

Tuesday 13th January 2026

To: Councillors Jo Day, Nigel Foot, David Harman, Pam Lusby-Taylor, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman (Chairperson), Elizabeth O'Keeffe & Meg Thomas.

Substitutes: All remaining Members of the Council.

Dear Councillor

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 19th January at 7.30pm**. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/82070495117?pwd=GBhbDT3DE884GtkU64ZMqszeugTvQa.1>

Meeting ID: 820 7049 5117

Passcode: 266685

Yours sincerely,

Liz Manship

Liz Manship
Finance & Corporate Services Manager

AGENDA

1. **Apologies for absence**
Chairperson
2. **Declarations of interest and dispensation**
Chairperson
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)**
Chairperson
To approve the minutes of a meeting of the Policy & Resources Committee held on 13th October 2025 (appendix 1).
4. **Questions and Petitions from members of the public**
Chairperson
5. **Members' questions and petitions**
Chairperson
All questions for this meeting must be submitted to the RFO by 2.00 pm on Friday 16th January 2026
6. **List of Payments (Appendix 2 & 3)**
Chairperson
 - 6.1 **To ratify** the BACS & Direct Payments made 1st October to 31st December 2025 (appendix 2).
 - 6.2 **To approve** the reconciliation statements for the period 1st October to 31st December 2025, previously verified by a member of the Audit Working Group (appendix 3).
(Members are requested to raise any questions on this item prior to the meeting).

7. **Budget Monitoring 2025/26 Quarter 3 (Appendix 4, 5, 6 & 7)**
Chairperson
 - 7.1. **To receive** the Income and Expenditure Account for the period 1st October to 31st December 2025 (Appendix 4)
 - 7.2. **To ratify** extraordinary expenditure, 1st October to 31st December 2025, agreed by the CEO and reported to the Chair of the Policy & Resources Committee (Appendix 5)
 - 7.3. **To note** any income and expenditure against cost centres with a variance greater than 15% of annual budget (financial regulations 4.2) (Appendix 6)
 - 7.3 **To ratify** virements made to the Budget, 1st October to 31st December 2025 (Appendix 7)
8. **Debts over £500 and more than three months old**
Chairperson

To note there are no debts over £500 and more than three months old.
9. **Internal Audit (2025/26 Q2) (Appendix 8 & 9)**
Chairperson
 - 9.1. **To receive** the Internal Audit Report for 2025/26 Quarter 2 and note the recommendations contained therein. (Appendix 8)
 - 9.2 **To consider** Officer proposed actions, as discussed and agreed with the Audit Working Group and **recommend** to Full Council (Appendix 9)
10. **2025/26 CIL Review (Appendix 10)**
Chairperson

To note the 2025/26 CIL Review and recommend to Full Council the allocation of the May 2025 CIL, total £5,979.34, to the Café project.
11. **Financial Regulations – Amendment to DBS Checks (Appendix 11)**
Chairperson/Chair of Audit Working Group

To note required amendments to the Financial Regulations in consideration of DBS guidance and **make recommendation** to Full Council for their adoption.
12. **Grant Sub-Committee Meeting – 17th November 2025 (Appendix 12)**
Chairperson

To receive the draft minutes from the Grant Sub-Committee meeting of 17th November 2025
13. **Climate Emergency Sub-Committee Meeting – 6th October 2025 (Appendix 13)**
Chairperson

To receive the draft minutes from the Climate Emergency Sub-Committee meeting of 6th October 2025
14. **Staff Sub-Committee Meeting – 26th November 2025 (Appendix 14)**
Chairperson

To receive the draft minutes from the Staff Sub-Committee meeting of 26th November 2025
15. **Service Revenues (Appendix 15)**
 - 15.1 **To consider and approve** the Services Revenues for the Cemeteries, Markets and Recreation Grounds (2026/27) and Allotments (2027/28) as recommended by the Community Services Committee at its meeting of 15th December 2025
 - 15.2 **To ratify** the allotments concessionary rates.
 - 15.3 **To consider and approve** the Services Revenues for the Town Hall (2026/27) as recommended by the Strategic Working Group
16. **Budget and Precept 2026/27 (Appendix 16 & 17)**
Chairperson

To consider and recommend to Full Council the draft budget and Council Precept, as proposed by the Strategic Working Group.

17. Ear Marked Reserves (Appendix 18)

Chairperson

To recommend to Full Council the review and recommendations to the Council's Ear-Marked Reserves.

18. Health and Safety (Appendix 19)

Chairperson

To receive the quarterly health and safety report.

19. Strategic Risk Register (Appendix 19A)

Chairperson

To review, resolve to accept and recommend to Council for adoption, the Strategic Risk Register as recommended to the P&R Committee by the Audit Working Group.

20. Bank Cards and Banking Internet Access

18.1 To approve bank debit cards, with single transaction limits of £100.00 within a 24-hr period, for each of 3 officers, Lucia Reale, Anna Roberts and Sophie Williams, subject to the satisfactory completion of their probationary periods and satisfactory DBS certificates received.

18.2 To approve read-only access to the on-line banking records for Sophie Williams, for the purpose of checking and printing bank statements against the purchase and sales ledger, subject to the satisfactory completion of her probationary period and satisfactory DBS certificate received.

21. Forward Work Programme for Policy and Resources Committee meetings 2025/26 (Appendix 20)

Chairperson

To note and agree any other items that Members resolve to add to the Forward Work Programme (2025/26 programme).

22. Next meeting:

Chairperson

To note that the next meeting of the Policy & Resources Committee is to be held on Monday 20th April 2026, should no meeting be called earlier.

Appendix 1

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE HELD IN THE COUNCIL
CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 13th OCTOBER 2025 AT 7.30PM.**

PRESENT

Councillors Alistair Bounds (Substitute), Jo Day, David Harman, Ian Jee (Substitute), Steve Masters, Andy Moore, Gary Norman (Chairperson), Elizabeth O'Keefe, & Meg Thomas.

IN ATTENDANCE

Liz Manship, Finance & Corporate Services Manager

ABSENT

Councillor Nigel Foot

134. APOLOGIES FOR ABSENCE

Councillor Pam Lusby-Taylor, substituted by Councillor Ian Jee
Councillor Vaughan Miller, substituted by Councillor Alistair Bounds

135. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Billy Drummond as a Member of West Berkshire Council has a general dispensation to discuss any matters relating to the business of that Council.

There were no further declarations of interest.

136. MINUTES

PROPOSED: Councillor Elizabeth O'Keefe

SECONDED: Councillor Meg Thomas

VOTE: Carried with a majority of 7 with 2 abstentions due to non-attendance.

RESOLVED: That the minutes of the meeting of the Policy & Resources Committee held on Monday 9th June 2025 be approved as a correct record and signed by the Chairperson.

137. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

138. MEMBERS' QUESTIONS AND PETITIONS

There were none.

139. LIST OF PAYMENTS

139.1 BACS PAYMENTS – 1st July to 30th September 2025

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Andy Moore

RESOLVED: That the lists of BACS payments made 1st July to 30th September be ratified.

139.2 DIRECT PAYMENTS – 1st July to 30th September 2025.

No direct payments were made within this period.

139.3 RECONCILIATION STATEMENTS – 1st July to 30th September 2025.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Meg Thomas

RESOLVED: The Reconciliation Statements for the period 1st July to 30th September 2025, previously verified by a member of the Audit Working Group are approved and are to be signed by the Chair.

140. BUDGET MONITORING FIRST TWO MONTHS

140.1 INCOME & EXPENDITURE ACCOUNT

The Income and Expenditure account for the period 1st July to 30th September 2025 was received and noted by the Committee.

140.2 EXPENDITURE WITH A VARIANCE GREATER THAN 15% OF ANNUAL BUDGET – 1st July to 30th September 2025

The Committee received the explanation for variance over 15% of annual budget. In particular, the reasons for the reduction in Town Hall Income and for the high water costs.

140.3 APPROVAL OF EMR ADJUSTMENTS IN CONSIDERATION OF THE REDUCED TOWN HALL INCOME

PROPOSED: Councillor David Harman

SECONDED: Councillor Meg Thomas

RESOLVED:

- i. To transfer £16k from EMR 438 (Splashpark Surface) to a new EMR 362 (General Reserves in lieu of Town Hall Income) to balance the budget at year-end if needed.
- ii. To set up in the 2026/27 budget, an EMR for the Splashpark, to rebuild funds for a new surface.
- iii. To confirm with the Bank the best way of managing funds held for the return of deposit interest and with this confirmation, to transfer the sum required to Nominal Code 503, 'rent deposits, and to budget moving forward.

140.4 APPROVAL OF EAR MARKED RESERVES (EMR) ADJUSTMENTS IN CONSIDERATION OF THE HIGHER THAN BUDGETED WATER COSTS

PROPOSED: Councillor Andy Moore

SECONDED: Councillor Ian Jee

RESOLVED: To transfer £18k from EMR 371 (Office move & refurb) to a new EMR 363 (Water expenditure) to cover over budget costs.

140.5 VIREMENTS MADE TO THE BUDGET – 1st July to 30th September 2025

PROPOSED: Councillor Alistair Bounds

SECONDED: Councillor Elizabeth O'Keefe

RESOLVED: That the virements made to the budget 1st July to 30th September 2025 be ratified.

141. DEBTS OVER £500 AND MORE THAN THREE MONTHS OLD

Members were advised that there were no debts over £500 and more than three months old.

142. INTERNAL AUDIT – TO RECEIVE THE INTERNAL AUDIT REPORT FOR 2025/26 QUARTER 1.

The Internal Audit report for 2025/26 Quarter 1, was received and recommendations noted.

143. FINANCIAL REGULATIONS – REVIEW 2025/26

Further to considering the Internal Auditor's recommendation to separate the model regulations from the local procedures (R1), the Audit Working Group recommended to the P&R Committee that one document be retained. This to keep the regulations and procedures in one place and avoid duplication across documents. Cross referencing with the Model Regulations has been added to support the annual review of the Regulations.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Alistair Bounds

RESOLVED: To retain the cross referencing and recommend the updated Financial Regulations to Full Council for approval and adoption.

144. MEMBER SUBSTITUTION IN COMMITTEES

A paper considering the options, based on the Internal Auditor's Recommendation to discontinue the practice of councillor 'substitution' (R3) had been previously circulated. The CEO offered to provide the Committee with additional information from NALC and SLCC to support their decision.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor David Harman

RESOLVED: That this recommendation is deferred to the next meeting of the Policy & Resources Committee in January 2026, with receipt of additional information from the CEO.

145. CONFIDENTIAL AND PRIVILEGE MATTERS RESOLVED AT COUNCIL MEETINGS

Internal Auditor Recommendation (R2)

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Andy Moore

RESOLVED: To recommend to Full Council that when Council discusses and resolves actions that are 'confidential and privilege' due to data protection legislation and similar, any resolution should be clear in the minutes, a public document, and any 'confidential and privilege' detail should be written in an appendix, referred to in the minutes and held confidentially.

146. INVESTMENT DIVERSIFICATION

The Committee discussed the pros and cons for banking diversification – Internal Auditor Recommendation (R7.1)

PROPOSED: Councillor Steve Masters

SECONDED: Councillor David Harman

RESOLVED: The Committee resolved not to diversify further at the present time, but to keep under annual review as part of the Council's Treasury Policy.

147. COUNCIL CREDIT CARD

The Committee discussed the pros and cons for a Council Credit Card – Internal Auditor Recommendation (R8)

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Andy Moore

RESOLVED:

- i. The RFO to investigate an NTC Credit Card, and subject to an appropriate card being identified, to apply for it, subject to consultation with the Chair of P&R.
- ii. The management team to recommend protocols, card holders and card limits for Committee approval.

148. INTERNAL AUDIT – 2025-26 – Q1 – RECOMMENDATIONS, PROPOSED ACTIONS & TIMELINE.

The Internal Auditor's Recommendations, together with proposed actions and timeline had been previously circulated.

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Meg Thomas

RESOLVED: To recommend to Full Council for approval, the actions and timeline, apart from those matters discussed and resolved above (143 – 147), as recommended to P&R by the Audit Working Group and Management Team.

149. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – ANNUAL GOVERNANCE CERTIFICATE 2024/25

The Committee noted that the Annual Governance Certificate, together with the Notice of Conclusion of Audit, year ended 31st March 2025, published on the Council noticeboard and website on 30th September 2025.

PROPOSED: Councillor Elizabeth O'Keeffe

SECONDED: Councillor Andy Moore

RESOLVED:

- i. To commend the management of the 2024/25 Accounts to Full Council
- ii. To advise Council that a full review of our Assets is underway, made possible due to the recruitment of the Trainee Parks & Open Spaces Officer. Expected completion and upload of our assets to a purpose designed assets register programme is within the 2026/27 financial year. To avoid a recurrence in future years, the previous year's asset figure will be restated.
- iii. To advise Council that the Internal Auditor confirms that there is currently no requirement for the Strategic Risk Register to be approved by Full Council, rather than delegated to the P&R Committee, this note from the External Auditor is an advisory. However, on the advice of the RFO, the P&R Committee recommend to Council that we adopt the advice of the External Auditor as from this financial year.

150. COMMUNITY INFRASTRUCTURE LEVY (CIL)

PROPOSED: Councillor Elizabeth O'Keeffe

SECONDED: Councillor Andy Moore

RESOLVED:

- i. To approve the reviewed CIL statements for years 2019/20 to 2024/25, as agreed with West Berkshire.
- ii. To approve the Council / CIL funding adjustments for the EMRs as affected by the above review.

151. VICTORIA PARK CAFÉ – PERGOLA

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Meg Thomas

RESOLVED: To approve the recommendation of the Community Services Committee meeting, 15th September 2025, to repurpose EMR projects funding, for the Pergola development, as follows: £5,000 from EMR 418, Shaw Cemetery Land Survey; £1,800 from EMR 455, Repair of Market pop-up (4425/310); and £4,600 from EMR 456, Repair of Victoria & Lions (4541/345).

152. VICTORIA PARK – COMPOUND FOR FOOTBALL GOALS

The Committee noted the agreement of Council at its meeting, 29th September 2025, to use £2,000 from EMR 437, 9-aside football, to build a fenced compound behind the Crazy Golf Course in Victoria Park, providing dedicated storage, protected and

accessible, for club owned goals. Fencing styled to match existing Crazy Golf fencing. Additional sums required (approx. £1,200) to be found from existing Community Services budgets.

153. GRANT SUB-COMMITTEE MEETING – 26TH JUNE 2025

The Committee received the draft minutes from the Grant Sub-Committee meeting of 26th June 2025.

154. GRANT PAYMENTS

PROPOSED: Councillor Steve Masters

SECONDED: Councillor David Harfield

RESOLVED: The following grants were resolved:

- i. The BID – Christmas Lights - £10,000

The Committee asks the CEO to continue his discussions with The BID re: for acknowledgement of NTC contributory funds, through banners at the Switch-on event and through the placement of the Council's logo on its website.

- ii. The Volunteer Centre - £500 (TGE Ref 21139 – V365 Volunteer Recruitment

Fair 2026)

- iii. Citizens Advice West Berkshire - £20,000

- iv. Community United West Berkshire - £3,000

The Committee requested this grant be considered at the Committee's June meeting in future years, to support the purpose designed.

155. BUDGET 2026/27

PROPOSED: Councillor Meg Thomas

SECONDED: Councillor Andy Moore

RESOLVED: The Committee approved the Budget Review Timeline 2026/27

156. TERMS OF REFERENCE – POLICY & RESOURCES COMMITTEE

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Jo Day

RESOLVED:

The Committee recommends to Full Council for approval the updated Terms of Reference for the Policy & Resources Committee.

157. COUNCIL STRATEGY 2024-27 – MID YEAR KPI DATA

The Committee received the mid-year KPI data against the Council's Strategy 2024-27.

158. COUNCIL POLICIES

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Elizabeth O'Keeffe

RESOLVED:

- i. The Committee would like more time to consider policies in greater detail prior to their adoption.
- ii. Two members to be allocated to each policy by the CEO, for the purposes of consultation. Members to be from the P&R Committee and its regular Substitutes, excluding The Mayor. These allocations to include:
 - a. Equality, Diversity & Inclusion – Councillor Elizabeth O’Keeffe
 - b. Information Technology – Councillors Meg Thomas and Vaughan Miller
 - c. Privacy Policy – Councillor Andy Moore.Other allocations to be at the CEO’s discretion.
- iii. The reviewed policies to be brought to the next meeting of the Policy & Resources Committee in January 2026 for adoption.

