footprint reduction is one year ahead of schedule for an average of 7 tonnes p.a and carbon neutrality by 2030
 - Held our 6th climate conferences and awarded further Climate Grants incl £10K to Loose Ends & Cricket Club for PV and 3.8 tonnes CO2 offset
 - Completed a successful tender process and appointed John O'Connor as our new Grounds Maintenance partner
 - Improving sustainability and biodiversity included at the heart of the contract
 - Continued a much needed programme of maintenance to ensure safety of our playgrounds, buildings and our trees
 - Major upgrade of the playground in Fifth Road, and the addition of play equipment for the disabled in Victoria Park
 - Completed consultations on future improvements to Hutton Close and Greenham House Gardens
 - Started work on our Neighbourhood Development Plan, with stage 1 consultation almost completed
 - Significant consultation / planning responses on:
 - LRIE (incl NCFG), Sandford, the Local Plan, Newbury Town Centre Masterplan 2036, redevelopment of the Kennet Centre
 - Maintained Green Flag for Victoria Park, entered new tennis partnership, and introduced Crazy Golf
- **NTC has successfully maintained core services:**
 - Looked after our parks and playgrounds despite deteriorating service from previous grounds maintenance contractor
 - Charter market continues to have healthy number of stalls
 - Allotments remain at 100% capacity
 - Awarded grants to local organisations who are supporting the vulnerable in Newbury
 - Ongoing support for Citizens Advice, town centre CCTV, and Christmas Lights
 - Mayoral support for and appreciation of our residents, businesses and minority communities

2023-24: Key strategic projects

- **Open the new Community Café and public toilets in Victoria Park, by the end of 2023**
 - Assuming we can successfully complete the tender process and appoint a contractor who will deliver within our agreed budget.
 - If we cannot meet our agreed budget, then we will pause the project until the market situation improves and we can tender again.
- **Continue our support of youth work in Newbury with ongoing funding for:**
 - Partnership with Berkshire Youth for outreach youth work, youth work at both the CYP in the Nightingales and the Riverside Centre in Clay Hill
- **Specific actions to address the climate emergency:**
 - Reduce our net carbon by $\geq 7t$ to deliver cumulative reduction of $\geq 35t$ since 2019/20, one year ahead of schedule for net neutral by 2030
 - Ensure Victoria Park Community Café build is rated \geq BREEAM Very Good, and begin measurement of carbon emissions once operational
 - Award further Carbon Grants to help local organisations in Newbury reduce their carbon footprint, and deliver local offset for NTC
 - Begin recommended actions to manage the water courses for which we are responsible
- **Parks and Playgrounds:**
 - Start work on the improvements to the public open space at Wash Common & Hutton Close, based on the completed public consultations
 - Take over ownership of Greenham House Gardens and begin work to upgrade it based on the completed public consultation
 - Retain Green Flag for Victoria Park and secure Green Flag for City Rec for the first time
- **Seek funding for a major upgrade to the Wharf public toilets**
 - Work with WBC and others to secure funding for this, including disabled changing facility with specialist hoist, and a shower
- **Continue partnership to support inclusivity with our minorities**
- **Continue work on our Neighbourhood Development Plan:**
 - to enable the people of Newbury to have real influence in guiding future development in a sensitive and sustainable way
- **Provide a strong lobbying voice for Newbury residents, in particular into:**
 - Newbury Town Centre Masterplan 2036, including permanent pedestrianisation of the Market Place
 - London Road Industrial Estate development plans, including the Faraday Road Football Ground
 - Continue to oppose any plans for redevelopment of the Kennet Centre that are out scale with the historic town centre
- **Begin work to develop and agree a 20-year strategy for the role of NTC and investment in our public buildings**

Our Goals – *Where are we heading?*

1. Help make Newbury a unique, welcoming, safe and well cared for town

- A. Provide outstanding parks, playgrounds and public spaces.
 - Upgrade our parks in the Nightingales, Hutton Close, Wash Common & Greenham House Gardens. Win Green Flag for City Rec
- B. Run vibrant markets
- C. Run thriving allotments
- D. Provide well-kept and peaceful cemeteries
- E. Ensure our public and historic buildings are properly cared for and well-used
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors
- G. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, and others
 - Produce Neighbourhood Development Plan

2. Foster a real sense of community

- A. Inspiring Civic events and Mayoral calendar
- B. Enjoyable and inclusive community events
- C. Celebrate and recognise individual and community achievements
- D. Encourage and support contributions to our public and community life
- E. Celebrate and encourage appreciation of public art and Newbury's heritage

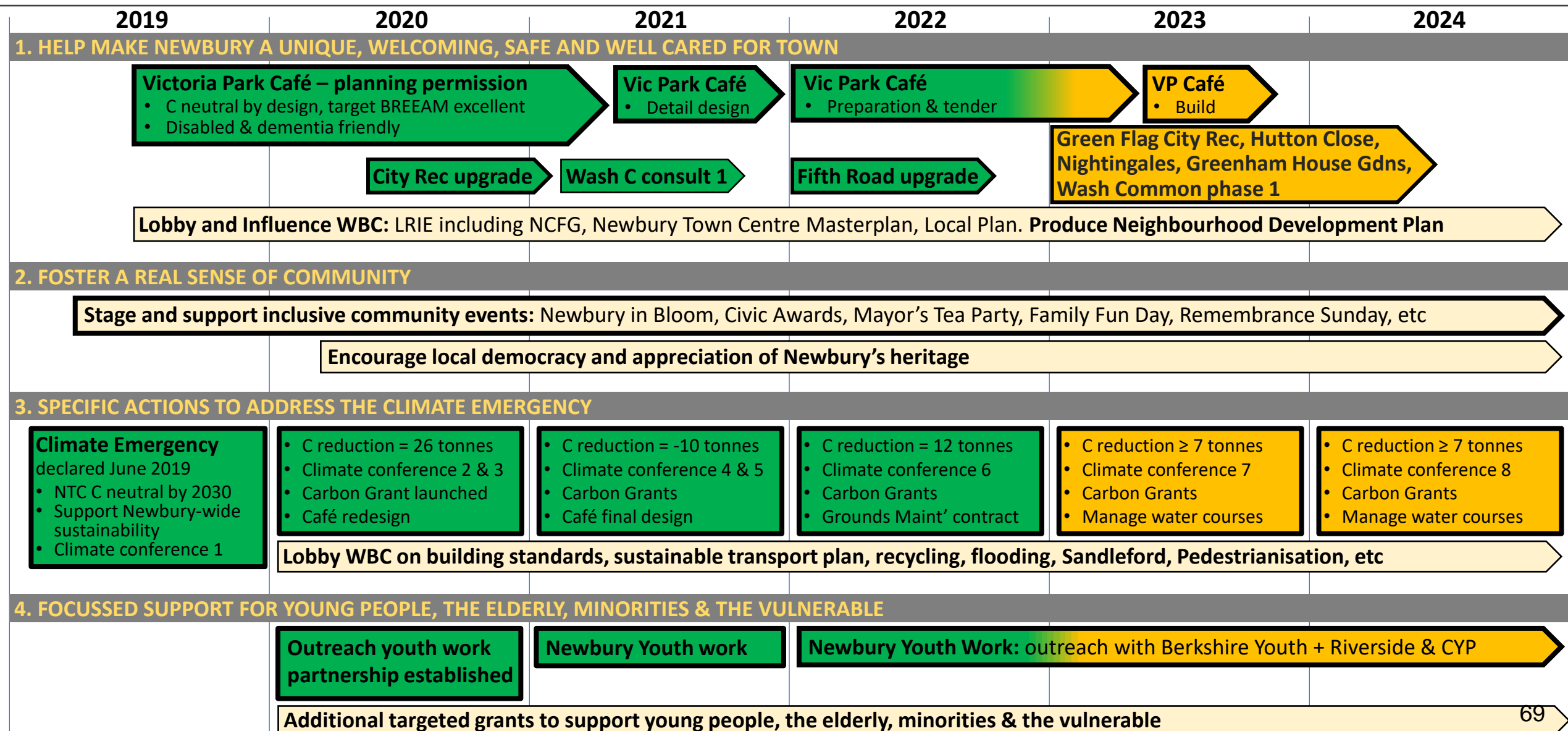
3. Take actions to address the climate emergency

- A. Ensure the activities of the Town Council are carbon neutral by 2030 or before
- B. Actively encourage and support actions that will make Newbury as a whole more environmentally sustainable

4. Provide focused support for young people, the elderly, minorities and the vulnerable

- A. Provide funding to organisations which support youth work and support to other vulnerable people in Newbury
- B. Support initiatives to make Newbury a more inclusive town
- C. Work with local organisations which support the homeless in Newbury

Summary of Key Strategic Actions 2019-2024

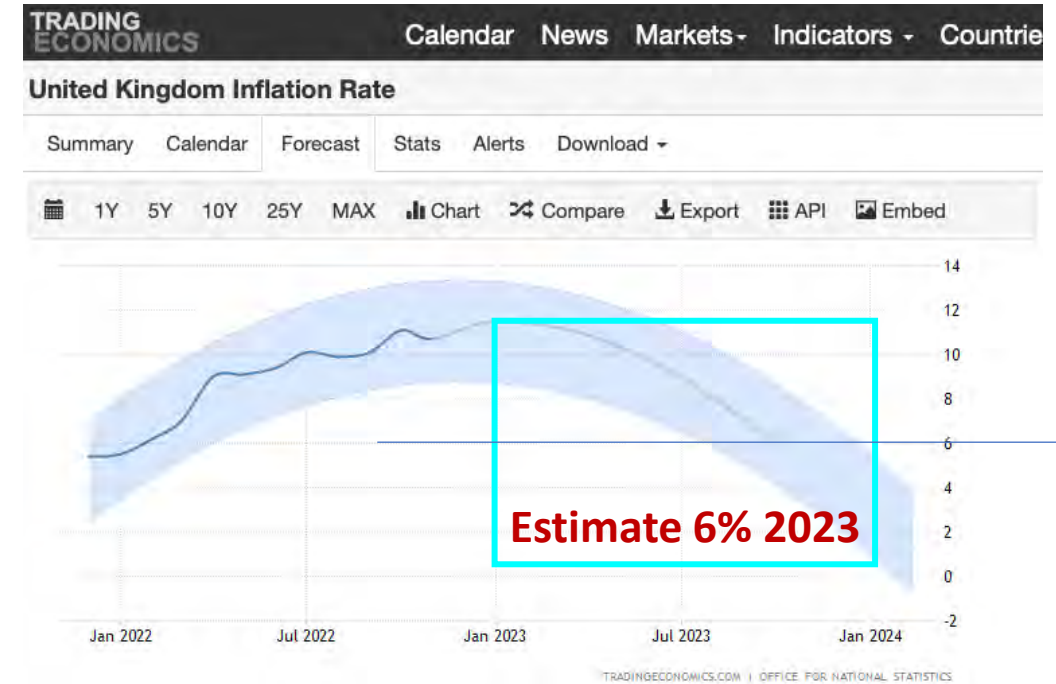


Inflation – CPI last 5 years and forecast next 2 years



Calendar	GMT	Reference	Actual	Previous	Consensus	TEForecast
2022-11-16	07:00 AM	Oct	11.1%	10.1%	10.7%	11%
2022-12-14	07:00 AM	Nov	10.7%	11.1%	10.9%	11%
2023-01-18	07:00 AM	Dec		10.7%		11.5%