159. HEALTH & SAFETY

The Committee received the additional information on the incident at Christie Heights, as requested at the previous meeting.

The Health & Safety Report was not available. The CEO confirmed that he will discuss future reports with the Services Delivery Manager.

160. FORWARD WORK PROGRAMME

The Forward Work Programme was received with no amendments.

161. NEXT MEETING

Members noted the next meeting is scheduled to take place on Monday 13th October 2025, should no meeting be called earlier.

162. EXCLUSION OF THE PRESS AND PUBLIC

The CEO advised the Committee that there was no requirement to exclude the press and public on this occasion, as he was not able to discuss the draft Staff-Sub Committee minutes.

163. STAFFING MATTERS

The minutes from the Staff Sub-Committee meetings of 30th July 2025 and 18th September 2025, had been previously circulated. In respect to the 18th September meeting, the confidential and privilege appendix was not available for circulation. There were no questions.

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 21:30 HRS

CHAIRPERSON:

Signature:

Date:

09/10/2025

Newbury Town Council Current Year

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Proposed List of Payments Entered

User: MGG

Linked to Cashbook 1**Entered Month 7****Pay by BACS/Online File**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A2 ADT Fire & Security Plc							
Alarm Maint 3/10/25-2/10/26	01/10/2025	58479155	1	115.13	0.00	115.13	0.00
					<hr/>	<hr/>	
				0.00		115.13	
A13 Acclaim Fabrications							
Rubdown, paint Shaw Cem Gate	30/09/2025	PMM 171	1	635.00	0.00	635.00	0.00
					<hr/>	<hr/>	
				0.00		635.00	
A15 HawkEye Pest Control Ltd							
Pest Management V-Park	02/10/2025	14920SM9	1	224.53	0.00	224.53	0.00
Pest Management VP Bowling	02/10/2025	14920SM13	1	163.37	0.00	163.37	0.00
					<hr/>	<hr/>	
				0.00		387.90	
A20 A & S Meats							
Market Management- Oct 2025	01/10/2025	126	1	1,560.00	0.00	1,560.00	0.00
					<hr/>	<hr/>	
				0.00		1,560.00	
A29 Appcentric							
Monthly Support Oct 2025	03/10/2025	2021	1	574.75	0.00	574.75	0.00
					<hr/>	<hr/>	
				0.00		574.75	
A50 Aero Property Consultants							
VP Cafe Project - repurposing	30/09/2025	25/113	1	1,140.00	0.00	1,140.00	0.00
					<hr/>	<hr/>	
				0.00		1,140.00	
B29 Broxap Ltd							
Cast Iron Seat / bench	22/09/2025	0000338229	1	856.80	0.00	856.80	0.00
					<hr/>	<hr/>	
				0.00		856.80	
B41 Berkshire Pressure Cleaning Ltd							
Town Hall Balcony Clean	01/10/2025	P6764	1	216.00	0.00	216.00	0.00
					<hr/>	<hr/>	
				0.00		216.00	
C5 Cold Ash Brass							
VP Bandstand 31.08.2025	23/09/2025	CAB171	1	150.00	0.00	150.00	0.00
					<hr/>	<hr/>	
				0.00		150.00	

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Linked to Cashbook 1

Entered Month 7

Pay by BACS/Online File

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C10	Crescent Signs Ltd							
<i>Bench & Bin Number Stickers</i>		15/09/2025	INV-22304	1	276.00	0.00	276.00	0.00
							0.00	276.00
C85	CreateIT Limited							
<i>CREDIT-Exclaimer Cloud x 2</i>		11/09/2025	81246	1	-124.80	0.00	-124.80	0.00
<i>Support Engineer - Firebox</i>		12/09/2025	81253	1	2,542.58	0.00	2,542.58	0.00
<i>Monthly Support etc- Oct 25</i>		28/09/2025	81484	1	1,251.90	0.00	1,251.90	0.00
							0.00	3,669.68
D12	DCK Payroll Solutions							
<i>Payroll - September 25</i>		30/09/2025	26162	1	371.82	0.00	371.82	0.00
							0.00	371.82
E14	Environmental Solutions Ltd							
<i>Secure shredding - September 2</i>		26/09/2025	30218	1	74.48	0.00	74.48	0.00
							0.00	74.48
E33	Brian Emerson							
<i>Allot Key refund x 1 - WM 063</i>		29/09/2025	KEY REFUND WM63	1	10.00	0.00	10.00	0.00
							0.00	10.00
G8	Graffiti Removal Ltd							
<i>Graffiti Wipes & Spraycan</i>		18/09/2025	SI-13182	1	431.76	0.00	431.76	0.00
							0.00	431.76
G41	Mr Mark Greenwood							
<i>Allot key refund x 1 - WM50a</i>		23/09/2025	KEYREFUNDWM50A	1	10.00	0.00	10.00	0.00
							0.00	10.00
H14	Huck Nets (UK) Ltd							
<i>VP Bird Nest Swing</i>		18/09/2025	0000333465	1	1,166.40	0.00	1,166.40	0.00
							0.00	1,166.40
H27	Mr Anthony Hewitt							
<i>Civic Duties July - Sept 25</i>		30/09/2025	CIVIC JULY, SEPT	1	25.00	0.00	25.00	0.00
							0.00	25.00

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Linked to Cashbook 1

Entered Month 7

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
H41 Hoskins Electrical Services							
Inspect broken shower WC & City	19/09/2025	0408	1	85.00	0.00	85.00	0.00
Replace Shower City rec	19/09/2025	0409	1	180.00	0.00	180.00	0.00
						0.00	265.00
H54 Hawksworth Valuations Ltd							
Valuation of Civic Insignia	01/10/2025	J0612	1	1,360.00	0.00	1,360.00	0.00
						0.00	1,360.00
I12 IBS Office Solutions Ltd							
Copier Reading 25.06-30.09.25	30/09/2025	3029220	1	178.64	0.00	178.64	0.00
Recycling box for toner	06/10/2025	3029307	1	42.00	0.00	42.00	0.00
						0.00	220.64
J21 John O'Conner GM Ltd							
GM Contract - Sept 2025	15/09/2025	123150	1	44,764.77	0.00	44,764.77	0.00
Strim Vacant Allot Plots	30/09/2025	123713	1	144.00	0.00	144.00	0.00
						0.00	44,908.77
J26 Janus Conservation Ltd							
T-Hall Masonry Survey	19/09/2025	2167	1	2,160.00	0.00	2,160.00	0.00
						0.00	2,160.00
L2 Mrs J Lewis							
Civic Duties July - Sept 25	30/09/2025	CIVIC JULY, SEPT	1	50.00	0.00	50.00	0.00
						0.00	50.00
L13 Link Up Local Mencap							
Bus stop posters - Sept 25	18/09/2025	0229/25	1	45.00	0.00	45.00	0.00
						0.00	45.00
M25 Innes J Mason							
Civic Duties July - Sept 25	30/09/2025	CIVIC JULY, SEPT	1	75.00	0.00	75.00	0.00
						0.00	75.00

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Linked to Cashbook 1

Entered Month 7

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M28 Minster Cleaning Services							
Duty Office Clean Oct 2025	01/10/2025	17685	1	2,131.55	0.00	2,131.55	0.00
						0.00	2,131.55
M38 Maspase Limited							
Refurb VP Cafe App 1	06/10/2025	1178	1	38,339.34	0.00	38,339.34	0.00
						0.00	38,339.34
Direct Payment							
M43 Parul Mistry							
NIBloom 2025 - Winner	09/10/2025	NIBLOOM WINNER	1	100.00	0.00	100.00	0.00
						0.00	100.00
N7 Newbury News Ltd							
Market Ad, Out & About	07/09/2025	122421	1	102.00	0.00	102.00	0.00
						0.00	102.00
N14 National Society of Allotment & Leisure							
Annual subs 21.10.25-20.10.26	24/09/2025	NSALG25-26	1	84.00	0.00	84.00	0.00
						0.00	84.00
O1 Oxford Charwell Brass							
VP Bandstand 21.09.25	22/09/2025	OCB-021	1	150.00	0.00	150.00	0.00
						0.00	150.00
P6 Pangbourne and District Silver Band							
VP Bandstand 28.09.2025	29/09/2025	28/09/25/PSB	1	150.00	0.00	150.00	0.00
						0.00	150.00
P16 PKF Littlejohn LLP							
External Audit to 31.03.25	26/09/2025	SB20252679	1	2,520.00	0.00	2,520.00	0.00
						0.00	2,520.00
P23 Mr Garry Poulson							
Civic duties July - Sept 25	30/09/2025	CIVIC-JULY, SEPT	1	50.00	0.00	50.00	0.00
						0.00	50.00

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Linked to Cashbook 1

Entered Month 7

Pay by BACS/Online File

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R40 R Allen House and Garden Maintenance								
Wharf Toilet Inlet valve		01/09/2025	185	1	220.00	0.00	220.00	0.00
TH- Temp Refit Lead to Roof		01/10/2025	060	1	120.00	0.00	120.00	0.00
VP Funday-Working Boats		01/10/2025	151	1	120.00	0.00	120.00	0.00
T-Hall Leak in Reception		01/10/2025	172	1	350.00	0.00	350.00	0.00
T-Hall New Lock main door		01/10/2025	176	1	160.00	0.00	160.00	0.00
Wharf Toilet-Reapairs from van		01/10/2025	180	1	420.00	0.00	420.00	0.00
Wharf Toilet-Supply/fit Valve		01/10/2025	184	1	180.00	0.00	180.00	0.00
						0.00	1,570.00	
R44 David Risley								
Civic Duties July - Sept 25		30/09/2025	CIVIC JULY, SEPT	1	100.00	0.00	100.00	0.00
						0.00	100.00	
R51 Mrs C Rider								
Allot key refund x 1 - WC43		23/09/2025	KEYREFUND-WC43	1	10.00	0.00	10.00	0.00
						0.00	10.00	
S2 Enerveo Limited								
Qty Maintenance 01.07-30.09.25		26/09/2025	900055964	1	1,317.20	0.00	1,317.20	0.00
						0.00	1,317.20	
S18 St Nicolas PCC								
NIBloom 25 - Winner		21/09/2025	NIBWINNER25	1	100.00	0.00	100.00	0.00
						0.00	100.00	
S108 Sackville-West Ltd								
Storage of Paintings Sept 2025		01/10/2025	12620	1	154.08	0.00	154.08	0.00
						0.00	154.08	
S109 SSE Energy Solutions								
Electric -Suite 9 - Aug 25		13/09/2025	IV03473676	1	106.00	0.00	106.00	0.00
						0.00	106.00	
S111 Ian Sheppard								
Key Refund x1 Southbys 80b		06/10/2025	KEY REFUND S80B	1	10.00	0.00	10.00	0.00
						0.00	10.00	

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Proposed List of Payments Entered

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List of Purchase Ledger Payments

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Entered Month 8

by user MGG

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13	Acclaim Fabrications							
V-Park - 7 Bike Stands		13/10/2025	PMM 204	1	840.00	0.00	840.00	0.00
Bodin Grd - Spinning Swing		13/10/2025	PMM 206	1	200.00	0.00	200.00	0.00
City Rec - Bollard		13/10/2025	PMM 207	1	225.00	0.00	225.00	0.00
Blossom Fld-Repair Basket Ball		13/10/2025	PMM 209	1	200.00	0.00	200.00	0.00
Southby-Repair fence post		13/10/2025	PMM 211	1	120.00	0.00	120.00	0.00
WharfT-let-Cover Green button		13/10/2025	PMM 212	1	125.00	0.00	125.00	0.00
Southby-Repair Link Fence		13/10/2025	PMM 214	1	100.00	0.00	100.00	0.00
							0.00	1,810.00

Above paid on 07/11/2025 by Online Payment Ref A13

A18 Aquaid (Kennet and North Wilts)

Water Machine - Annual Rental		30/10/2025	513601	1	739.20	0.00	739.20	0.00
					0.00		739.20	

Above paid on 07/11/2025 by Online Payment Ref A18

A20 A & S Meats

Market Management - Nov 25		06/11/2025	127	1	1,560.00	0.00	1,560.00	0.00
					0.00		1,560.00	

Above paid on 07/11/2025 by Online Payment Ref A20

A29 Appcentric

Month Support/retainer Nov 25		01/11/2025	2035	1	574.75	0.00	574.75	0.00
					0.00		574.75	

Above paid on 07/11/2025 by Online Payment Ref A29

A50 Aero Property Consultants

VP Cafe Repurposing - Oct 25		31/10/2025	25/123	1	1,252.80	0.00	1,252.80	0.00
					0.00		1,252.80	

Above paid on 07/11/2025 by Online Payment Ref A50

B21 Barlows Woodyard

Wood etc. - Shaw Cem		31/10/2025	0001/10052449	1	787.13	0.00	787.13	0.00
					0.00		787.13	

Above paid on 07/11/2025 by Online Payment Ref B21

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List of Purchase Ledger Payments

User: MGG

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by user MGG

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B41 Berkshire Pressure Cleaning Ltd							
War Memorial Clean Oct 25	25/10/2025	P6776	1	306.00	0.00	306.00	0.00
0.00 306.00							
Above paid on 07/11/2025 by Online Payment Ref B41							
C85 CreateIT Limited							
Adobe Oct 25-Sept 26	14/10/2025	82054	1	3,499.20	0.00	3,499.20	0.00
0.00 3,499.20							
Above paid on 07/11/2025 by Online Payment Ref C85							
D12 DCK Payroll Solutions							
Payroll- Oct 2025	29/10/2025	26291	1	224.82	0.00	224.82	0.00
0.00 224.82							
Above paid on 07/11/2025 by Online Payment Ref P1104							
E32 Equity Networks Ltd							
Monthly IT support - Nov 25	28/10/2025	82381	1	1,129.68	0.00	1,129.68	0.00
0.00 1,129.68							
Above paid on 07/11/2025 by Online Payment Ref E32							
G6 Greentips							
Emergency Tree Works Shaw Cem	28/10/2025	ETW.0048.IN	1	1,500.00	0.00	1,500.00	0.00
DF Allot - Tree works Willow	28/10/2025	TW.0049.IN	1	1,320.00	0.00	1,320.00	0.00
0.00 2,820.00							
Above paid on 07/11/2025 by Online Payment Ref G6							
H17 Hampshire Association of Local Councils							
Appraisal Course JA	21/10/2025	INV-7780	1	64.20	0.00	64.20	0.00
0.00 64.20							
Above paid on 07/11/2025 by Online Payment Ref H17							
H39 Mr Roger Hunneman							
Cllr expenses 30.07-03.11.25	05/11/2025	EXPENSES 30.07-03.11	1	49.50	0.00	49.50	0.00
0.00 49.50							
Above paid on 07/11/2025 by Online Payment Ref H39							

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Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J21	John O'Conner GM Ltd							
GM Contract - October 2025		16/10/2025	124023	1	44,764.77	0.00	44,764.77	0.00
0.00 44,764.77								
Above paid on 07/11/2025 by Online Payment Ref J21								
J25	James Hallam							
Cyber insurance 04.11.25-03.11		30/10/2025	549899445	1	2,065.92	0.00	2,065.92	0.00
0.00 2,065.92								
Above paid on 07/11/2025 by Online Payment Ref J25								
L13	Link Up Local Mencap							
Bus Stop Posters- Sept (2)		01/10/2025	0580-25	1	50.00	0.00	50.00	0.00
0.00 50.00								
Above paid on 07/11/2025 by Online Payment Ref L13								
M24	McCarthy Marland (Recycling) Ltd							
Skip for playground 28.10.2025		29/10/2025	IN182829	1	430.80	0.00	430.80	0.00
0.00 430.80								
Above paid on 07/11/2025 by Online Payment Ref M24								
M28	Minster Cleaning Services							
Daily Office Clean Nov 2025		01/11/2025	17847	1	2,131.55	0.00	2,131.55	0.00
0.00 2,131.55								
Above paid on 07/11/2025 by Online Payment Ref INV29354								
N12	National Association of Local Councils							
Job Advert - Maternity Cover		01/10/2025	820116	1	120.00	0.00	120.00	0.00
0.00 120.00								
Above paid on 07/11/2025 by Online Payment Ref N12								
P56	Proair Consultants							
VP Cafe Engineer Services		01/11/2025	1250	1	11,592.00	0.00	11,592.00	0.00
0.00 11,592.00								
Above paid on 07/11/2025 by Online Payment Ref P56								

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List of Purchase Ledger Payments

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Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R20	Rialtas Business Solutions Ltd							
Consultancy F,Scott	10.10.2025	10/10/2025	33222	1	103.20	0.00	103.20	0.00
Allot Link In house training		31/10/2025	33262	1	293.52	0.00	293.52	0.00
							0.00	396.72

Above paid on 07/11/2025 by Online Payment Ref R20

R40 R Allen House and Garden Maintenance

W-Toilet Repair taps	01/10/2025	198	1	65.00	0.00	65.00	0.00
					0.00	65.00	

Above paid on 07/11/2025 by Online Payment Ref R40

R52 Refugee Support Group

CPAC Grant 08.09.25 - Min 35)	14/10/2025	CPAC GRANT	1	500.00	0.00	500.00	0.00
					0.00	500.00	

Above paid on 07/11/2025 by Online Payment Ref R52

S108 Sackville-West Ltd

Store Paintings 01.10-31.10.25	31/10/2025	INV-12956	1	159.22	0.00	159.22	0.00
					0.00	159.22	

Above paid on 07/11/2025 by Online Payment Ref S108

S112 Laura Stobo

Allot Key refund x 2 - DF28a	10/10/2025	KEY REFUND DF28A	1	20.00	0.00	20.00	0.00
					0.00	20.00	

Above paid on 07/11/2025 by Online Payment Ref S112

S24 Sundog Hire Ltd

Ditch Clearance-Southby Allott	31/10/2025	5800	1	240.00	0.00	240.00	0.00
					0.00	240.00	

Above paid on 07/11/2025 by Online Payment Ref S24

S41 Sundog Grounds Maintenance Ltd

T-Hall Roof works Oct 2025	01/10/2025	4427	1	2,598.00	0.00	2,598.00	0.00
Install 3 x Dbl Bin Bases	05/11/2025	4476	1	1,008.00	0.00	1,008.00	0.00

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Install bench base - Southby	05/11/2025	4477	1	384.00	0.00	384.00	0.00
					0.00	3,990.00	

Above paid on 07/11/2025 by Online Payment Ref S41

Total Purchase Ledger Payments	0.00	81,343.26
	0.00	

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Proposed List of Payments Entered

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Entered Month 8

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G14 Greenham Trust Ltd (Grant Account)							
Donation - Project Ref 21007	07/11/2025	DONATION	1	227.40	0.00	227.40	0.00
DIRECT PAYMENT - Over 80's Parcel Fund -					0.00	227.40	
M38 Maspaces Limited							
VP Cafe Refurb - App 2	06/11/2025	1185	1	94,772.51	0.00	94,772.51	0.00
DIRECT PAYMENT					0.00	94,772.51	
				Proposed Payment Total	0.00	94,999.91	

Please see below the reasons for the Direct Payment:

1. A Direct Payment will be arranged for this batch as we have already created a supplier payment, this amount would exceed NTC's max payment limit within 3 days
2. We are also conscious that the invoice for Maspaces needs to be paid on or before 21.11.2025
3. We need to ensure no payments clash with the Salary payments later this month

Direct Payments - from 09.12.2025

Linked to Cashbook 1

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Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C18 Castle Water Ltd							
DFAllot Water 1.04.23-31.03.24	13/11/2025	10007753369	1	1,331.81	0.00	1,331.81	0.00
DF Allot Water 1.4.24-31.3.25	13/11/2025	10007753371	1	2,299.23	0.00	2,299.23	0.00
DF Allot Water 01.04- 31.08.25	13/11/2025	10007754134	1	1,344.12	0.00	1,344.12	0.00
DF Allot Water - Sept 2025	13/11/2025	10008048823	1	24.05	0.00	24.05	0.00
					0.00	4,999.21	
DIRECT PAYMENT				Proposed Payment Total	0.00	4,999.21	

Linked to Cashbook 1

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Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A2 ADT Fire & Security Plc							
Fire Alarm 1.11.25-31.1026	01/11/2025	58688668	1	4,502.35	0.00	4,502.35	0.00
					0.00	4,502.35	
A13 Acclaim Fabrications							
Make / Fit Compost bay	11/11/2025	PMM 219	1	870.40	0.00	870.40	0.00
Install Poles - St Georges Av	11/11/2025	PMM 220	1	574.00	0.00	574.00	0.00
					0.00	1,444.40	
B41 Berkshire Pressure Cleaning Ltd							
Clean War Memorial Remembrance	13/11/2025	P6789	1	216.00	0.00	216.00	0.00
Clean Clock House	13/11/2025	P6790	1	300.00	0.00	300.00	0.00
Clean Town Hall	13/11/2025	P6791	1	120.00	0.00	120.00	0.00
Clean Ebb & Flow	13/11/2025	P6792	1	240.00	0.00	240.00	0.00
					0.00	876.00	
C59 Canal & River Trust							
Lease Locks 25.12.25-24.3.26	19/11/2025	0000230027	1	300.00	0.00	300.00	0.00
					0.00	300.00	
E14 Environmental Solutions Ltd							
Secure Shredding - Oct 25	01/11/2025	30519	1	74.48	0.00	74.48	0.00
					0.00	74.48	
F38 Miriam C France							
Allot key refund - WC 05a	07/11/2025	KEY REFUND WC5A	1	10.00	0.00	10.00	0.00
					0.00	10.00	
G14 Greenham Trust Ltd (Grant Account)							
Revised Grant list 17.11.2025	21/11/2025	AMENDED GRANT 17.11.	1	7,500.00	0.00	7,500.00	0.00
					0.00	7,500.00	
H1 Hags/SMP							
Bottom Section Tube slide VP	27/10/2025	105727	1	2,770.80	0.00	2,770.80	0.00
Flanged Plug Springer	01/11/2025	105182	1	2,120.85	0.00	2,120.85	0.00
					0.00	4,891.65	

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Linked to Cashbook 1

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Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
I4 ICCM							
Cemetery management training	10/11/2025	20358	1	360.00	0.00	360.00	0.00
				0.00	0.00	360.00	
K8 Kennet Community Radio							
Event Support - Remembrance	17/11/2025	KR1000705	1	714.00	0.00	714.00	0.00
				0.00	0.00	714.00	
L13 Link Up Local Mencap							
Bus stop posters - Oct 25	31/10/2025	0843/25	1	50.00	0.00	50.00	0.00
				0.00	0.00	50.00	
M54 Michael Pagliaroli Architects Ltd							
VP Cafe Project work	11/11/2025	SI-111929	1	1,296.00	0.00	1,296.00	0.00
				0.00	0.00	1,296.00	
M61 Microshade Business Consultants Ltd							
IT Services - SEpt 25	01/11/2025	250900363526	1	586.08	0.00	586.08	0.00
IT Service - Oct 25	01/11/2025	251000378701	1	586.08	0.00	586.08	0.00
IT Service - Citrix	01/11/2025	251100393916	1	586.08	0.00	586.08	0.00
				0.00	0.00	1,758.24	
N7 Newbury News Ltd							
Out & About - Market Ad	16/11/2025	132448	1	180.00	0.00	180.00	0.00
				0.00	0.00	180.00	
N21 Newbury Baptist Church							
Hire Hall - Mayor Tea Party	05/11/2025	2025/031	1	120.00	0.00	120.00	0.00
				0.00	0.00	120.00	
N28 Newbury BID CIC							
Contribution Xmas Light 2025	20/11/2025	2002 (2)	1	10,000.00	0.00	10,000.00	0.00
				0.00	0.00	10,000.00	
P19 Proludic Ltd							
Star Seat & fixtures	31/10/2025	SIN011682	1	577.61	0.00	577.61	0.00
				0.00	0.00	577.61	

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Proposed List of Payments Entered

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Proposed List of Payments Entered

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Entered Month 9

Pay by BACS/Online File

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A15	HawkEye Pest Control Ltd							
Pest control - WMills		01/12/2025	15170SM11	1	253.94	0.00	253.94	0.00
Pest Control - Southby		01/12/2025	15170SM16	1	280.66	0.00	280.66	0.00
Pest Control - Parsons		01/12/2025	15170SM17	1	187.13	0.00	187.13	0.00
Pest Control - OTP Allot		01/12/2025	15170SM18	1	213.84	0.00	213.84	0.00
Pest Control - DF Allot		01/12/2025	15170SM19	1	240.59	0.00	240.59	0.00
Pest Control - WC Allot		01/12/2025	15170SM22	1	187.13	0.00	187.13	0.00
							0.00	1,363.29
A20	A & S Meats							
market Management 0 Dec 25		02/12/2025	128	1	1,560.00	0.00	1,560.00	0.00
							0.00	1,560.00
A29	Appcentric							
Support - Dec 25		03/12/2025	2055	1	574.75	0.00	574.75	0.00
							0.00	574.75
A43	Apple Print Ltd							
Print Mayors Christmas Card		04/12/2025	IN-19154	1	318.00	0.00	318.00	0.00
							0.00	318.00
A50	Aero Property Consultants							
VP Cafe Re purposing - Nov 25		30/11/2025	25/137	1	1,440.00	0.00	1,440.00	0.00
							0.00	1,440.00
D12	DCK Payroll Solutions							
Salaries November 2025		30/11/2025	26431	1	243.12	0.00	243.12	0.00
							0.00	243.12
E14	Environmental Solutions Ltd							
Secure Shredding - Nov 25		21/11/2025	30837	1	74.48	0.00	74.48	0.00
							0.00	74.48
G1	Gardner Leader LLP							
VP Pavilion Lease renewal		28/11/2025	103008	1	1,866.00	0.00	1,866.00	0.00
							0.00	1,866.00

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Pay by BACS/Online File

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G14	Greenham Trust Ltd (Grant Account)							
Grant Agreed 17.11.25 Ref21139		25/11/2025	GRANT25.11.25	1	500.00	0.00	500.00	0.00
					0.00		500.00	
H11	Healthmatic Ltd							
W-Toilet Clean 01.10- 31.12.25		05/12/2025	15082	1	4,352.45	0.00	4,352.45	0.00
					0.00		4,352.45	
H41	Hoskins Electrical Services							
WC Power Outage		27/11/2025	0423	1	45.00	0.00	45.00	0.00
Install light TH Reception		27/11/2025	0424	1	180.00	0.00	180.00	0.00
Shaw Cemetery - Water heater		10/12/2025	0426	1	215.00	0.00	215.00	0.00
					0.00		440.00	
J21	John O'Conner GM Ltd							
GM Contract - November 25		20/11/2025	125155	1	44,764.77	0.00	44,764.77	0.00
Fill Grit bins - Nov 25		25/11/2025	125370	1	537.65	0.00	537.65	0.00
V-Mesh for Storage Goal posts		09/12/2025	125698	1	3,078.65	0.00	3,078.65	0.00
					0.00		48,381.07	
L13	Link Up Local Mencap							
Busstop Posters - Nov 25		30/11/2025	1020/25	1	49.00	0.00	49.00	0.00
					0.00		49.00	
M23	Miracle Design and Play Ltd							
Supply Replacement Seesaw Beam		28/11/2025	12035	1	3,400.00	0.00	3,400.00	0.00
					0.00		3,400.00	
M28	Minster Cleaning Services							
T-Hall Toilet Roll Dispenser		28/11/2025	17923	1	30.00	0.00	30.00	0.00
Office Clean - Dec 25		01/12/2025	18008	1	2,131.55	0.00	2,131.55	0.00
					0.00		2,161.55	
M38	Maspaces Limited							
VP Cafe Refurb - App 3		10/12/2025	1213	1	78,370.12	0.00	78,370.12	0.00
					0.00		78,370.12	

DIRECT PAYMENT

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Pay by BACS/Online File

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M39	Masker Architects Ltd							
Town Hall Conservation Report		30/11/2025	INV-0545	1	1,644.00	0.00	1,644.00	0.00
					0.00		1,644.00	
P15	David Pawley Clock & Sundial maker							
Maintain Clock - Town Hall Nov		17/11/2025	96724	1	370.00	0.00	370.00	0.00
Maintain Clock - T/Hall Nov 25		17/11/2025	96726	1	225.00	0.00	225.00	0.00
					0.00		595.00	
P53	PTSG Electrical Sevices Ltd							
Inspect TH Lightning Rod		09/12/2025	IST332837	1	141.60	0.00	141.60	0.00
					0.00		141.60	
R1	Royal British Legion							
Remembrance Lunch 09.11.2025		09/11/2025	0744	1	250.00	0.00	250.00	0.00
					0.00		250.00	
S24	Sundog Hire Ltd							
Dickens Walk - Heras fencing		03/12/2025	5927	1	546.00	0.00	546.00	0.00
VP Mega Tower-Heras Fencing		03/12/2025	5928	1	498.00	0.00	498.00	0.00
					0.00		1,044.00	
S41	Sundog Grounds Maintenance Ltd							
Roof works - August 25		03/12/2025	4497	1	2,598.00	0.00	2,598.00	0.00
TH Roof Works - Oct 25		03/12/2025	4498	1	2,598.00	0.00	2,598.00	0.00
VP Bomb Shelter - Tree Works		03/12/2025	4499	1	936.00	0.00	936.00	0.00
					0.00		6,132.00	
S108	Sackville-West Ltd							
Store Paintings - Nov 25		30/11/2025	INV-13253	1	154.08	0.00	154.08	0.00
					0.00		154.08	
T30	Cybit Limited							
Email security - Sept 25		01/11/2025	19451	1	179.05	0.00	179.05	0.00
Microsoft 365 - Sept 25		01/11/2025	19452	1	573.29	0.00	573.29	0.00
Email Security Oct 2025		01/11/2025	40608	1	179.05	0.00	179.05	0.00

Continued over page

11/12/2025

Newbury Town Council Current Year

Page 4

09:08

Proposed List of Payments Entered

User: MGG

Linked to Cashbook 1

Entered Month 9

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
Email Security - Nov 25	18/11/2025	41086	1	-78.95	0.00	-78.95	0.00
					0.00	852.44	

W57 Working the Greener Way - Online

Qtr 2 Internal Audit & Report	27/11/2025	100465	1	510.00	0.00	510.00	0.00
					0.00	510.00	
				Proposed Payment Total	0.00	156,416.95	
					0.00	156,416.95	

18/12/2025

Newbury Town Council Current Year

Page 1

09:48

Proposed List of Payments Entered

User: MGG

Linked to Cashbook 1

Entered Month 9

Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B43 Berkshire Wedding Fair							
Wedding Fair S-House 08.02.26	17/12/2025	SH080226	1	150.00	0.00	150.00	0.00
					0.00	150.00	
C2 Citizens Advice West Berkshire							
Annual Grant - 2025-26	17/12/2025	GRANT 2025-26	1	20,000.00	0.00	20,000.00	0.00
					0.00	20,000.00	
C73 Community United West Berkshire							
Annual Grant - 2025-26	17/12/2025	GRANT 25-26	1	3,000.00	0.00	3,000.00	0.00
					0.00	3,000.00	
G6 Greentips							
Tree Works - North/South	18/12/2025	TW.0064.IN	1	13,260.00	0.00	13,260.00	0.00
					0.00	13,260.00	
Direct Payment							
J21 John O'Conner GM Ltd							
Filling grit bins Dec 2025	11/12/2025	125872	1	537.65	0.00	537.65	0.00
					0.00	537.65	
K15 Mr Joseph Kan							
Key Deposit Refund - S19 J Kan	08/12/2025	KEY REFUNS S19	1	10.00	0.00	10.00	0.00
					0.00	10.00	
M61 Microshade Business Consultants Ltd							
It Services - Dec 25	01/12/2025	251200409245	1	586.08	0.00	586.08	0.00
					0.00	586.08	
S2 Enerveo Limited							
Quarterly Maint 01.10-31.12.25	17/12/2025	900058780	1	2,272.97	0.00	2,272.97	0.00
					0.00	2,272.97	
Proposed Payment Total					0.00	39,816.70	