+

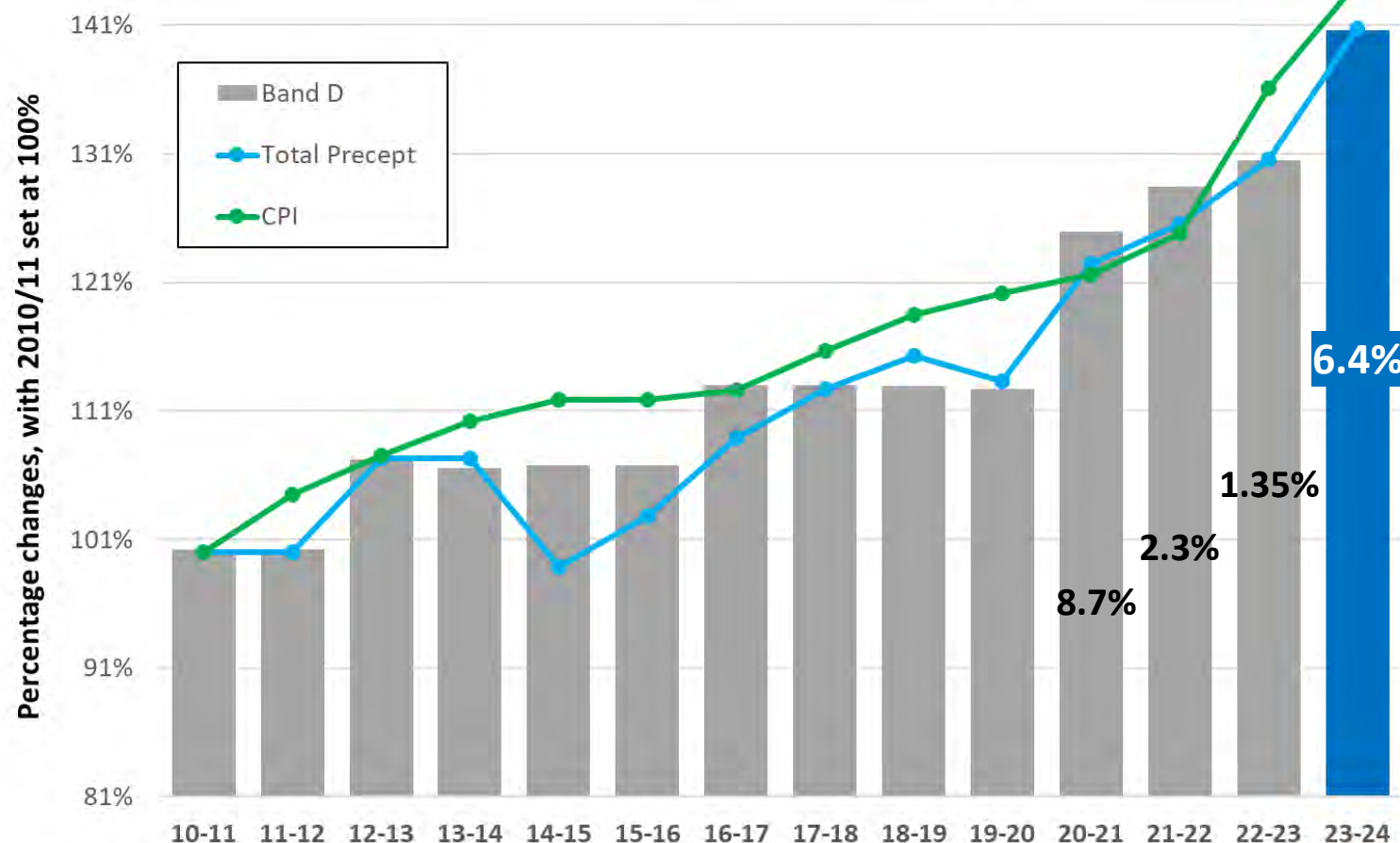


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2023-01-18	07:00 AM	Dec		10.7%		11.5%

+

Budget – Topline vs CPI

Band D Precept vs Total Precept vs CPI - Budget vP&R



• CPI: Status and predictions:

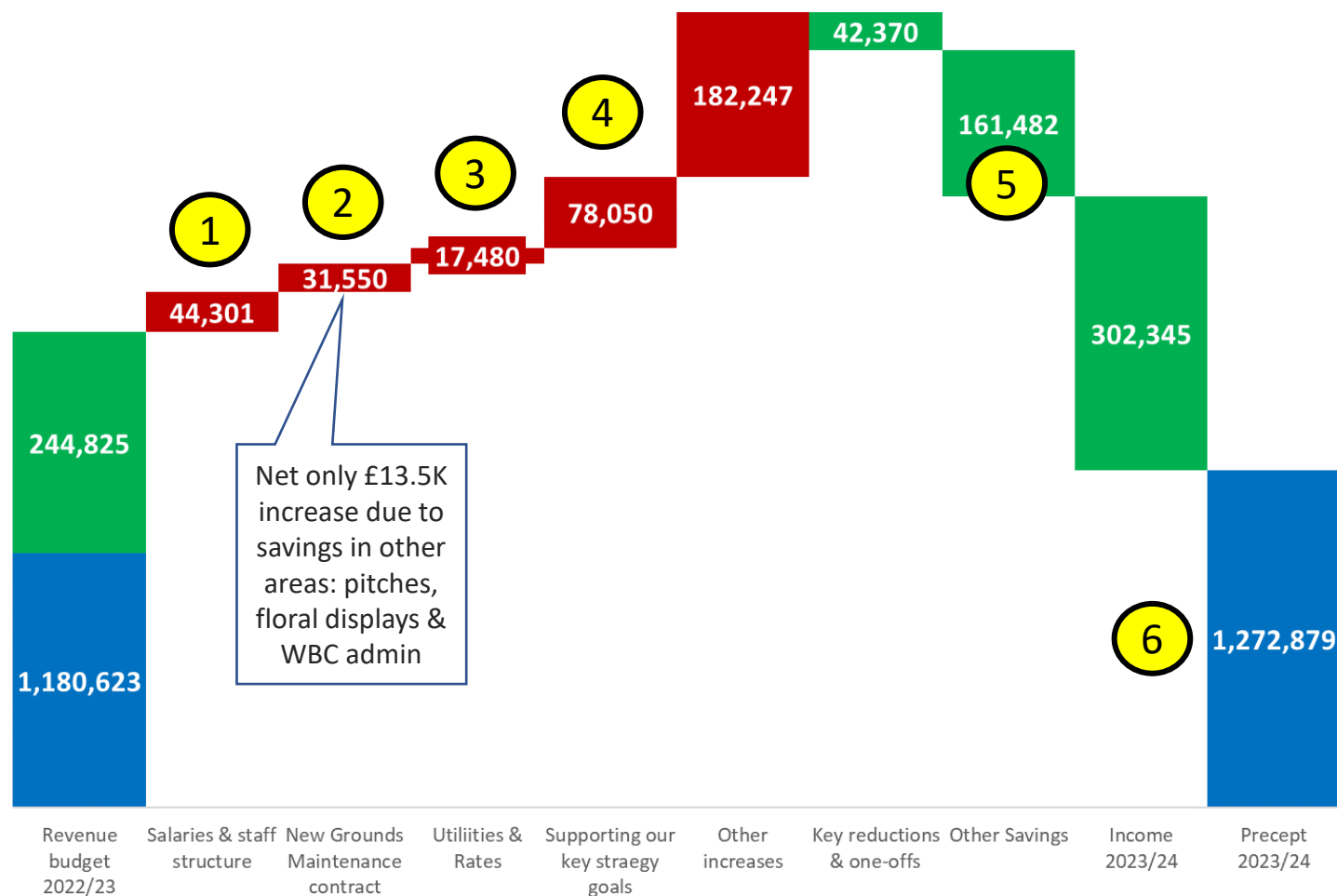
- to Dec 2022 = +10.5% (ONS)
- prediction for Q4 2023 = +5.0% (BoE)
- prediction for Q4 2024 = 1.5% (BoE)
- NTC assumption for 2023 = 6.0%
- CPI increase 2023-24 vs 2019-20 = 20.1%

Objective to minimise rise in precept while also ensuring we can effectively deliver our core services and strategic priorities

- **Budget total precept = +7.8%**
 - 2023-24 = £1.273 mio vs £1.181 mio
- **Tax base up 1.4% to 13,446**
- **Band D up by 6.4% to £94.67 p.a.**
 - Increase of £5.66 p.a. or 11 pence per week
 - Significantly below inflation
 - Band D increase 2023-4 vs 2019-20 is below CPI rise over same period

Budget 2023-24 vs 2022-23 – Illustrative Summary

Illustrative Change in Precept: 2023-24 vs 2022-23



• Significant increase in staff costs

- 1 • National pay awards, NI & pension, Covid levy
- New structure slight increase offset by savings

• New grounds maintenance contract

- 2 • Autonomy vs previous. Local depot
- Partnership, incl joint branding of vehicles

• Utilities & rates

- 3 • Electricity actually **lower** due to climate action

• Supporting our key strategic goals

- 4 • See further details

• Significant increase in income

- 5 • Market
- Tennis
- Allotments
- Cemetery

• Resulting Precept

- 6 • Budget vP&R = + 7.8% total precept
- For Band D +6.4%, below inflation

Supporting our key strategy goals

Supporting our Strategic Goals 2023-24

		Revenue	Reserves	CIL/PWLB	Total	Commentary
1	Community Café in Victoria Park	0	245,000	385,000	630,000	<p>Section 1 of our strategy:</p> <p>Help make Newbury a unique, welcoming, safe and well cared for town</p>
2	Upgrading Playgrounds, focus on Nightingales	40,000	10,000		50,000	
3	Wash Common public space upgrade stage 1	-	18,400		18,400	
4	Hutton Close upgrade	-	15,000		15,000	
5	Contribution towards Newbury Christmas lights	12,000			12,000	
6	Newbury In Bloom	4,500			4,500	
7	Support for friends Groups, Community, groups, etc	3,000			3,000	
8	Defibrulators	2,500			2,500	
9	Green Flag - City Rec	700			700	
10	Berkshire Youth: outreach youth work	25,000			25,000	<p>Section 4 of our strategy:</p> <p>Provide focused support for young people, the elderly, minorities and the vulnerable</p>
11	Grant Sub Committee	24,500			24,500	
12	CAB Grant	20,000			20,000	
13	Diversity & Inclusivity	3,000			3,000	
14	Greenham Community Youth	2,500			2,500	
15	Riverside Centre	2,500			2,500	
16	Volunteer Centre	500			500	
17	Grants for Climate Change Proj	10,000			10,000	<p>Section 3 of our strategy:</p> <p>Take actions to address the climate emergency</p>
18	Additional solar panels Town Hall	5,000			5,000	
19	Water courses	10,000			10,000	
20	Energy Conservation Projects	4,000			4,000	
21	Biodiversity Survey	1,000			1,000	
22	Greenham & Crookham Common	500			500	
Total		171,200	288,400	385,000	844,600	
Revenue increase vs 2022-23		78,050				