Date:02/01/2026

Newbury Town Council Current Year

Page 1

Time: 11:20

Bank Reconciliation Statement as at 31/12/2025 for Cashbook 1 - Current Account

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/12/2025		20,461.89
			<u>20,461.89</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			20,461.89
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			20,461.89
	Balance per Cash Book is :-		20,461.89
	Difference is :-		0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date:01/12/2025

Newbury Town Council Current Year

Page 1

Time: 09:01

Bank Reconciliation Statement as at 30/11/2025 for Cashbook 1 - Current Account

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	30/11/2025		20,000.00
			<u>20,000.00</u>
Unpresented Payments (Minus)		Amount	
		0.00	<u>0.00</u>
			<u>0.00</u>
			20,000.00
Unpresented Receipts (Plus)			
		0.00	<u>0.00</u>
			<u>0.00</u>
			20,000.00
	Balance per Cash Book is :-		20,000.00
	Difference is :-		0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 03/11/2025

Time: 13:39

Newbury Town Council Current Year

Page 1

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 1 - Current Account

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/10/2025		281,084.23
<u>Unpresented Payments (Minus)</u>	<u>Amount</u>		
	0.00		0.00
			281,084.23
<u>Unpresented Receipts (Plus)</u>			
	0.00		0.00
			281,084.23
		Balance per Cash Book is :-	281,084.23
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 02/01/2026

Newbury Town Council Current Year

Page 1

Time: 11:30

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 4 - Instant Access Account

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Access Account	31/12/2025		433,336.49
			433,336.49
<u>Unpresented Payments (Minus)</u>	<u>Amount</u>		
	0.00		0.00
			0.00
			433,336.49
<u>Unpresented Receipts (Plus)</u>			
	0.00		0.00
			0.00
			433,336.49
		Balance per Cash Book is :-	433,336.49
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date:01/12/2025

Newbury Town Council Current Year

Page 1

Time: 09:04

Bank Reconciliation Statement as at 30/11/2025
for Cashbook 4 - Instant Access Account

User: MGG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Access Account	30/11/2025		668,161.06
			668,161.06
<u>Unpresented Payments (Minus)</u>	<u>Amount</u>		
	0.00		0.00
			0.00
			668,161.06
<u>Unpresented Receipts (Plus)</u>			
	0.00		0.00
			0.00
			668,161.06
		Balance per Cash Book is :-	668,161.06
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date:03/11/2025

Newbury Town Council Current Year

Page 1

Time: 13:47

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 4 - Instant Access Account

User: MGG

Bank Statement Account Name (s)	Statement Date	Page	Balances
Instant Access Account	31/10/2025		418,387.36
			<hr/> 418,387.36
Unpresented Payments (Minus)		Amount	
		0.00	0.00
			<hr/> 0.00
			418,387.36
Unpresented Receipts (Plus)			
		0.00	0.00
			<hr/> 0.00
			418,387.36
	Balance per Cash Book is :-		418,387.36
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

06/01/2026

Newbury Town Council Current Year

Page 1

14:13

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Staff									
1077	Precept Reallocation	0	192,996	192,996	0			100.0%	
	Staff :- Income	0	192,996	192,996	0			100.0%	0
4000	Salaries/NI/PAYE	63,174	540,819	839,180	298,361	298,361	64.4%		
4010	Misc Staff Expenses	646	2,770	6,000	3,230	3,230	46.2%		
4045	Salary Reallocation	(63,174)	(540,819)	(652,184)	(111,365)	(111,365)	82.9%		
	Staff :- Indirect Expenditure	646	2,770	192,996	190,226	0	190,226	1.4%	0
	Net Income over Expenditure	(646)	190,226	0	(190,226)				
110 Central Services									
1076	Precept Received	0	1,817,641	1,817,641	0			100.0%	
1077	Precept Reallocation	0	(1,728,966)	(1,728,966)	0			100.0%	
1090	Interest - CCLA	3,820	17,940	24,000	6,060			74.7%	
1091	Shares/Dividend Income	0	6	0	(6)			0.0%	
1092	Interest Rec - Instant Access	976	7,421	10,000	2,579			74.2%	
1093	Interest - Fixed Term Account	0	22,069	24,000	1,931			92.0%	
1094	Interest - Current Account	0	0	360	360			0.0%	
1905	Income - CIL received	0	17,461	0	(17,461)			0.0%	11,482
	Central Services :- Income	4,797	153,572	147,035	(6,537)			104.4%	11,482
4045	Salary Reallocation	12,818	110,965	134,635	23,670	23,670	82.4%		
4050	Bank & Card Reader Charges	155	1,526	2,400	874	874	63.6%		
4055	Election Expenses	0	0	10,000	10,000	10,000	0.0%	(10,000)	
	Central Services :- Indirect Expenditure	12,973	112,491	147,035	34,544	0	34,544	76.5%	(10,000)
	Net Income over Expenditure	(8,176)	41,081	0	(41,081)				
6000	plus Transfer from EMR	(10,000)	(10,000)	0	10,000				
6001	less Transfer to EMR	11,482	11,482	0	(11,482)				
	Movement to/(from) Gen Reserve	(29,658)	19,599	0	(19,599)				
200 P&R General									
1077	Precept Reallocation	0	43,414	40,991	(2,423)			105.9%	
	P&R General :- Income	0	43,414	40,991	(2,423)			105.9%	0
4045	Salary Reallocation	1,933	24,084	33,891	9,807	9,807	71.1%		
4105	Members' travel & subsistence	0	193	600	407	407	32.2%		
4120	Precept Leaflet	0	0	1,000	1,000	1,000	0.0%		
4125	P&R Projects Fund	0	0	5,500	5,500	5,500	0.0%		
	P&R General :- Indirect Expenditure	1,933	24,277	40,991	16,714	0	16,714	59.2%	0
	Net Income over Expenditure	(1,933)	19,137	0	(19,137)				

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Grants & Contributions								
1077 Precept Reallocation	0	97,000	97,000	0			100.0%	
1122 Donations (Misc.)	0	227	0	(227)			0.0%	
Grants & Contributions :- Income	0	97,227	97,000	(227)			100.2%	0
4150 Grants for Climate Change Proj	0	2,805	10,000	7,195		7,195	28.1%	2,805
4155 Berkshire Youth; Youth Worker	0	12,500	25,000	12,500		12,500	50.0%	
4160 Contribution to BID Xmas light	0	8,333	10,000	1,667		1,667	83.3%	
4170 Volunteer Centre	0	500	500	0		0	100.0%	
4180 Grant Sub Committee	0	15,439	24,500	9,061		9,061	63.0%	
4182 Donations (Misc)	0	227	0	(227)		(227)	0.0%	
4185 CAB Grant	20,000	20,000	20,000	0		0	100.0%	
4213 Community United West Berkshir	3,000	3,000	3,000	0		0	100.0%	
4216 Newbury Flood Forum	0	0	1,000	1,000		1,000	0.0%	
4217 Discretionary Events Fund	0	2,500	3,000	500		500	83.3%	
Grants & Contributions :- Indirect Expenditure	23,000	65,304	97,000	31,696	0	31,696	67.3%	2,805
Net Income over Expenditure	(23,000)	31,923	0	(31,923)				
6000 plus Transfer from EMR	0	2,805	0	(2,805)				
Movement to/(from) Gen Reserve	(23,000)	34,728	0	(34,728)				
220 Corporate Services								
1077 Precept Reallocation	0	133,708	128,836	(4,872)			103.8%	
Corporate Services :- Income	0	133,708	128,836	(4,872)			103.8%	0
4200 Visitor Information Centre	0	0	500	500		500	0.0%	
4220 Training and Development	0	4,376	10,000	5,624	897	4,727	52.7%	
4225 Advertising Recruitment	0	640	1,000	360		360	64.0%	
4230 Telephone	954	8,542	11,450	2,908		2,908	74.6%	
4235 Postage	203	1,726	2,500	774		774	69.0%	
4240 Printing/Stationery	0	639	1,800	1,161		1,161	35.5%	
4245 Office Equipment	0	363	1,500	1,137		1,137	24.2%	
4247 IT - Asset Register	0	0	1,000	1,000		1,000	0.0%	(1,000)
4250 IT - Office 365 Package	1,532	14,165	17,947	3,782	9,800	(6,018)	133.5%	
4251 IT - Accounts	0	1,954	4,000	2,046		2,046	48.9%	
4252 IT - Website	479	4,311	5,850	1,539		1,539	73.7%	
4253 IT - Citrix / Cloud	488	3,997	5,465	1,468		1,468	73.1%	
4254 IT - Adobe	0	3,158	3,800	642		642	83.1%	
4255 Professional Fees	2,229	11,531	17,691	6,160		6,160	65.2%	595
4260 Audit	0	1,020	5,500	4,480		4,480	18.5%	
4265 Subscriptions	0	5,068	6,107	1,039		1,039	83.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Photocopier Charges	227	1,716	2,700	984		984	63.6%	
4275 Advertising General	49	396	1,000	604	460	144	85.6%	
4280 Recycling Costs 13	124	1,138	1,400	262		262	81.3%	169
4290 Capital exp computers etc	0	8,547	8,963	416		416	95.4%	
4317 2024/25 Purchase Orders	0	0	0	0	1,000	(1,000)	0.0%	
4420 Insurance	0	14,899	18,663	3,764		3,764	79.8%	
Corporate Services :- Indirect Expenditure	6,286	88,188	128,836	40,648	12,157	28,491	77.9%	(236)
Net Income over Expenditure	(6,286)	45,520	0	(45,520)				
6000 plus Transfer from EMR	(1,000)	(236)	0	236				
Movement to/(from) Gen Reserve	(7,286)	45,284	0	(45,284)				
290 Town Hall								
1077 Precept Reallocation	0	128,453	140,388	11,935			91.5%	
1270 Income - Suite Lease	1,753	18,785	30,000	11,215			62.6%	
1280 Income - Chamber Hire	830	3,428	11,000	7,572			31.2%	
1998 Income - Electricity Outage	0	430	0	(430)			0.0%	
Town Hall :- Income	2,583	151,096	181,388	30,292			83.3%	0
4045 Salary Reallocation	7,505	58,173	64,859	6,686		6,686	89.7%	
4255 Professional Fees	0	0	3,120	3,120		3,120	0.0%	
4317 2024/25 Purchase Orders	0	15,000	0	(15,000)		(15,000)	0.0%	15,000
4402 Lettings - Agent Fees	171	1,592	4,000	2,408		2,408	39.8%	
4403 Lettings - Deposits Returned	0	638	5,138	4,500		4,500	12.4%	
4404 Lettings - Suite Lease Costs	0	7,060	7,896	836		836	89.4%	
4405 Rates - NTC	0	11,883	12,027	144		144	98.8%	
4407 Gas	314	1,461	4,000	2,539		2,539	36.5%	
4410 Water	(2)	993	578	(415)		(415)	171.8%	415
4413 Electricity Empty Suites	176	1,662	0	(1,662)		(1,662)	0.0%	
4415 Electricity NTC Main Contract	667	10,030	30,003	19,973		19,973	33.4%	
4425 Repairs and Maintenance	1,973	9,201	11,379	2,178		2,178	80.9%	1,370
4428 Health & Safety Compliance	205	7,618	10,000	2,382		2,382	76.2%	
4431 Town Hall cleaning contract	1,776	15,987	24,868	8,881		8,881	64.3%	
4432 Housekeeping	0	766	2,000	1,234		1,234	38.3%	
4435 Maint. Contracts Unscheduled	0	0	0	0	960	(960)	0.0%	
4440 Fire Extinguishers	0	542	820	278		278	66.1%	
4445 Security	0	296	700	404		404	42.3%	
Town Hall :- Indirect Expenditure	12,785	142,901	181,388	38,487	960	37,527	79.3%	16,785
Net Income over Expenditure	(10,202)	8,196	0	(8,196)				
6000 plus Transfer from EMR	1,552	16,785	0	(16,785)				
Movement to/(from) Gen Reserve	(8,650)	24,981	0	(24,981)				

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
291 Town Hall Projects									
1077 Precept Reallocation		0	45,750	45,750	0			100.0%	
	Town Hall Projects :- Income	0	45,750	45,750	0			100.0%	0
4320 TH Office Move & Refurb		0	0	15,750	15,750		15,750	0.0%	
4321 Town Hall Roof		4,463	19,757	0	(19,757)	3,405	(23,162)	0.0%	19,757
4322 Town Hall Responsive Repairs		0	1,800	30,000	28,200		28,200	6.0%	
	Town Hall Projects :- Indirect Expenditure	4,463	21,557	45,750	24,193	3,405	20,788	54.6%	19,757
	Net Income over Expenditure	(4,463)	24,193	0	(24,193)				
6000	plus Transfer from EMR	4,463	19,757	0	(19,757)				
	Movement to/(from) Gen Reserve	0	43,950	0	(43,950)				
295 Weddings									
1077 Precept Reallocation		0	9,591	9,591	0			100.0%	
1280 Income - Chamber Hire		0	2,226	3,850	1,624			57.8%	
	Weddings :- Income	0	11,817	13,441	1,624			87.9%	0
4045 Salary Reallocation		1,447	8,602	9,321	719		719	92.3%	
4275 Advertising General		150	449	2,000	1,551		1,551	22.4%	
4340 Weddings expenditure		0	0	420	420		420	0.0%	
4341 Wedding Licence EMR		0	2,532	1,700	(832)		(832)	148.9%	832
	Weddings :- Indirect Expenditure	1,597	11,583	13,441	1,858	0	1,858	86.2%	832
	Net Income over Expenditure	(1,597)	234	0	(234)				
6000	plus Transfer from EMR	0	832	0	(832)				
	Movement to/(from) Gen Reserve	(1,597)	1,066	0	(1,066)				
300 Newtown Road Cemetery									
1077 Precept Reallocation		0	56,254	55,750	(504)			100.9%	
	Newtown Road Cemetery :- Income	0	56,254	55,750	(504)			100.9%	0
4045 Salary Reallocation		670	7,317	9,845	2,528		2,528	74.3%	
4317 2024/25 Purchase Orders		0	5,040	0	(5,040)		(5,040)	0.0%	5,040
4405 Rates - NTC		0	574	750	176		176	76.5%	
4415 Electricity NTC Main Contract		34	339	500	161		161	67.9%	
4425 Repairs and Maintenance		0	90	5,000	4,910	2,310	2,600	48.0%	
4430 Maint. Contracts		3,022	27,195	36,309	9,114		9,114	74.9%	
4435 Maint. Contracts Unscheduled		0	0	1,200	1,200		1,200	0.0%	
4436 Headstone Survey		0	0	500	500		500	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4440 Fire Extinguishers	0	63	150	87		87	42.0%	
4515 Tree Works	0	0	996	996	996	0	100.0%	
4545 Redecoration of Chapel	0	0	500	500		500	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	3,725	40,618	55,750	15,132	3,306	11,826	78.8%	5,040
Net Income over Expenditure	(3,725)	15,636	0	(15,636)				
6000 plus Transfer from EMR	0	5,040	0	(5,040)				
Movement to/(from) Gen Reserve	(3,725)	20,676	0	(20,676)				
<u>305 Shaw Cemetery</u>								
1077 Precept Reallocation	0	87,890	87,740	(150)			100.2%	
1300 Income - Cemetery	9,303	32,157	68,672	36,515			46.8%	
Shaw Cemetery :- Income	9,303	120,047	156,412	36,365			76.8%	0
4517 Lime Trees - Pollard	0	0	2,500	2,500		2,500	0.0%	(2,500)
Shaw Cemetery :- Direct Expenditure	0	0	2,500	2,500	0	2,500	0.0%	(2,500)
4045 Salary Reallocation	2,489	21,977	26,946	4,969		4,969	81.6%	
4249 IT - Cemeteries	0	1,317	2,018	701		701	65.3%	
4265 Subscriptions	0	299	480	181		181	62.3%	
4317 2024/25 Purchase Orders	0	635	0	(635)		(635)	0.0%	635
4400 Rent Payable	333	1,000	1,000	0		0	100.0%	
4405 Rates - NTC	0	4,042	4,320	278		278	93.6%	
4410 Water	10	6,496	4,500	(1,996)		(1,996)	144.3%	1,996
4415 Electricity NTC Main Contract	181	687	4,000	3,313		3,313	17.2%	
4425 Repairs and Maintenance	110	4,656	6,968	2,312	80	2,232	68.0%	
4428 Health & Safety Compliance	135	249	800	551		551	31.2%	
4430 Maint. Contracts	8,050	72,446	96,639	24,194		24,194	75.0%	
4435 Maint. Contracts Unscheduled	0	668	2,000	1,332		1,332	33.4%	
4440 Fire Extinguishers	0	126	210	84		84	60.0%	
4515 Tree Works	2,781	4,031	4,031	0		0	100.0%	
Shaw Cemetery :- Indirect Expenditure	14,088	118,629	153,912	35,283	80	35,203	77.1%	2,631
Net Income over Expenditure	(4,785)	1,418	0	(1,418)				
6000 plus Transfer from EMR	(2,431)	131	0	(131)				
Movement to/(from) Gen Reserve	(7,216)	1,549	0	(1,549)				
<u>306 Shaw Cemetery Projects</u>								
4776 Shaw Cemetery Land Survey	0	620	0	(620)		(620)	0.0%	620
Shaw Cemetery Projects :- Direct Expenditure	0	620	0	(620)	0	(620)		620
Net Expenditure	0	(620)	0	620				
6000 plus Transfer from EMR	0	620	0	(620)				
Movement to/(from) Gen Reserve	0	0	0	0				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Markets								
1077 Precept Reallocation	0	10,238	10,238	0			100.0%	
1320 Income - Market	3,082	28,833	42,500	13,667			67.8%	
Markets :- Income	3,082	39,071	52,738	13,667			74.1%	0
4045 Salary Reallocation	1,188	13,371	18,198	4,827			4,827	73.5%
4265 Subscriptions	0	484	484	0			0	100.0%
4266 Licence	0	165	190	25			25	86.8%
4275 Advertising General	0	576	2,700	2,124	695	1,429	47.1%	
4360 Market Management	1,300	11,700	17,500	5,800			5,800	66.9%
4361 Market bank costs	19	173	250	77			77	69.4%
4405 Rates - NTC	0	3,444	3,616	172			172	95.2%
4415 Electricity NTC Main Contract	117	787	1,300	513			513	60.6%
4425 Repairs and Maintenance	0	0	8,500	8,500			8,500	0.0%
Markets :- Indirect Expenditure	2,624	30,701	52,738	22,037	695	21,342	59.5%	0
Net Income over Expenditure	458	8,370	0	(8,370)				
315 War Memorial								
1077 Precept Reallocation	0	7,604	7,604	0			100.0%	
War Memorial :- Income	0	7,604	7,604	0			100.0%	0
4045 Salary Reallocation	183	2,343	3,304	961			961	70.9%
4425 Repairs and Maintenance	0	1,125	2,300	1,175			1,175	48.9%
4850 Sinking Fund	0	0	2,000	2,000			2,000	0.0%
War Memorial :- Indirect Expenditure	183	3,468	7,604	4,136	0	4,136	45.6%	(2,000)
Net Income over Expenditure	(183)	4,136	0	(4,136)				
6000 plus Transfer from EMR	(2,000)	(2,000)	0	2,000				
Movement to/(from) Gen Reserve	(2,183)	2,136	0	(2,136)				
320 Footway Lighting								
1077 Precept Reallocation	0	36,528	31,390	(5,138)			116.4%	
Footway Lighting :- Income	0	36,528	31,390	(5,138)			116.4%	0
4045 Salary Reallocation	411	3,656	4,528	872			872	80.7%
4414 Electricity Footpaths fm 0425	0	2,659	13,862	11,203			11,203	19.2%
4425 Repairs and Maintenance	1,894	5,529	13,000	7,471	6,026	1,444	88.9%	
4855 Street Lighting Upgrade	0	3,210	0	(3,210)			(3,210)	0.0%
Footway Lighting :- Indirect Expenditure	2,305	15,054	31,390	16,336	6,026	10,309	67.2%	3,210
Net Income over Expenditure	(2,305)	21,474	0	(21,474)				
6000 plus Transfer from EMR	0	3,210	0	(3,210)				
Movement to/(from) Gen Reserve	(2,305)	24,683	0	(24,683)				

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
325 Clock House									
1077 Precept Reallocation		0	5,656	5,756	100			98.3%	
	Clock House :- Income	0	5,656	5,756	100			98.3%	0
4045 Salary Reallocation		114	1,466	2,049	583		583	71.6%	
4415 Electricity NTC Main Contract		127	1,105	1,850	745		745	59.7%	
4425 Repairs and Maintenance		0	975	1,000	25		25	97.5%	
4428 Health & Safety Compliance		0	0	400	400		400	0.0%	
4430 Maint. Contracts		38	342	457	115		115	74.8%	
	Clock House :- Indirect Expenditure	279	3,889	5,756	1,867	0	1,867	67.6%	0
	Net Income over Expenditure	(279)	1,767	0	(1,767)				
330 Street Furniture									
1077 Precept Reallocation		0	14,881	14,881	0			100.0%	
1605 Income - Clear Channel (INC)		0	32,096	60,939	28,843			52.7%	
1995 Donations - Street Furniture		0	1,265	0	(1,265)			0.0%	
	Street Furniture :- Income	0	48,242	75,820	27,578			63.6%	0
4045 Salary Reallocation		1,112	5,857	4,721	(1,136)		(1,136)	124.1%	
4111 Bus Shelter Provision & Maint		0	32,096	60,939	28,843		28,843	52.7%	
4425 Repairs and Maintenance		0	4,768	6,000	1,232	581	651	89.2%	
4460 Grit Bins		586	1,034	4,160	3,126	2,240	886	78.7%	
4462 Donated - Street Furniture		0	1,229	0	(1,229)		(1,229)	0.0%	
	Street Furniture :- Indirect Expenditure	1,698	44,984	75,820	30,836	2,821	28,015	63.1%	0
	Net Income over Expenditure	(1,698)	3,258	0	(3,258)				
335 Recreation Grounds									
1077 Precept Reallocation		0	108,127	113,093	4,966			95.6%	
1355 Income - Pitches		358	1,305	900	(405)			145.0%	
	Recreation Grounds :- Income	358	109,432	113,993	4,561			96.0%	0
4591 Green Flag submission		0	0	700	700		700	0.0%	
	Recreation Grounds :- Direct Expenditure	0	0	700	700	0	700	0.0%	0
4045 Salary Reallocation		2,009	18,254	22,672	4,418		4,418	80.5%	
4410 Water		65	1,453	700	(753)		(753)	207.5%	753
4415 Electricity NTC Main Contract		350	2,075	3,100	1,025		1,025	66.9%	
4425 Repairs and Maintenance		148	1,910	10,872	8,962	70	8,892	18.2%	
4428 Health & Safety Compliance		0	128	778	650		650	16.4%	
4430 Maint. Contracts		5,283	47,548	63,405	15,857		15,857	75.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Maint. Contracts Unscheduled	0	0	800	800		800	0.0%	
4515 Tree Works	0	1,110	10,966	9,856	10,360	(504)	104.6%	
Recreation Grounds :- Indirect Expenditure	7,855	72,477	113,293	40,816	10,430	30,386	73.2%	753
Net Income over Expenditure	(7,497)	36,955	0	(36,955)				
6000 plus Transfer from EMR	134	753	0	(753)				
Movement to/(from) Gen Reserve	(7,363)	37,708	0	(37,708)				
340 Play Areas								
1077 Precept Reallocation	0	113,909	113,661	(248)			100.2%	
Play Areas :- Income	0	113,909	113,661	(248)			100.2%	0
4045 Salary Reallocation	4,460	35,119	40,399	5,280		5,280	86.9%	
4317 2024/25 Purchase Orders	0	1,359	0	(1,359)		(1,359)	0.0%	1,359
4425 Repairs and Maintenance	4,560	25,521	30,000	4,479	893	3,586	88.0%	
4430 Maint. Contracts	3,497	31,477	42,010	10,533		10,533	74.9%	
4515 Tree Works	1,252	1,252	1,252	0		0	100.0%	
Play Areas :- Indirect Expenditure	13,769	94,728	113,661	18,933	893	18,040	84.1%	1,359
Net Income over Expenditure	(13,769)	19,181	0	(19,181)				
6000 plus Transfer from EMR	0	1,359	0	(1,359)				
Movement to/(from) Gen Reserve	(13,769)	20,540	0	(20,540)				
341 Play Areas Projects								
4423 Upgrading Play Areas	0	20,744	0	(20,744)		(20,744)	0.0%	20,744
Play Areas Projects :- Indirect Expenditure	0	20,744	0	(20,744)	0	(20,744)		20,744
Net Expenditure	0	(20,744)	0	20,744				
6000 plus Transfer from EMR	0	20,744	0	(20,744)				
Movement to/(from) Gen Reserve	0	0	0	0				
345 Victoria Park								
1077 Precept Reallocation	0	176,934	172,665	(4,269)			102.5%	
1360 Income - Tennis Courts	0	4,950	7,000	2,050			70.7%	
1380 Income - Bowling Club	0	450	900	450			50.0%	
1385 Income - Kiosk/Cafe	0	0	2,000	2,000			0.0%	
1390 Income - Victoria Park Hire	109	4,712	4,000	(712)			117.8%	
1391 Income - Mini Golf	0	5,155	5,000	(155)			103.1%	
1392 Donations - Duck Feeder	0	633	0	(633)			0.0%	
Victoria Park :- Income	109	192,834	191,565	(1,269)			100.7%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4518 Lime Tree Avenue Lighting Upgr	0	0	750	750		750	0.0%	(750)
4543 Splashpark	0	2,727	4,200	1,473		1,473	64.9%	
4591 Green Flag submission	0	0	893	893		893	0.0%	
Victoria Park :- Direct Expenditure	0	2,727	5,843	3,116	0	3,116	46.7%	(750)
4045 Salary Reallocation	2,786	23,956	28,926	4,970		4,970	82.8%	
4266 Licence	0	35	35	0		0	100.0%	
4355 Toilet Hire	0	918	2,500	1,582		1,582	36.7%	
4410 Water	35	5,958	13,500	7,542		7,542	44.1%	
4415 Electricity NTC Main Contract	326	3,323	6,000	2,677		2,677	55.4%	
4425 Repairs and Maintenance	0	6,262	15,989	9,727	245	9,482	40.7%	
4428 Health & Safety Compliance	0	233	1,000	767		767	23.3%	
4430 Maint. Contracts	8,424	75,819	101,140	25,321		25,321	75.0%	
4435 Maint. Contracts Unscheduled	2,566	2,566	2,766	200	200	0	100.0%	
4440 Fire Extinguishers	0	129	250	121		121	51.7%	
4445 Security	0	412	1,000	588		588	41.2%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%	(3,600)
4480 Music at the Bandstand	0	3,000	3,150	150		150	95.2%	
4490 VP Fun Day	0	3,512	3,850	338		338	91.2%	
4515 Tree Works	2,016	2,016	2,016	0		0	100.0%	
Victoria Park :- Indirect Expenditure	16,153	128,139	185,722	57,583	445	57,138	69.2%	(3,600)
Net Income over Expenditure	(16,044)	61,968	0	(61,968)				
6000 plus Transfer from EMR	(4,350)	(4,350)	0	4,350				
Movement to/(from) Gen Reserve	(20,394)	57,618	0	(57,618)				
346 Victoria Park Projects								
1123 Grant Rec. (Changing Places)	20,000	20,000	0	(20,000)			0.0%	
Victoria Park Projects :- Income	20,000	20,000	0	(20,000)				0
4530 Community Cafe	77,748	222,193	0	(222,193)	11,640	(233,832)	0.0%	222,193
4531 Changing Places	5,753	5,753	0	(5,753)	17,258	(23,011)	0.0%	5,753
Victoria Park Projects :- Indirect Expenditure	83,501	227,946	0	(227,946)	28,898	(256,843)		227,946
Net Income over Expenditure	(63,501)	(207,946)	0	207,946				
6000 plus Transfer from EMR	83,501	227,946	0	(227,946)				
Movement to/(from) Gen Reserve	20,000	20,000	0	(20,000)				
350 Open Spaces								
1077 Precept Reallocation	0	121,501	121,372	(129)			100.1%	
Open Spaces :- Income	0	121,501	121,372	(129)			100.1%	0

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4774 Additional Dog Bin Collections	0	0	1,750	1,750		1,750	0.0%	
Open Spaces :- Direct Expenditure	0	0	1,750	1,750	0	1,750	0.0%	0
4045 Salary Reallocation	1,080	10,093	12,717	2,624		2,624	79.4%	
4317 2024/25 Purchase Orders	0	1,437	0	(1,437)		(1,437)	0.0%	1,437
4400 Rent Payable	0	1,054	1,160	106		106	90.9%	
4410 Water	19	229	116	(113)		(113)	197.7%	113
4425 Repairs and Maintenance	80	2,515	3,496	981		981	71.9%	
4430 Maint. Contracts	7,971	71,741	95,698	23,957		23,957	75.0%	
4435 Maint. Contracts Unscheduled	0	0	505	505		505	0.0%	
4515 Tree Works	1,854	1,854	4,430	2,576	2,072	504	88.6%	
4760 Litter Picking Equipment	0	0	500	500		500	0.0%	
4770 Biodiversity Survey	0	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	11,005	88,924	119,622	30,698	2,072	28,626	76.1%	1,550
Net Income over Expenditure	(11,005)	32,577	0	(32,577)				
6000 plus Transfer from EMR	39	1,550	0	(1,550)				
Movement to/(from) Gen Reserve	(10,966)	34,128	0	(34,128)				
351 Open Spaces Projects								
1077 Precept Reallocation	0	5,000	5,000	0			100.0%	
Open Spaces Projects :- Income	0	5,000	5,000	0			100.0%	0
4773 Water courses	0	0	5,000	5,000		5,000	0.0%	
Open Spaces Projects :- Direct Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Income over Expenditure	0	5,000	0	(5,000)				
355 Floral Displays and Trees								
1077 Precept Reallocation	0	36,277	35,777	(500)			101.4%	
1990 Miscellaneous Income	0	693	0	(693)			0.0%	
1991 Income - Floral Baskets Busine	0	1,323	0	(1,323)			0.0%	
Floral Displays and Trees :- Income	0	38,293	35,777	(2,516)			107.0%	0
4045 Salary Reallocation	1,339	9,423	10,051	628		628	93.8%	
4317 2024/25 Purchase Orders	0	7,498	0	(7,498)		(7,498)	0.0%	7,498
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4500 Tree planting	0	0	3,276	3,276		3,276	0.0%	
4505 Edible Crops	0	0	450	450		450	0.0%	
4510 Floral Displays	0	19,474	20,500	1,027		1,027	95.0%	
4512 Floral Baskets - Businesses	0	2,247	0	(2,247)		(2,247)	0.0%	
Floral Displays and Trees :- Indirect Expenditure	1,339	38,642	35,777	(2,865)	0	(2,865)	108.0%	7,498
Net Income over Expenditure	(1,339)	(349)	0	349				
6000 plus Transfer from EMR	0	7,498	0	(7,498)				

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	(1,339)	7,149	0	(7,149)				
<u>360</u>	<u>Britain & Newbury In Bloom</u>								
1077	Precept Reallocation	0	16,436	14,436	(2,000)			113.9%	
1600	Sponsorship	0	400	500	100			80.0%	
	Britain & Newbury In Bloom :- Income	0	16,836	14,936	(1,900)			112.7%	0
4711	Britain in Bloom	0	243	2,500	2,257	2,257	9.7%		
	Britain & Newbury In Bloom :- Direct Expenditure	0	243	2,500	2,257	0	2,257	9.7%	0
4045	Salary Reallocation	1,188	8,372	8,936	564	564	93.7%		
4710	Newbury In Bloom	0	1,446	3,500	2,054	2,054	41.3%		
	Britain & Newbury In Bloom :- Indirect Expenditure	1,188	9,818	12,436	2,618	0	2,618	78.9%	0
	Net Income over Expenditure	(1,188)	6,776	0	(6,776)				
<u>420</u>	<u>Wash Common Allotment</u>								
1077	Precept Reallocation	0	6,868	6,068	(800)			113.2%	
1400	Income - Allotment	0	597	4,784	4,187			12.5%	
	Wash Common Allotment :- Income	0	7,465	10,852	3,387			68.8%	0
4045	Salary Reallocation	632	4,880	5,544	664	664	88.0%		
4410	Water	34	1,554	1,340	(214)	(214)	116.0%		214
4425	Repairs and Maintenance	186	668	1,500	832	205	627	58.2%	
4430	Maint. Contracts	115	1,031	1,378	347	347	74.8%		
4435	Maint. Contracts Unscheduled	0	0	50	50	50	0.0%		
4515	Tree Works	0	0	1,040	1,040	1,040	0	100.0%	
	Wash Common Allotment :- Indirect Expenditure	967	8,133	10,852	2,719	1,245	1,474	86.4%	214
	Net Income over Expenditure	(967)	(668)	0	668				
6000	plus Transfer from EMR	54	214	0	(214)				
	Movement to/(from) Gen Reserve	(913)	(454)	0	454				
<u>421</u>	<u>Allotments (except Wash Common)</u>								
1077	Precept Reallocation	0	33,781	40,715	6,934			83.0%	
1400	Income - Allotment	10	2,712	25,000	22,288			10.8%	
	Allotments (except Wash Common :- Income)	10	36,493	65,715	29,222			55.5%	0
4045	Salary Reallocation	2,078	20,997	27,373	6,376	6,376	76.7%		
4248	IT - Allotments	0	265	324	59	59	81.8%		
4265	Subscriptions	0	0	70	70	70	0.0%		
4317	2024/25 Purchase Orders	0	2,382	0	(2,382)	(2,382)	0.0%		2,382