Making Newbury
a town we can all be proud of

9/1/23	NTC Budget 2023/24														
16:41	Draft 5, 05.01.2023														
Code	De	Income/exp		21-22		22-23		23-24	Source of Funds 2023-24						
			Budget	Actual	Budget	Actual YTD	Projected	Budget	NTC Income	Precept	Reserves	CIL/ S106	PWLB etc	External	
100	Staff														
4000		Salaries/NI/PAYE	420,066	457,377	468,323	265,966	480,000	512,624		512,624					
4010		Misc Staff Expenses	2,575	4,815	4,000	3,889	5,000	7,000		7,000					
4045		Salary Reallocation	-420,066	-457,377	-468,323	-265,966	-480,000	-512,624		-512,624					
		Overhead Expenditure	2,575	4,815	4,000	3,889	5,000	7,000							
110	Central Services														
1076		Precept Received	1,135,249	1,135,249	1,180,623	1,180,623	1,180,623	1,272,879							
1090		Interest Received	2,500	906	1,000	4,414	7,000	8,000	8,000						
1091		Shares/Dividend Income	0	2	0	4	10	0	0						
1120		Grants & Donations Received	0	100	0	0	0	0	0						
1905		CIL income received	0	28,695	0	9,357	20,000	0	0						
1990		Miscellaneous Income	0	40	0	0	0	0	0						
		Total Income	1,137,749	1,164,992	1,181,623	1,194,398	1,207,633	1,280,879							
4045		Salary Reallocation	25,962	27,935	101,982	57,715	103,200	146,368		146,368					
4050		Bank Charges	2,060	2,573	2,100	1,472	2,400	3,000		3,000					
4055		Election Expenses	6,500	4,826	0	0	0	18,000		0	18,000				
4425		Repairs and Maintenance	0	2,700	0	0	0	0		0					
		Overhead Expenditure	34,522	38,034	104,082	59,187	105,600	167,368							
		110 Net Income over Expenditure	1,103,227	1,126,958	1,077,541	1,135,211	1,102,033	1,113,511							
200	P&R General														
4045		Salary Reallocation	36,695	40,256	15,679	8,511	16,000	28,380		28,380					
4105		Members' travel & subsistence	750	0	800	0	400	800		800					
4110		Bus Shelter Advertising	800	218	0	0	0	0		0					
4120		Precept Leaflet	1,200	1,099	1,300	0	1,400	1,000		1,000					
4125		P&R Projects Fund	5,000	23	3,000	0	0	2,000		2,000					
		Overhead Expenditure	44,445	41,596	20,779	8,511	17,800	32,180							

300	Newtown Road Cemetery													
1300	Cemetery Income	0	300	1,000	240	500	1,000	1,000						
	Total Income	0	300	1,000	240	500	1,000							
4045	Salary Reallocation	2,348	3,147	6,857	3,990	7,000	5,253		5,253					
4355	NRC Composting toilet maintenance	1,300	1,347	1,250	768	1,250	1,500		1,500					
4405	Rates	389	488	650	886	886	950		950					
4415	Energy Supplies	400	2,851	600	209	600	700		700					
4416	Energy Conservation Projects	1,000	134	0	0	0	0		0					
4425	Repairs and Maintenance	7,500	1,482	15,670	8,833	12,000	10,000		10,000					
4430	Maint. Contracts	12,250	11,093	8,650	6,741	9,600	9,000		9,000					
4435	Maint. Contracts Unscheduled	1,200	1,125	1,560	1,450	2,000	1,200		1,200					
4436	Headstone Survey	2,000	0	2,240	1,875	2,000	500		500					
4440	Fire Extinguishers	100	59	225	63	225	250		250					
4515	Tree Surveys & Works	800	0	1,850	800	1,850	2,000		2,000					
4540	NRC Composting Toilet (25%)	2,563	0	14,000	0	0	0		0					
4545	Redecoration of Chapel	1,200	0	0	0	0	0		0					
	Overhead Expenditure	33,050	21,726	53,552	25,615	37,411	31,353							
305	Shaw Cemetery													
1300	Cemetery Income	35,000	68,691	40,000	32,188	45,000	50,000	50,000						
	Total Income	35,000	68,691	40,000	32,188	45,000	55,000							
4045	Salary Reallocation	21,149	22,899	14,443	8,245	15,000	18,015		18,015					
4250	IT	1,100	1,792	1,180	0	800	0		0					
4265	Subscriptions	95	150	95	260	260	300		300					
4400	Rent Payable	1,000	1,000	1,000	0	1,000	1,000		1,000					
4405	Rates	280	1,410	1,500	8,982	8,982	9,200		9,200					
4410	Water	3,000	724	750	1,044	1,500	1,600		1,600					
4415	Energy Supplies	1,000	962	1,200	274	1,000	1,000		1,000					
4416	Energy Conservation Projects	1,860	1,860	0	0	0	0		0					
4425	Repairs and Maintenance	13,560	8,459	5,540	1,156	4,000	4,500		4,500					
4430	Maint. Contracts	63,500	60,120	67,500	36,458	67,500	70,000		70,000					
4435	Maint. Contracts Unscheduled	2,200	0	2,860	0	2,860	2,860		2,860					
4440	Fire Extinguishers	250	227	860	126	700	700		700					
4515	Tree Surveys & Works	2,885	680	3,420	0	2,420	3,000		3,000					
	Overhead Expenditure	111,879	100,283	100,348	56,545	106,022	112,175							