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Rent Payable	213	638	950	313		313	67.1%	
4410 Water	551	11,347	6,500	(4,847)		(4,847)	174.6%	4,847
4425 Repairs and Maintenance	1,010	4,503	6,329	1,826	1,244	582	90.8%	
4430 Maint. Contracts	904	8,136	10,870	2,734		2,734	74.9%	
4435 Maint. Contracts Unscheduled	0	120	2,750	2,630		2,630	4.4%	
4515 Tree Works	3,927	5,027	10,549	5,522	5,522	0	100.0%	
Allotments (except Wash Common :- Indirect Expenditure	8,683	53,415	65,715	12,300	6,766	5,534	91.6%	7,229
Net Income over Expenditure	(8,673)	(16,922)	0	16,922				
6000 plus Transfer from EMR	(152)	7,229	0	(7,229)				
Movement to/(from) Gen Reserve	(8,825)	(9,693)	0	9,693				
430 Wharf Toilets								
1077 Precept Reallocation	0	21,446	22,605	1,159			94.9%	
1993 Income - Cashless Payments	121	821	0	(821)			0.0%	
Wharf Toilets :- Income	121	22,267	22,605	338			98.5%	0
4045 Salary Reallocation	221	2,597	3,616	1,019		1,019	71.8%	
4051 Cashless Payments Charges	37	294	400	106		106	73.5%	
4195 Wharf Toilets Contract	3,627	10,881	14,509	3,628		3,628	75.0%	
4405 Rates - NTC	0	191	250	59		59	76.5%	
4425 Repairs and Maintenance	0	3,195	3,625	430		430	88.1%	
4428 Health & Safety Compliance	205	205	205	0		0	100.0%	
Wharf Toilets :- Indirect Expenditure	4,090	17,363	22,605	5,242	0	5,242	76.8%	0
Net Income over Expenditure	(3,969)	4,904	0	(4,904)				
435 Vehicle, Equipment & Tools								
1077 Precept Reallocation	0	23,857	22,857	(1,000)			104.4%	
Vehicle, Equipment & Tools :- Income	0	23,857	22,857	(1,000)			104.4%	0
4045 Salary Reallocation	0	5,845	10,799	4,954		4,954	54.1%	
4190 CCTV	0	0	2,500	2,500		2,500	0.0%	
4550 GM Vehicle Lease	267	2,935	4,200	1,265		1,265	69.9%	
4551 GM Vehicle Consumables	124	521	1,700	1,179		1,179	30.7%	
4552 GM Vehicle Insurance	0	1,150	1,263	113		113	91.1%	
4553 GM Vehicle Maint. Payment	46	417	700	283		283	59.5%	
4554 GM Vehicle Tax	0	0	195	195		195	0.0%	
4555 Tools & Equipment	895	1,437	1,500	63		63	95.8%	
Vehicle, Equipment & Tools :- Indirect Expenditure	1,332	12,305	22,857	10,552	0	10,552	53.8%	0
Net Income over Expenditure	(1,332)	11,552	0	(11,552)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
436 Community Services PROJECTS								
1077 Precept Reallocation	0	33,270	33,270	0			100.0%	
Community Services PROJECTS :- Income	0	33,270	33,270	0			100.0%	0
4045 Salary Reallocation	4,542	31,526	33,270	1,744		1,744	94.8%	
Community Services PROJECTS :- Indirect Expenditure	4,542	31,526	33,270	1,744	0	1,744	94.8%	0
Net Income over Expenditure	(4,542)	1,744	0	(1,744)				
500 CPAC General								
1077 Precept Reallocation	0	23,905	23,905	0			100.0%	
CPAC General :- Income	0	23,905	23,905	0			100.0%	0
4045 Salary Reallocation	1,447	15,624	20,905	5,281		5,281	74.7%	
4600 CPAC Committee Fund	0	46	1,000	954		954	4.6%	
4625 Art Trail	0	0	750	750		750	0.0%	
4637 Local Democracy WG	142	147	250	103		103	58.6%	
4639 Art on the Park	0	0	500	500		500	0.0%	
4643 Ceremonial Commitments	0	0	500	500		500	0.0%	
CPAC General :- Indirect Expenditure	1,589	15,817	23,905	8,088	0	8,088	66.2%	0
Net Income over Expenditure	(1,589)	8,088	0	(8,088)				
501 CPAC Events & Projects								
1077 Precept Reallocation	0	24,510	24,510	0			100.0%	
1997 Income - VE80	0	100	0	(100)			0.0%	
1999 Income - 200th Anniv Royal Eng	0	1,200	0	(1,200)			0.0%	1,200
CPAC Events & Projects :- Income	0	25,810	24,510	(1,300)			105.3%	1,200
4640 200th Annivers Royal Engineers	0	2,248	0	(2,248)		(2,248)	0.0%	2,248
CPAC Events & Projects :- Direct Expenditure	0	2,248	0	(2,248)	0	(2,248)		2,248
4045 Salary Reallocation	745	14,022	21,857	7,835		7,835	64.2%	
4686 VE Day 80th Anniversary	0	2,653	2,653	(0)		(0)	100.0%	
CPAC Events & Projects :- Indirect Expenditure	745	16,676	24,510	7,834	0	7,834	68.0%	0
Net Income over Expenditure	(745)	6,886	0	(6,886)				
6000 plus Transfer from EMR	0	2,248	0	(2,248)				
6001 less Transfer to EMR	0	1,200	0	(1,200)				
Movement to/(from) Gen Reserve	(745)	7,934	0	(7,934)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Civic Responsibility								
1077 Precept Reallocation	0	70,021	70,021	0			100.0%	
1994 Claims - Insurance Settlements	0	815	0	(815)			0.0%	
Civic Responsibility :- Income	0	70,836	70,021	(815)			101.2%	0
4045 Salary Reallocation	8,509	53,624	52,261	(1,363)		(1,363)	102.6%	
4265 Subscriptions	0	23	30	7		7	76.2%	
4421 Insurance Claims Settlements	0	815	0	(815)		(815)	0.0%	
4650 Mayors Allowance	278	564	1,000	436		436	56.4%	
4655 Honorarium	945	3,184	3,640	456		456	87.5%	
4660 Mayor Making	0	2,519	2,600	81		81	96.9%	
4661 Mayors Festive Tea	317	437	1,000	563		563	43.7%	
4665 Remembrance	81	1,307	3,500	2,193		2,193	37.4%	
4670 Regalia and Robes	33	1,600	2,400	800		800	66.7%	
4680 Civic Hospitality & Events	22	89	1,500	1,411		1,411	5.9%	
4690 Twin Towns	0	0	250	250		250	0.0%	
4700 Civic Award Scheme	0	15	1,040	1,025		1,025	1.4%	
4705 Watership Brass	0	800	800	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	10,185	64,976	70,021	5,045	0	5,045	92.8%	0
Net Income over Expenditure	(10,185)	5,860	0	(5,860)				
600 Planning & Highways								
1077 Precept Reallocation	0	37,948	36,948	(1,000)			102.7%	
1121 Grants & Dons Rec. (Heritage)	420	620	0	(620)			0.0%	
Planning & Highways :- Income	420	38,568	36,948	(1,620)			104.4%	0
4045 Salary Reallocation	1,895	24,745	35,348	10,603		10,603	70.0%	
4805 Heritage Working Group	0	403	1,000	597		597	40.3%	
4825 S.215 Partnership W Berks	0	0	600	600		600	0.0%	
Planning & Highways :- Indirect Expenditure	1,895	25,148	36,948	11,800	0	11,800	68.1%	0
Net Income over Expenditure	(1,475)	13,420	0	(13,420)				
601 Planning & Highways Projects								
1077 Precept Reallocation	0	5,213	5,213	0			100.0%	
Planning & Highways Projects :- Income	0	5,213	5,213	0			100.0%	0
4045 Salary Reallocation	373	3,930	5,213	1,283		1,283	75.4%	
Planning & Highways Projects :- Indirect Expenditure	373	3,930	5,213	1,283	0	1,283	75.4%	0
Net Income over Expenditure	(373)	1,283	0	(1,283)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	40,783	2,048,471	2,145,107	96,636			95.5%	
Expenditure	257,796	1,662,957	2,145,107	482,150	80,199	401,950	81.3%	
Net Income over Expenditure	(217,013)	385,513	0	(385,513)				
plus Transfer from EMR	69,809	302,135	0	(302,135)				
less Transfer to EMR	11,482	12,682	0	(12,682)				
Movement to/(from) Gen Reserve	(158,686)	674,967	0	(674,967)				

7.2. To Ratify Extraordinary Expenditure 1st October to 31st December 2025**1 – Emergency Expenditure – Replace defective water heater, Wharf Toilets**
Authorised under Financial Regulations 5.20

A/C Ref R40				PURCHASE ORDER	Order No: 3097	Date: 18/09/2025
Item	Quantity	Product Code	Item Detail		Unit Price	Net Amount
1	1	4425	Replace Defective water heater , clear drains , repalce PRVs X2 fit New RV and fit correct refleflne pipework		2,185.00	2,185.00

From: Toby Miles-Mallowan <toby.miles-mallowan@newbury.gov.uk>

Sent: 29 October 2025 13:03

To: Liz Manship <Liz.manship@newbury.gov.uk>

Subject: RE: Note for P&R please

Hi Liz

These were urgent works for an emergency repair to the Wharf Toilets to replace the boiler in the toilets. Without the boiler the Wharf toilets could not be opened. As a result of this I agreed for the works to commence

Regards - Toby

Financial Regulations 5.2:

“In cases of serious risk to the delivery of Council services or to public safety on Council premises, the CEO may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The CEO shall report such action to the Chair of the Policy & Resources Committee as soon as possible and to Policy & Resources Committee as soon as practicable thereafter”.

2 – Lath and plaster roof works authorised without 3 quotes**Authorised under Financial Regulations 5.5.2**

A/C Ref V4				PURCHASE ORDER	Order No: 3116	Date: 07/11/2025
Item	Quantity	Product Code	Item Detail		Unit Price	Net Amount
1	1		Re-instating of collapsed lath and plaster ceiling panels and cornice repair Job description/Work to be carried out: Lath and plaster • Affect areas; x4 square panels • Cut back plaster to cornice on all 4 areas • Re-fix new riven chestnut lath • Re-plaster in traditional haired lime putty render in 3 coats to smooth finish Cornice • Affected areas: x2 400-500mm strips • Repair in situ Materials and method statement can be provided up	3,345.00	3,345.00	

From: Toby Miles-Mallowan <toby.miles-mallowan@newbury.gov.uk>

Sent: 07 November 2025 12:40

To: Liz Manship <Liz.manship@newbury.gov.uk>;

Subject: RE: Scanned image from BP-60C31

Hi Liz

I am writing to confirm why we went with this particular quote. Newbury Town Hall is a grade 2 listed building, with internal lime and plaster ceiling with plaster cornicing. As you are aware last year there was a significant leak in the roof that saw substantial damage to the structure. To repair the timber frame, it was necessary to remove a portion of the ceiling. We are now looking to fix the ceiling and to do this we must restore it with a lime and plaster finish, Venetian Finish Lime Plasters Ltd is one of the only traditional craftsmen we were able to find that were able to undertake the work with the materials we are required to provide.

It is for this reason we went with this quote.

Regards – Toby

Financial Regulations 5.5.2:

“For contracts between £1,000 and £25,000 excluding VAT the Lead Officer shall obtain 3 written quotations detailing priced descriptions of the proposed supply unless a specialist or single source support is necessary. If it is not possible to obtain 3 quotes, approval may be given by the RFO”.

Newbury Town Council**Policy and Resources Committee****10th January 2026****Item: Budget Monitoring Months 2025/2026**

Income & Expenditure Budget Lines that vary more than £500 or 15% of the budget are explained below.

Excludes nominal ledgers for subscriptions, annual checks, rates, grants etc. where expenditure is generally at the start of the year. These will be included at a later date if concerns raised.

Months 1 & 2 (reported 09/06/25) – Variance over 32%**EXPENDITURE**

Cost Centre	Code	Description	Spent	Amount of over-spend	% of Budget	Reason
220 – Corporate Services	4270	Photocopier Charges	Budget: £1,000 Spent: £515		51.5%	LM: Budget reduced in consideration of new printer/photocopier contract. 51.5% to 6 mths rental. Monitor.
220 – Corporate Services	4290	Capital Expense Computers etc.	Budget: £8,963 Spent: £8,091		90.3%	KH: 7 laptops purchased plus cables, keyboards etc. (3 for new staff; 3 for current officers on rotation and 1 insurance purchase). £900 is expected shortly from an insurance claim which leaves £1,772 for the rest of the financial year. No budget concerns.
290 – Town Hall	4428	Health & Safety Compliance	Budget: £10,000 Spent: £3,360		39.8%	MK: No budget concerns re: planned expenditure. However, gas line check identified remedial works of approx. £3,500 to renew gas pipework. Should funds allow, propose bringing forward the 2026/27 project to remove gas from the building and putting the £3,500 towards the costs. Currently scoping the project which will be taken to Climate Emergency SC, Community Services and then P&R.
300 – Newtown Road Cemetery	4425	Repairs & Maintenance	Budget: £4,000 Committed: £2,280		57%	JH: Wall repairs to complete required works. No budget concerns.
330 – Street Furniture	4425	Repairs & Maintenance	Budget: £6,000 Spent: £1,223 Committed: £2,640		64.4%	JH: Early expenditure as installed dog and waste bins purchased at the end of 2024/25. No budget concerns.
350 – Open Spaces	4425	Repairs & Maintenance	Budget: £4,000 Spent: £320 Committed: £965		32.1%	JH: Committed – St John's Memorial Garden – replace and refix approx. 30 capping slabs on corner wall. PO 2942. No budget concerns.