330	Street Furniture													
1605	Clear Channel (INC)	0	47,797	48,000	55,000	48,000	60,000	60,000						
	Total Income	0	47,797	48,000	55,000	48,000	60,000							
4045	Salary Reallocation	3,709	4,165	5,397	3,192	5,500	5,451		5,451					
4111	Bus Shelter Provision & Maint	0	47,797	48,000	55,000	48,000	60,000		60,000					
4415	Energy Supplies	220	0	300	0	300	400		400					
4425	Repairs and Maintenance	5,500	2,376	7,000	5,891	8,000	11,000		11,000					
4435	Maint. Contracts Unscheduled	500	0	500	0	0	0		0					
4460	Grit Bins	4,635	0	2,000	0	2,000	2,000		2,000					
4860	Move of Bus Stop	5,800	0	0	0	0	0		0					
	Overhead Expenditure	20,364	54,338	63,197	64,083	63,800	78,851							
	330 Net Income over Expenditure	-20,364	-6,541	-15,197	-9,083	-15,800	-18,851							
335	Recreation Grounds													
1355	Income - Pitches	2,266	2,307	3,000	552	3,000	3,300	3,300						
	Total Income	2,266	2,307	3,000	552	3,000	3,300							
4861	football pitch management	0	0	9,870	0	9,870	0		0					
	Direct Expenditure	0	0	9,870	0	9,870	0							
335	Wash Common Upgrade- Phase 1	0	0	18,600	0	18,600	0		0					
4045	Salary Reallocation	15,218	17,016	25,182	14,362	26,000	18,429		18,429					
4410	Water	600	265	650	336	650	650		650					
4415	Energy Supplies	2,060	3,941	2,300	1,380	2,300	3,000		3,000					
4423	Upgrading	2,250	0	3,000	0	1,000	0		0					
4425	Repairs and Maintenance	4,600	1,532	7,000	1,581	4,000	5,000		5,000					
4430	Maint. Contracts	29,800	26,913	32,200	16,331	33,500	34,000		34,000					
4435	Maint. Contracts Unscheduled	9,650	346	2,000	0	2,000	2,500		2,500					
	Tree maintenance													
4515	Tree Surveys & Works	5,460	2,600	6,780	0	5,000	4,000		4,000					
4580	PPE	1,000	97	1,000	0	0	0		0					
4585	Drinking Water Tap	1,220	0	2,760	2,637	2,637	0		0					
4590	Consultation - Wash Common	1,000	0	1,250	0	1,250	0		0					
	Overhead Expenditure	72,858	52,710	102,722	36,627	96,937	67,579							
336	City Recreation Ground													
4423	Upgrading - City Rec Bench	14,000	0	0	0	0	0		0					
4585	Drinking Water Tap	1,220	0	1,800	0	0	0		0					
4591	Green Flag - City Rec						700		700					
	Overhead Expenditure	15,220	0	1,800	0	0	700							
340	Play Areas													
4045	Salary Reallocation	18,258	19,302	36,449	20,745	37,500	30,007		30,007					
4423	Upgrading	5,800	0	115,000	7,144	125,000	50,000		40,000	10,000				
4425	Repairs and Maintenance	14,000	26,879	21,000	14,101	30,000	25,000		25,000					
4430	Maint. Contracts	23,240	21,230	25,400	12,892	26,000	26,000		26,000					
4435	Maint. Contracts Unscheduled	9,600	0	2,000	0	2,000	1,000		1,000					
	Overhead Expenditure	70,898	67,411	199,849	54,882	220,500	132,007							

350	Open Spaces													
1395	Wayleave Income	25	25	25	0	25	25	25						
1500	Other open spaces income	0	240	0	0	0	0	0						
1990	Miscellaneous Income	0	4,000	0	0	0	0	0						
	Total Income	25	4,265	25	0	25	25							
4771	Hutton Close Upgrade	0	0	35,000	2,091	15,000	20,000		0	20,000				
	Direct Expenditure	0	0	35,000	2,091	15,000	20,000							
4045	Salary Reallocation	25,658	27,708	15,674	8,777	16,500	10,609		10,609					
4400	Rent Payable	180	82	180	479	180	500		500					
4410	Water	100	29	110	8	110	110		110					
4425	Repairs and Maintenance	5,000	4,752	4,000	948	4,000	2,000		2,000					
4430	Maint. Contracts	72,994	71,372	76,240	42,939	78,000	78,000		78,000					
4435	Maint. Contracts Unscheduled	4,000	1,224	3,000	315	2,000	2,000		2,000					
4515	Tree Surveys & Works	7,650	5,925	4,530	950	3,530	3,000		3,000					
4750	Greenham House Gdns	9,450	0	10,500	0	10,500	0		0					
4755	Blossoms Field Tree Works	3,500	0	0	0	0	0		0					
4760	Litter Picking Equipment	500	92	500	0	500	500		500					
4765	Speen Moor Friends Group	500	199	500	0	500	0		0					
4770	Biodiversity Survey	2,000	0	1,500	0	1,500	1,000		1,000					
4773	Water courses						10,000		0	10,000				
	Overhead Expenditure	131,532	111,383	116,734	54,416	117,320	107,719							
	350 Net Income over Expenditure	-131,507	-107,118	-151,709	-56,507	-132,295	-127,694							
355	Floral Displays and Trees													
1990	Miscellaneous Income	2,000	1,135	1,500	1,437	997	1,500		1,500					
	Total Income	2,000	1,135	1,500	1,437	997	1,500							
4045	Salary Reallocation	6,111	5,963	6,514	3,724	7,000	6,690		6,690					
4425	Repairs and Maintenance	850	0	500	52	0	0		0					
4430	Maint. Contracts	21,896	21,170	23,890	12,849	25,000	26,000		26,000					
4435	Maint. Contracts Unscheduled	0	0	1,435	0	0	1,500		1,500					
4470	Tree Maintenance	5,000	5,000	7,680	850	4,680	0		0					
4500	Tree planting	4,850	2,297	6,750	0	2,000	3,000		3,000					
4505	Edible Crops	300	0	450	0	450	450		450					
4510	Additional Floral Displays NIB	1,500	1,599	1,800	561	750	18,500		18,500					
4590	Consultation	1,000	0	0	0	0	0		0					
	Overhead Expenditure	41,507	36,029	49,019	18,036	39,880	56,140							