350 – Open Spaces	4435	Maintenance Contracts Unscheduled	Budget: £2,205 Spent: £0 Committed: £995		45.1%	JH: Committed – Fence Repairs in Middle Close further to vehicle damage, driver unknown. PO 2881. No budget concerns.																																													
290 – Town Hall	4410	Water	Budget: £578 Spent: £498		86.1%	<p>LM: Whilst on the surface, these percentages give concern, we have been in credit with our water supplier throughout the winter and have only recently started to received invoices to pay. It's a difficult contract to manage as we are charged 2 months in advance, based on spend in the previous month. Our current contract runs out 3rd November 2025 and when renewing, we will be looking for a supplier who will charge to actual meter readings. We will be looking to ascertain more realistic actuals as part of this process.</p> <p>To calculate the financial position to date, I have included all the sites. See below. We are currently running at 28% of budget. With the current increases to water bills nationally, this will require close monitoring.</p>																																													
305 – Shaw Cemetery	4410	Water	Budget: 4,500 Spent: £7,632		169.6%	<table border="1"> <thead> <tr> <th>Water</th> <th>Budget</th> <th>Spent</th> <th>Left</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Town Hall</td> <td>578</td> <td>498</td> <td>80</td> <td>86.1%</td> </tr> <tr> <td>Shaw Cem</td> <td>4,500</td> <td>7,632</td> <td>-3,132</td> <td>169.6%</td> </tr> <tr> <td>Rec Grounds</td> <td>700</td> <td>388</td> <td>312</td> <td>55.4%</td> </tr> <tr> <td>Vic Park</td> <td>13,500</td> <td>-1,294</td> <td>14,794</td> <td>-9.6%</td> </tr> <tr> <td>Open Spaces</td> <td>116</td> <td>117</td> <td>-1</td> <td>100.6%</td> </tr> <tr> <td>WC Allot</td> <td>1,340</td> <td>-115</td> <td>1,455</td> <td>-8.6%</td> </tr> <tr> <td>Allots</td> <td>6,500</td> <td>457</td> <td>6,043</td> <td>7.0%</td> </tr> <tr> <td>Total</td> <td>27,234</td> <td>7,683</td> <td>19,551</td> <td>28%</td> </tr> </tbody> </table>	Water	Budget	Spent	Left	%	Town Hall	578	498	80	86.1%	Shaw Cem	4,500	7,632	-3,132	169.6%	Rec Grounds	700	388	312	55.4%	Vic Park	13,500	-1,294	14,794	-9.6%	Open Spaces	116	117	-1	100.6%	WC Allot	1,340	-115	1,455	-8.6%	Allots	6,500	457	6,043	7.0%	Total	27,234	7,683	19,551	28%
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335 – Recreation Grounds	4410	Water	Budget: £700 Spent: £388		55.4%																																														
350 – Open Spaces	4410	Water	Budget: £116 Spent: £117		100.6%																																														

Income

Cost Centre	Code	Description	Income	Amount under	% of Budget	Reason		
110 - Central Services	1090-1094	Interest from Bank & CCLA	Budget: £58,360 Received: £32,008		54.8%	Interest	Budget	Actual
						CCLA	24,000	12,235
						Shares	0	0
						Instant Access	10,000	4,599
						Fixed Term	24,000	15,174
						Current	360	0
						Total	58,360	32,008
						Our current account no longer accrues interest, but anticipated income overall is about right.		
290 – Town Hall	1270	Suite Lease	Budget: £30,000 Received: £8,435		28.1%	Empty suites have resulted in reduced income. Additionally, recent turnover and their current condition against the market has resulted in reduced rents. With new tenants from November in Suites 9 & 10, estimated income October to March is £12,970. This will rise if Suite 1 is let. 2025/26 income estimated as £8,595 below budget. Recommendation: See Suite Lease Expenditure.		
290 – Town Hall	1280	Chamber Hire	Budget: £11,000 Received: £2,043		18.6%	The scaffolding and work on the roof has impacted income to the EK Room and the Chamber. Income at this time of year should be nearer £5,500. Shortfall approx. £3,457 Recommendation: See Suite Lease Expenditure		

Expenditure

Cost Centre	Code	Description	Spent	Amount of overspend	% of Budget	Reason
220 – Corporate Services	4250	IT – Office 365 Package	Budget: £17,557 Spent: £10,817 (Committed: £9,800)		61.6%	With committed expenditure the % spend is 117.4%. However, this committed expenditure is logged to the wrong nominal ledger. This is the cost of the SharePoint, sums for which are held in an EMR.
220 – Corporate Services	4290	Capital Expense – Computers etc.	Budget: £8,963 Spent: £8,538		95.3%	On the high side as with new staff laptops and monitors required were over the budgeted spend. Agreement with KH, budget holder to vire funds from 'Office Equipment' if additional IT equipment required.
290 – Town Hall	4402-4404	Suite Lease Expenditure	Budget: £11,752 Spent: £13,721		116.8%	<p>Costs include Agent Fees (£4k budget), deposits returned with interest, solicitor costs, BID rates and electricity on empty suites (all with £0 budgets, as unknown). Include in budget in future years.</p> <p>Budget of £4k plus vired £7,752 gives £11,752. Costs to year-end estimated £1.5k - £2k. Allow for £4k over budget at year-end.</p> <p>Recommendation: Agreed with MK, budget holder, to use funds within EMR 438 (Splashpark surface) to cover income deficit and over expenditure, providing create an EMR to rebuild funds over next 2-3 yrs.</p> <p>Resolved – Minutes 140.3:</p> <ul style="list-style-type: none"> • Transfer £16k from EMR 438 to a new EMR 362 (General Reserves in lieu of Town Hall Income) to balance the budget at year-end if needed. • To set up in the 2026/27 budget, an EMR for the Splashpark, to rebuild funds for a new surface. • To confirm with the Bank the best way of managing funds held for the return of deposit interest and with this confirmation, to transfer the sum required to Nominal Code 503, 'rent deposits' and to budget moving forward.

290 – Town Hall 305 – Shaw Cem 335 – Rec Grounds 345 – Vic Park 350 – Open Spaces 420 – WC Allot. 421 - Allotments	4410	<table border="1"> <thead> <tr> <th>Water</th><th>Budget</th><th>Spent</th><th>Left</th><th>%</th></tr> </thead> <tbody> <tr> <td>Town Hall</td><td>578</td><td>794</td><td>-216</td><td>137.4%</td></tr> <tr> <td>Shaw Cem</td><td>4,500</td><td>6,479</td><td>-1,979</td><td>144.0%</td></tr> <tr> <td>Rec Grounds</td><td>700</td><td>1,518</td><td>-818</td><td>216.9%</td></tr> <tr> <td>Vic Park</td><td>13,500</td><td>9,923</td><td>3,577</td><td>73.5%</td></tr> <tr> <td>Open Spaces</td><td>116</td><td>176</td><td>-60</td><td>151.7%</td></tr> <tr> <td>WC Allot</td><td>1,340</td><td>2,325</td><td>-985</td><td>173.5%</td></tr> <tr> <td>Allots</td><td>6,500</td><td>8,259</td><td>-1,759</td><td>127.1%</td></tr> <tr> <td>Total</td><td>27,234</td><td>29,474</td><td>-2,240</td><td>108.2%</td></tr> </tbody> </table>	Water	Budget	Spent	Left	%	Town Hall	578	794	-216	137.4%	Shaw Cem	4,500	6,479	-1,979	144.0%	Rec Grounds	700	1,518	-818	216.9%	Vic Park	13,500	9,923	3,577	73.5%	Open Spaces	116	176	-60	151.7%	WC Allot	1,340	2,325	-985	173.5%	Allots	6,500	8,259	-1,759	127.1%	Total	27,234	29,474	-2,240	108.2%	<p>Investigating our escalating water costs, reasons include:</p> <ul style="list-style-type: none"> leakage at Shaw Cemetery, now fixed. extremely dry summer, volume of water used in 2025 far exceeds recent years. broker estimates have been underestimated. escalating wholesale water costs – related to Thames Water's deficit and the new reservoirs due to be built. <p>The retail costs are protected for the lifetime of the contract. The wholesale costs are set annually by the water authority (around December for the following financial year) in consideration of the ceiling set by Ofcom.</p> <p>Our broker advises water costs are increasing around 20% per year – allow for this in future budgets.</p> <p>I estimate costs of £40k - £45k in 2025/26, £18,000 over budget.</p> <p>N.B. Our water costs are difficult to monitor, due to their spiky month by month profiles, caused by the supplier charging two months in advance on the trajectory, corrected by our monthly water meter readings. But the benefit of the supplier is that they pass on the wholesale water at cost. Seasonal use has the greatest impact on our bills. Our monthly water meter readings are therefore essential to ensure that over the period of a year, our invoices are accurate.</p> <p>Resolved – Minutes 140.4:</p> <ul style="list-style-type: none"> To transfer £18k from EMR 371 (Office Move & Refurb) to a new EMR 363 (Water Expenditure) to cover over-budget costs.
Water	Budget	Spent	Left	%																																												
Town Hall	578	794	-216	137.4%																																												
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Estates	4425	Repairs & Maintenance	Budget	Spend	Committed	%	<p>Investigated as spend in several areas greater than 65%. However, average spend across areas is 50.5%, which is about right. Will discuss with MK and JH, budget holders, and request monitored. Dependent on the reason, it may be helpful to via budget between nominal codes for greater accuracy in the longer term.</p>
		Town Hall	17,000	5,694		35.80%	
		Newtown Cemetery	4,000	90	2,280	59.30%	
		Shaw Cemetery	6,968	2,945	80	43.40%	
		War Memorial	2,300	690	435	48.90%	
		Clock House	900	500	250	83.30%	
		Street Furniture	6,000	4,807	230	84.00%	
		Recreation Grounds	10,872	1,538	70	14.80%	
		Play Areas	30,000	15,696	7,835	78.40%	
		Victoria Park	20,000	4,426	1,523	29.70%	
		Open Spaces	4,000	1,649	200	46.20%	
		WC Allotment	1,300	482		37.10%	
		Allotments - Other	4,329	2,953	920	89.50%	
		Wharf Toilets	1,900	0	0	0%	
		Total	109,569	41,470	13,823	50.50%	
330 – Grit Bins	4460	Grit Bins	Budget: 4,160 Committed: £3,136		75.4%	Will discuss projected spend with JH, budget holder and via funds if required.	

Months 7 to 9 (01/10/25 to 31/12/25) – Reported to P&R 19/01/26 – 15% Variance – Income under 60% / Expenditure over 90% (excluding annual I&E)

Income

Cost Centre	Code	Description	Income	Amount under	% of Budget	Reason
290 – Town Hall	1270	Income – Suite Lease	Budget: £30,000 Received: 18,785		62.6%	Since the last meeting, income has increased, with new tenants now in Suites 9 and 10. Income is now over the 60% threshold for reporting. We are also hopeful for a new tenant for Suite 1.
295 – Weddings	1280	Income – Chamber Hire	Budget: £3,850 Received: £2,226		57.8%	As reported in Quarter 2, the scaffolding and work on the roof has impacted income to the EK Room and the Chamber (290-1280). This has also affected the Wedding Bookings. No further action required as any

						deficit will be covered by EMR 362 (mins 140.3) General Reserves in lieu of Town Hall Income.
305 – Shaw Cemetery	1300	Income – Cemetery	Budget: £68,672 Received: £32,157		46.8%	<p>The percentage of cemetery income received to date is noticeably less than at the same time over the last couple of years. However, having looked at the projected income over expenditure for the whole budget, we are not expecting a deficit.</p> <p>It is not known whether this is a one-off year, or a trend. Though it is known that burial numbers are slowly decreasing, in favour of interment of ashes. A spreadsheet has been set up to monitor the request for the burials, interment of ashes, memorials etc. moving forward to support future planning of both budget and service provision.</p> <p>Discussed with the Strategic Working Group in consideration of the 2026/27 budget. For now, to assume a one-off year and monitor.</p>
330 – Street Furniture	1605	Income – Clear Channel	Budget: £60,939 Received: £32,096		52.7%	<p>This is a contra contract for the maintenance of the Council's bus shelters, offering advertising provision. Clear Channel has changed its financial year, hence the variation of income to budget. However, as expenditure always matches income (330/4111) there is no effect on the budget.</p>

Expenditure

Cost Centre	Code	Description	Spent	Amount of overspend	% of Budget	Reason
220 – Corporate Services	4250	IT – Office 365 package	Budget: £17,947 Spent: £15,442		86%	To confirm, further to the last meeting, that the £9,800 set aside for the SharePoint rebuild has now been correctly coded and this budget code is within the threshold.
220 – Corporate Services	4290	Capital exp computers etc.	Budget: £8,963 Spent: £8,547		95.4%	The largest costs from this budget line are for laptops and monitors, which were purchased earlier in the year. No major expenditure is anticipated within this financial year.

325 – Clock House	4425	Repairs & Maintenance	Budget: £1,000 Spent: £975		97.5%	This budget covers pressure cleaning and clock maintenance costs. The Lead Officer is aware and has agreed a virement from R&M Town Hall, should additional funds be required for pressure cleaning. In 2026/27, for easier budget management, pressure cleaning has its own budget line.
421 – Allotments (except Wash Common)	4425	Repairs & Maintenance	Budget: £6,329 Spent: £4,503		90.8%	The supplier who manages our pest control, increased his costs, after 12 years of no increase. His costs remain competitive, but it was an unexpected in respect to the budget. Virements will prevent a budget deficit. The 2026/27 budget provides pest control with its own budget line.
Across Cost Centres	4515	Tree Works	Various			Tree works has significantly increased this year, following the tree surveys. Funds have been vired from other nominal codes to cover expenditure and agreement given by Council for £3,000 to be added to the EMR. A 10% increase to budget has been recommended for 2026/27.

10/01/2026

Newbury Town Council Current Year

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Virement Date: 01/10/2025

Virement Ref No: 97

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	345	Victoria Park	VP licence 6 mths 25-26	35	
4266	Licence	345	Victoria Park	VP licence 6 mths 25-26		35
Narrative: All licences to be logged against 4266 and the appropriate centre code, so not lost within 4425 (R&M). Funds vired from R&M to cover. LM			Virement Totals		35	35

Virement Date: 29/10/2025

Virement Ref No: 98

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4435	Maint. Contracts	345	Victoria Park	for leak in Wharf Toilets	1,730	
1077	Precept Reallocation	345	Victoria Park	for leak in Wharf Toilets	1,730	
4425	Repairs and Maintenance	430	Wharf Toilets	for leak in Wharf Toilets		1,730
1077	Precept Reallocation	430	Wharf Toilets	for leak in Wharf Toilets		1,730
Narrative: Vired £1,730 from maintenance contracts unscheduled in Victoria Park to R&M Wharf Toilets to cover the emergency repairs of a leak in Wharf Toilets. Virement agreed by MK and JH - LM			Virement Totals		3,460	3,460

Virement Date: 31/10/2025

Virement Ref No: 99

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	220	Corporate Services	Precept Reallocation	7,752	
1077	Precept Reallocation	290	Town Hall	Precept Reallocation		7,752
Narrative: vire £7752 from 220 to 290 as part of precept reallocation and balance income over expenditure - LM			Virement Totals		7,752	7,752

Virement Date: 10/11/2025

Virement Ref No: 100

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4405	Rates - NTC	290	Town Hall	J Bid Rates Suite 1 to 4404	144	
4404	Lettings - Suite Lease	290	Town Hall	J Bid Rates Suite 1 fm 4405		144
Narrative: Journalised the Bid Rates for Suite 1, as an empty Suite to 'Suite Costs 4404/290 - LM			Virement Totals		144	144

Virement Date: 10/11/2025

Virement Ref No: 101

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4435	Maint. Contracts	420	Wash Common	to 4425/421 to cover	500	
4425	Repairs and Maintenance	421	Allotments (except	to 4425/421 to cover		500

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1077	Precept Reallocation	420	Wash Common	to 4425/421 to cover	500
1077	Precept Reallocation	421	Allotments (except	to 4425/421 to cover	500
4435	Maint. Contracts	421	Allotments (except	to 4425/421 to cover	1,000
4425	Repairs and Maintenance	421	Allotments (except	to 4425/421 to cover	1,000

Narrative:	Vired, with JH agreement, £1,500 from contracts unscheduled in Wash Common Allotments 4435/420 & Allotments other than WC 4435/421 to R&M Allotments other than WC 4425/421, to cover increased Pest Management costs. Next year, separate Pest Management costs so a clear separation between these and the R&M budget. LM	Virement Totals	2,000	2,000
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Virement Date:	10/11/2025	Virement Ref No:	102
A/c Code	Description	Centre	Description
4435	Maint. Contracts	421	Allotments (except
4425	Repairs and Maintenance	421	Allotments (except
Narrative:	with JH agreement, vire an additional £500 to cover committed R&M	Virement Totals	500
- LM			500

Virement Date:	12/11/2025	Virement Ref No:	103
A/c Code	Description	Centre	Description
4425	Repairs and Maintenance	290	Town Hall
4431	Town Hall cleaning	290	Town Hall
Narrative:	Cleaning Contract is £24,868. Budget = £20,347. Difference = £4,521. With the agreement of MK, vire £4,521 from the R&M budget to the Cleaning Contract budget, to cover the difference - LM	Virement Totals	4,521
			4,521

Virement Date:	12/11/2025	Virement Ref No:	104
A/c Code	Description	Centre	Description
4425	Repairs and Maintenance	290	Town Hall
4425	Repairs and Maintenance	300	Newtown Road
Narrative:	MK requested that we vire £1000 from 4425 Town Hall to 4425 Newtown Road Cemetery. The chapel needs waterproofing before the winter and its more cost effective to decorate (needed) whilst the scaffolding is up. The transfer of these funds will enable this. LM	Virement Totals	1,000
			1,000