360	Britain & Newbury In Bloom													
1600	Sponsorship	0	500	500	400	400	500	500						
	Total Income	0	500	500	400	400	500							
4712	Lock Island Upgrade	0	0	5,460	5,661	5,661	0	0						
	Direct Expenditure	0	0	5,460	5,661	5,661	0							
4045	Salary Reallocation	18,307	19,380	9,571	5,319	10,000	8,626	8,626						
4710	Newbury In Bloom	7,000	3,479	7,000	3,136	4,000	4,500	4,500						
	Overhead Expenditure	25,307	22,859	16,571	8,455	14,000	13,126							
	360 Net Income over Expenditure	-25,307	-22,359	-21,531	-13,716	-19,261	-12,626							
420	Wash Common Allotment													
1400	Allotment Income	3,300	3,584	3,700	3,702	3,695	4,070	4,070						
	Total Income	3,300	3,584	3,700	3,702	3,695	4,070							
4451	Notice Boards - Wash Common	0	0	1,850	1,848	1,848	0	0						
	Direct Expenditure	0	0	1,850	1,848	1,848	0							
4045	Salary Reallocation	5,801	5,743	4,775	1,330	5,000	2,801	2,801						
4410	Water	700	408	600	1,195	1,500	1,500	1,500						
4425	Repairs and Maintenance	2,250	1,101	3,400	1,766	3,000	3,000	3,000						
4430	Maint. Contracts	1,440	1,454	2,300	895	2,400	2,800	2,800						
4435	Maint. Contracts Unscheduled	2,000	0	3,720	0	2,000	2,000	2,000						
4450	Extra security measures	2,300	0	1,500	0	1,500	1,000	1,000						
4515	Tree Surveys & Works	800	0	2,100	0	1,500	1,500	1,500						
	Overhead Expenditure	15,291	8,706	18,395	5,186	16,900	14,601							
421	Allotments (except Wash Common													
1400	Allotment Income	19,570	20,599	20,500	20,307	20,500	22,000	22,000						
	Total Income	19,570	20,599	20,500	20,307	20,500	22,000							
4451	Notice Boards - other allotments	0	0	5,850	5,853	5,852	0	0						
	Direct Expenditure	0	0	5,850	5,853	5,852	0							
4045	Salary Reallocation	29,007	31,656	19,100	13,298	19,500	16,000	16,000						
4255	Professional Fees	2,500	0	0	0	0	0	0						
4400	Rent Payable	876	850	900	425	900	900	900						
4410	Water	4,000	2,185	1,100	3,230	3,500	4,000	4,000						
4425	Repairs and Maintenance	16,500	12,293	3,400	2,339	4,500	4,000	4,000						
4430	Maint. Contracts	7,192	6,995	9,870	4,256	10,300	10,500	10,500						
4435	Maint. Contracts Unscheduled	1,500	0	11,760	1,080	3,000	4,000	4,000						
4450	Extra security measures	5,540	1,371	3,000	0	3,000	2,000	2,000						
4515	Tree Surveys & Works	500	500	2,800	1,150	2,800	2,500	2,500						
	Overhead Expenditure	67,615	55,850	51,930	25,778	47,500	43,900							
	421 Net Income over Expenditure	-48,045	-35,251	-37,280	-11,324	-32,852	-21,900							
6000	plus Transfer from EMR	0	2,000	0	0	0	0							

430	Wharf Toilets													
4417	Refurbishment - Wharf toilets	0	0	150,000	2,675	5,000	0		0					
	Direct Expenditure	0	0	150,000	2,675	5,000	0							
4045	Salary Reallocation	6,424	7,616	2,914	1,596	3,000	10,185		10,185					
4195	Wharf Toilets Contract	11,845	11,480	12,450	6,050	12,450	15,000		15,000					
4405	Rates	7,309	-6,776	0	0	0	0		0					
4425	Repairs and Maintenance	3,650	285	1,800	291	1,000	2,000		2,000					
	Overhead Expenditure	29,228	12,605	17,164	7,937	16,450	27,185							
500	CPA&L General													
4640	Queens Platinum Jubilee	0	0	1,500	1,499	1,499	0		0					
4641	NTC 25th Anniversary	0	619	2,500	1,238	2,000	0		0					
4642	Coronation						1,500		1,500					
	Direct Expenditure	0	619	4,000	2,737	3,499	1,500							
4045	Salary Reallocation	28,081	30,961	28,083	15,958	29,000	24,519		24,519					
4600	CPA&L Committee Fund	500	0	500	0	0	500		500					
4625	Art Trail	1,000	1,366	1,000	725	1,000	1,000		1,000					
4637	Local Democracy WG	600	515	600	43	600	500		500					
4638	Youth Voice Event	5,000	235	5,000	0	0	0		0					
4639	Art on the Park	500	0	500	500	500	500		500					
	Overhead Expenditure	35,681	33,077	35,683	17,226	31,100	27,019							
505	Civic Responsibility													
4045	Salary Reallocation	30,469	32,761	23,139	13,032	23,500	24,403		24,403					
4650	Mayors Allowance	1,000	326	1,000	526	1,000	1,000		1,000					
4655	Honorary	4,000	2,340	4,000	1,650	4,000	3,500		3,500					
4660	Mayor Making	2,500	810	2,500	1,847	2,000	2,500		2,500					
4665	Remembrance	4,000	1,549	4,000	602	3,000	3,000		3,000					
4670	Regalia and Robes	3,000	2,739	3,000	353	2,000	2,000		2,000					
4680	Civic Hospitality & Events	1,500	1,291	1,500	1,049	1,500	1,500		1,500					
4690	Twin Towns	250	250	250	-250	250	250		250					
4700	Civic Award Scheme	1,000	1,180	1,000	0	500	1,000		1,000					
4705	Watership Brass	650	650	650	650	650	650		650					
	Overhead Expenditure	48,369	43,896	41,039	19,459	38,400	39,803							

600	Planning & Highways													
1120	Grants & Donations Received	100	0	0	0	0	15,000	15,000						
	Total Income	100	0	0	0	0	15,000							
4045	Salary Reallocation	32,142	35,430	41,775	23,671	43,500	35,980		35,980					
4800	P & H Committee Fund	1,000	396	1,000	0	1,000	1,000		1,000					
4805	Heritage Working Group	3,000	498	3,000	401	1,000	1,000		1,000					
4810	Neighbourhood Development Plan	7,000	1,228	5,000	1,062	5,000	15,000		15,000					
4815	Signage	10,000	0	0	0	0	0		0					
4820	Canal Corridor	10,000	0	5,000	0	3,000	0		0					
	Overhead Expenditure	63,142	37,552	55,775	25,134	53,500	52,980							
	600 Net Income over Expenditure	-63,042	-37,552	-55,775	-25,134	-53,500	-37,980							
	TOTALS													
	Reserves, etc						705,500							
	Total Budget Income	1,297,537	1,411,345	1,425,448	1,407,836	1,473,761	1,575,224	302,345	1,272,879	330,161	75,339	300,000	-	
	Expenditure	1,964,260	1,306,014	2,326,418	867,831	2,212,425	2,280,724	1,272,879						
	Net Income over Expenditure	-666,723	105,331	-900,970	540,004	-738,664	0	1,575,224						
								1,180,623						
								7.8%						

Newbury Town Council

Schedule of Meetings for the Municipal Year 2023/24
(Town Council Elections on Thursday 4 May 2023)
 2023

<u>Day</u>	<u>Date of Meeting</u>	<u>Agenda</u>	<u>Lead Officer</u>	<u>Meetings</u>	<u>Notes</u>
Wed	10 May	4 May	CEO	Council	5
Sun	14 May	9 May	CEO/CM	Annual meeting and Mayor Making	
Tue	30 May	24 May	CEO	Planning & Highways Committee	
Mon	12 June	6 June	RFO	Policy and Resources Committee	
Mon	19 June	13 June	CEO	Planning & Highways Committee	
Mon	26 June	20 June	CEO	Full Council	1
Thu	29 June	23 June	RFO	Grants Sub-Committee	
Mon	3 July	27 June	CM	Civic Pride, Arts & Leisure Committee	
Mon	10 July	4 July	CEO	Planning & Highways Committee	
Mon	17 July	11 July	CSM	Community Services Committee	
Mon	31 July	25 July	CEO	Planning & Highways Committee	
Mon	21 Aug	15 Aug	CEO	Planning & Highways Committee	
Mon	4 Sep	29 Aug	CM	Civic Pride, Arts & Leisure Committee	
Mon	11 Sep	5 Sep	CEO	Planning & Highways Committee	
Mon	18 Sep	12 Sep	CSM	Community Services Committee	
Mon	2 Oct	26 Sep	CEO	Planning & Highways Committee	
Mon	9 Oct	3 Oct	RFO	Policy & Resources Committee	
Mon	16 Oct	10 Oct	CEO	Council	
Mon	23 Oct	17 Oct	CEO	Planning & Highways Committee	
Mon	13 Nov	7 Nov	CEO	Planning & Highways Committee	
Mon	20 Nov	14 Nov	RFO	Grants Sub-Committee (if required)	
Mon	27 Nov	21 Nov	CM	Civic Pride, Arts & Leisure Committee	2
Mon	4 Dec	28 Nov	CEO	Planning & Highways Committee	2
Mon	11 Dec	5 Dec	CSM	Community Services Committee	2
Mon	18 Dec	12 Dec	CEO	Planning & Highways Committee	

2024

Mon	8 Jan	3 Jan	CEO	Planning & Highways Committee	
Mon	15 Jan	9 Jan	RFO	Policy & Resources Committee	3
Mon	22 Jan	16 Jan	CEO	Planning & Highways Committee	
Mon	29 Jan	23 Jan	CEO	Council	4
Mon	12 Feb	6 Feb	CEO	Planning & Highways Committee	
Mon	26 Feb	20 Feb	CM	Civic Pride, Arts & Leisure Committee	
Mon	4 Mar	27 Feb	CEO	Planning & Highways Committee	
Mon	11 Mar	5 Mar	CSM	Community Services Committee	
Mon	18 Mar	10 Mar	CEO	Annual Town Meeting	
Mon	25 Mar	19 Mar	CEO	Planning & Highways Committee	
Mon	15 Apr	9 Apr	CEO	Planning & Highways Committee	
Mon	22 Apr	16 Apr	RFO	Policy & Resources Committee	
Mon	29 April	23 April	CEO	Planning & Highways Committee	
Wed	8 May	2 May	CEO	Council	
Sun	12 May	7 May	CEO/CM	Annual meeting and Mayor Making	6

CEO = Chief Executive Officer; RFO = Responsible Financial Officer; CSM = Community Services Manager, CM = Civic Manager,

Notes:

- 1 This is the meeting at which the 2022/23 Statutory Accounts are signed off.
- 2 This is the meeting at which the 2024/25 Services budget is discussed.
- 3 This is the meeting at which the 2024/25 budget is set.
- 4 This is the meeting at which the 2024/25 precept is declared.
- 5 The first meeting of the "new" Council, after election on 2 May 2023
- 6 The Annual Meeting (Mayor Making). All meetings take place in the Council Chamber, apart from the annual meeting of the Council (Mayor Making) which takes place in the Corn Exchange.

Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2022/23.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Town Mayor's Report
7. The Leader's Report
8. The Chief Executive Officer's Report
9. Minutes from Committees

Other items of Business

Meeting Date	Item
27 June	End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights
	To receive any reports from School Link Councillors
	To receive any reports from the Council's representation on outside bodies
	To review the Council's Standing orders, if required
17 October	Citizens' Advice bureau To receive a presentation from Citizens Advice West Berkshire on their work in Newbury and in particular the use of the Town Council's ongoing funding.
	Local Democracy Working Group To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
	Budget for 2022/23 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2022/23, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.
	Commence Review of Town Council Strategy
	Newbury BID Presentation
30 January	Review of Town Council Strategy
	2022/23 Precept
	Schedule of meetings for the municipal year 2022/23
	Update re VP Cafe
	Update re carbon reduction Plan
	Presentation from Community United
10 May	Nomination of Mayor Elect and Deputy Mayor
	Election of Leader and Deputy Leader of the Council
	To nominate the membership of each Committee / Sub-Committee for the 2023/2024 municipal year.