Virement Date:	12/11/2025	Virement Ref No:	105
A/c Code	Description	Centre	Description
4425	Repairs and Maintenance	290	Town Hall
4425	Repairs and Maintenance	325	Clock House

Narrative: There are currently 4 pressure cleans per year at £250 each = £1000. Budget = £900. MK requested £100 vired from R&M Town Hall to cover the difference. Additional funds will be required when any clock costs are known. LM	Virement Totals	100	100
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Virement Date: 30/11/2025 Virement Ref No: 106

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	290	Town Hall	To support virements for net	1,100	
1077	Precept Reallocation	300	Newtown Road	To support virements for net		1,000
1077	Precept Reallocation	325	Clock House	To support virements for net		100

Narrative: Precept reallocation to support virements to result in income over expenditure = 0 - LM	Virement Totals	1,100	1,100
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Virement Date: 12/12/2025 Virement Ref No: 107

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4435	Maint. Contracts	305	Shaw Cemetery	tree works	755	
4515	Tree Works	305	Shaw Cemetery	tree works		755
4435	Maint. Contracts	350	Open Spaces	tree works	1,571	
4515	Tree Works	350	Open Spaces	tree works		1,571
4555	Tools & Equipment	435	Vehicle, Equipment &	tree works	1,629	
4515	Tree Works	421	Allotments (except	tree works		1,629
1077	Precept Reallocation	435	Vehicle, Equipment &	tree works	1,629	
1077	Precept Reallocation	421	Allotments (except	tree works		1,629
4425	Repairs and Maintenance	345	Victoria Park	tree works	3,000	
4515	Tree Works	421	Allotments (except	tree works		3,000
1077	Precept Reallocation	345	Victoria Park	tree works	3,000	
1077	Precept Reallocation	421	Allotments (except	tree works		3,000
4435	Maint. Contracts	421	Allotments (except	tree works	1,000	
4515	Tree Works	421	Allotments (except	tree works		1,000
4435	Maint. Contracts	335	Recreation Grounds	tree works	1,800	
4515	Tree Works	421	Allotments (except	tree works		1,800
1077	Precept Reallocation	335	Recreation Grounds	tree works	1,800	
1077	Precept Reallocation	421	Allotments (except	tree works		1,800
4435	Maint. Contracts	340	Play Areas	tree works	752	
4515	Tree Works	340	Play Areas	tree works		752
4435	Maint. Contracts	345	Victoria Park	tree works	300	
4515	Tree Works	335	Recreation Grounds	tree works		300
1077	Precept Reallocation	345	Victoria Park	tree works	300	
1077	Precept Reallocation	335	Recreation Grounds	tree works		300

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4435	Maint. Contracts	420	Wash Common	tree works	500
4515	Tree Works	335	Recreation Grounds	tree works	500
1077	Precept Reallocation	420	Wash Common	tree works	500
1077	Precept Reallocation	335	Recreation Grounds	tree works	500
4510	Floral Displays	355	Floral Displays and Trees	tree works	500
4515	Tree Works	335	Recreation Grounds	tree works	500
1077	Precept Reallocation	355	Floral Displays and Trees	tree works	500
1077	Precept Reallocation	335	Recreation Grounds	tree works	500
4711	Britain in Bloom	360	Britain & Newbury In	tree works	1,000
4515	Tree Works	335	Recreation Grounds	tree works	1,000
1077	Precept Reallocation	360	Britain & Newbury In	tree works	1,000
1077	Precept Reallocation	335	Recreation Grounds	tree works	1,000
4435	Maint. Contracts	305	Shaw Cemetery	tree works	245
4515	Tree Works	335	Recreation Grounds	tree works	245
1077	Precept Reallocation	305	Shaw Cemetery	tree works	245
1077	Precept Reallocation	335	Recreation Grounds	tree works	245
4435	Maint. Contracts	340	Play Areas	tree works	248
4515	Tree Works	335	Recreation Grounds	tree works	248
1077	Precept Reallocation	340	Play Areas	tree works	248
1077	Precept Reallocation	335	Recreation Grounds	tree works	248
4435	Maint. Contracts	350	Open Spaces	tree works	129
4515	Tree Works	335	Recreation Grounds	tree works	129
1077	Precept Reallocation	350	Open Spaces	tree works	129
1077	Precept Reallocation	335	Recreation Grounds	tree works	129
4540	NRC Composting Toilet	300	Newtown Road	tree works	400
4515	Tree Works	335	Recreation Grounds	tree works	400
1077	Precept Reallocation	300	Newtown Road	tree works	400
1077	Precept Reallocation	335	Recreation Grounds	tree works	400
4555	Tools & Equipment	435	Vehicle, Equipment &	tree works	371
4515	Tree Works	335	Recreation Grounds	tree works	371
1077	Precept Reallocation	435	Vehicle, Equipment &	tree works	371
1077	Precept Reallocation	335	Recreation Grounds	tree works	371
4710	Newbury In Bloom	360	Britain & Newbury In	tree works	1,000
4515	Tree Works	335	Recreation Grounds	tree works	1,000
1077	Precept Reallocation	360	Britain & Newbury In	tree works	1,000
1077	Precept Reallocation	335	Recreation Grounds	tree works	1,000

Narrative: Vire funds from maintenance contracts unscheduled to support the unexpected tree works, and the precept to match. All virements suggested by JH - LM

Virement Totals 26,322 26,322

Virement Date: 12/12/2025

Virement Ref No: 108

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4515	Tree Works	345	Victoria Park	tree works	969	
4515	Tree Works	300	Newtown Road	tree works	1,104	
4515	Tree Works	335	Recreation Grounds	tree works		2,073
1077	Precept Reallocation	345	Victoria Park	tree works	969	
1077	Precept Reallocation	300	Newtown Road	tree works	1,104	
1077	Precept Reallocation	335	Recreation Grounds	tree works		2,073
Narrative: more tree work virements to cover costs of tree works across the town - instructed by JH - LM				Virement Totals	4,146	4,146

Virement Date: 12/12/2025

Virement Ref No: 109

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4127	Reallocation Code	200	P&R General	to cover budget expenditure	390	
4250	IT - Office 365 Package	220	Corporate Services	to cover budget expenditure		390
1077	Precept Reallocation	200	P&R General	to cover budget expenditure	390	
1077	Precept Reallocation	220	Corporate Services	to cover budget expenditure		390
4127	Reallocation Code	200	P&R General	to cover budget expenditure	15	
4253	IT - Citrix / Cloud	220	Corporate Services	to cover budget expenditure		15
1077	Precept Reallocation	200	P&R General	to cover budget expenditure	15	
1077	Precept Reallocation	220	Corporate Services	to cover budget expenditure		15
4127	Reallocation Code	200	P&R General	to cover budget expenditure	700	
4270	Photocopier Charges	220	Corporate Services	to cover budget expenditure		700
1077	Precept Reallocation	200	P&R General	to cover budget expenditure	700	
1077	Precept Reallocation	220	Corporate Services	to cover budget expenditure		700
4414	Electricity Footpaths fm	320	Footway Lighting	to cover budget expenditure	5,138	
4403	Lettings - Deposits	290	Town Hall	to cover budget expenditure		5,138
1077	Precept Reallocation	320	Footway Lighting	to cover budget expenditure	5,138	
1077	Precept Reallocation	290	Town Hall	to cover budget expenditure		5,138
4127	Reallocation Code	200	P&R General	to cover budget expenditure	145	
4405	Rates - NTC	290	Town Hall	to cover budget expenditure		145
1077	Precept Reallocation	200	P&R General	to cover budget expenditure	145	
1077	Precept Reallocation	290	Town Hall	to cover budget expenditure		145
4127	Reallocation Code	200	P&R General	to cover budget expenditure	95	
4249	IT - Cemeteries	305	Shaw Cemetery	to cover budget expenditure		95
1077	Precept Reallocation	200	P&R General	to cover budget expenditure	95	
1077	Precept Reallocation	305	Shaw Cemetery	to cover budget expenditure		95
4127	Reallocation Code	200	P&R General	to cover budget expenditure	200	

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4425	Repairs and Maintenance	420	Wash Common	to cover budget expenditure	200
1077	Precept Reallocation	200	P&R General	to cover budget expenditure	200
1077	Precept Reallocation	420	Wash Common	to cover budget expenditure	200
4127	Reallocation Code	200	P&R General	to cover budget expenditure	5
4265	Subscriptions	421	Allotments (except	to cover budget expenditure	5
1077	Precept Reallocation	200	P&R General	to cover budget expenditure	5
1077	Precept Reallocation	421	Allotments (except	to cover budget expenditure	5
4127	Reallocation Code	200	P&R General	to cover budget expenditure	400
4051	Cashless Payments	430	Wharf Toilets	to cover budget expenditure	400
1077	Precept Reallocation	200	P&R General	to cover budget expenditure	400
1077	Precept Reallocation	430	Wharf Toilets	to cover budget expenditure	400
4127	Reallocation Code	200	P&R General	to cover budget expenditure	759
4195	Wharf Toilets Contract	430	Wharf Toilets	to cover budget expenditure	759
1077	Precept Reallocation	200	P&R General	to cover budget expenditure	759
1077	Precept Reallocation	430	Wharf Toilets	to cover budget expenditure	759
4800	P & H Committee Fund	600	Planning & Highways	to cover budget expenditure	1,000
4551	GM Vehicle Consumables	435	Vehicle, Equipment &	to cover budget expenditure	1,000
1077	Precept Reallocation	600	Planning & Highways	to cover budget expenditure	1,000
1077	Precept Reallocation	435	Vehicle, Equipment &	to cover budget expenditure	1,000

Narrative: Virements to balance budgets, as part of 26/27 budget setting process - LM

Virement Totals **17,694** **17,694**

Virement Date: 12/12/2025				Virement Ref No: 110		
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4111	Bus Shelter Provision &	330	Street Furniture	cover budget expenditure	286	
4127	Reallocation Code	200	P&R General	cover budget expenditure		286
1077	Precept Reallocation	330	Street Furniture	cover budget expenditure	286	
1077	Precept Reallocation	200	P&R General	cover budget expenditure		286
4111	Bus Shelter Provision &	330	Street Furniture	cover budget expenditure	1,775	
4420	Insurance	220	Corporate Services	cover budget expenditure		1,775
1077	Precept Reallocation	330	Street Furniture	cover budget expenditure	1,775	
1077	Precept Reallocation	220	Corporate Services	cover budget expenditure		1,775

Narrative: virements to balance budgets as part of 2026/27 budget setting - LM

Virement Totals **4,122** **4,122**

Virement Date: 12/12/2025				Virement Ref No: 111		
A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
1077	Precept Reallocation	330	Street Furniture	cover budget expenditure		2,061
1605	Income - Clear Channel	330	Street Furniture	cover budget expenditure	2,061	

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Narrative: vire to cover budget expenditure - as part of 26/27 budget setting - LM	Virement Totals	2,061	2,061
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Virement Date: 31/12/2025	Virement Ref No: 112
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A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	430	Wharf Toilets	cover defib batt cost in H&S	5	
4428	Health & Safety	430	Wharf Toilets	cover defib batt cost in H&S		5

Narrative: to cover the cost of the defib batteries costed to Health & Safety (in 2026/27 defib batteries & similar will have their own code) - LM	Virement Totals	5	5
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Virement Date: 03/12/2025	Virement Ref No: 113
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A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	345	Victoria Park	to cover tree works in Vic	780	
4515	Tree Works	345	Victoria Park	to cover tree works in Vic		780

Narrative: Vired to cover tree works, JH wished to use R&M budget in Vic Park to cover the cost - LM	Virement Totals	780	780
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Virement Date: 31/12/2025	Virement Ref No: 114
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A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	350	Open Spaces	vire to cover tree works	504	
4515	Tree Works	350	Open Spaces	vire to cover tree works		504

Narrative: vire from R&M to Tree Works to cover Tree Works committed expenditure - LM	Virement Totals	504	504
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Virement Date: 31/12/2025	Virement Ref No: 115
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A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4425	Repairs and Maintenance	345	Victoria Park	vire to cover contracts	196	
4435	Maint. Contracts	345	Victoria Park	vire to cover contracts		196

Narrative: vire from R&M to contracts unscheduled to cover costs - LM	Virement Totals	196	196
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Quarter 2 Interim Internal Audit Report 2025-26 financial year



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This Internal Audit Report has been prepared for the sole use of Newbury Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Working the Greener Way Online (WGW Online) to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

1. The role of Internal audit

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (Wales & England) Regulations 2015, which states that a relevant body must:

'Undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector and internal auditing standards and guidance'.

The standards for 'proper practices' in relation to internal audit are laid down in the Public Sector Internal Audit Standards 2015 as amended from time to time [the Standards].

The role of internal audit is best summarised through its definition within the Standards, as an:

'Independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.'

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council's response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the Council's objectives.

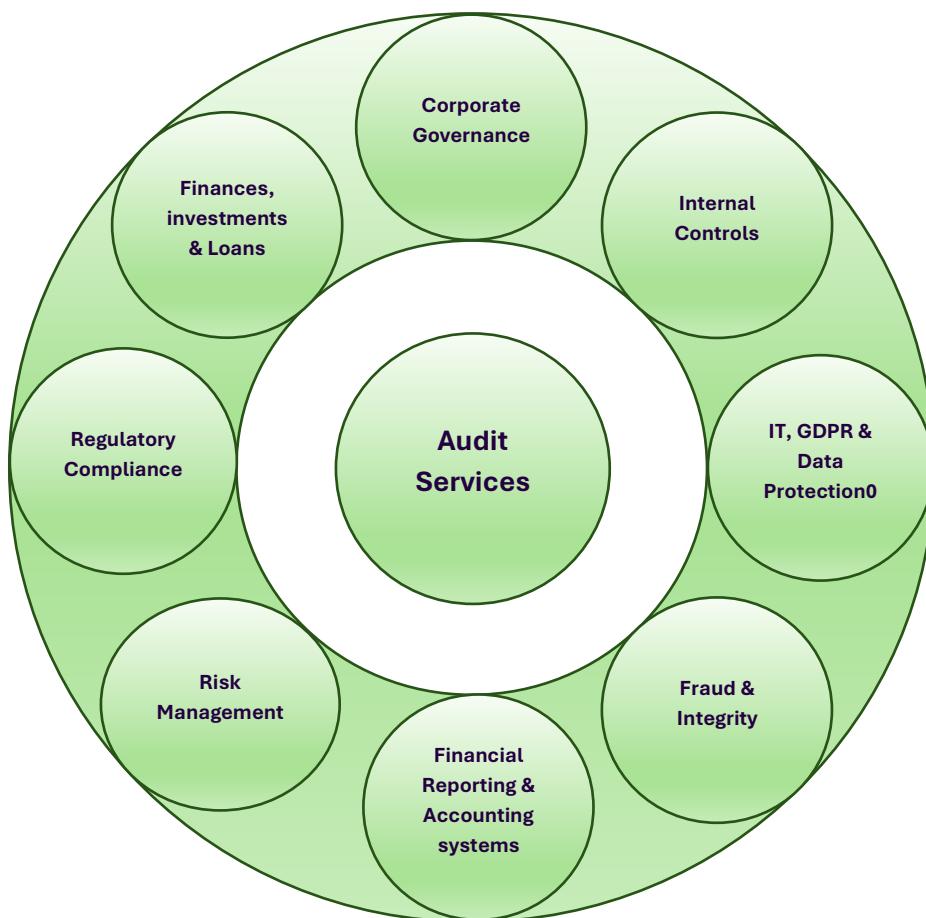
2. Internal audit approach

The risks inherent in the Council's internal control methods

To enable effective outcomes, our internal audit approach provides a combination of assurance review and consulting activities. Assurance reviews involve assessing how well systems and processes are designed and working, with consulting activities available to improve those systems and processes where necessary.

A full range of internal audit assurance reviews are performed in forming the year-end opinion with the approach to each area of review determined by:

- W The level of assurance required to meet statutory requirements;
- W The Council's short, medium, and long term objectives;
- W The level of confidence in the policies and procedures; and,
- W The risks inherent in the Council's internal control methods.



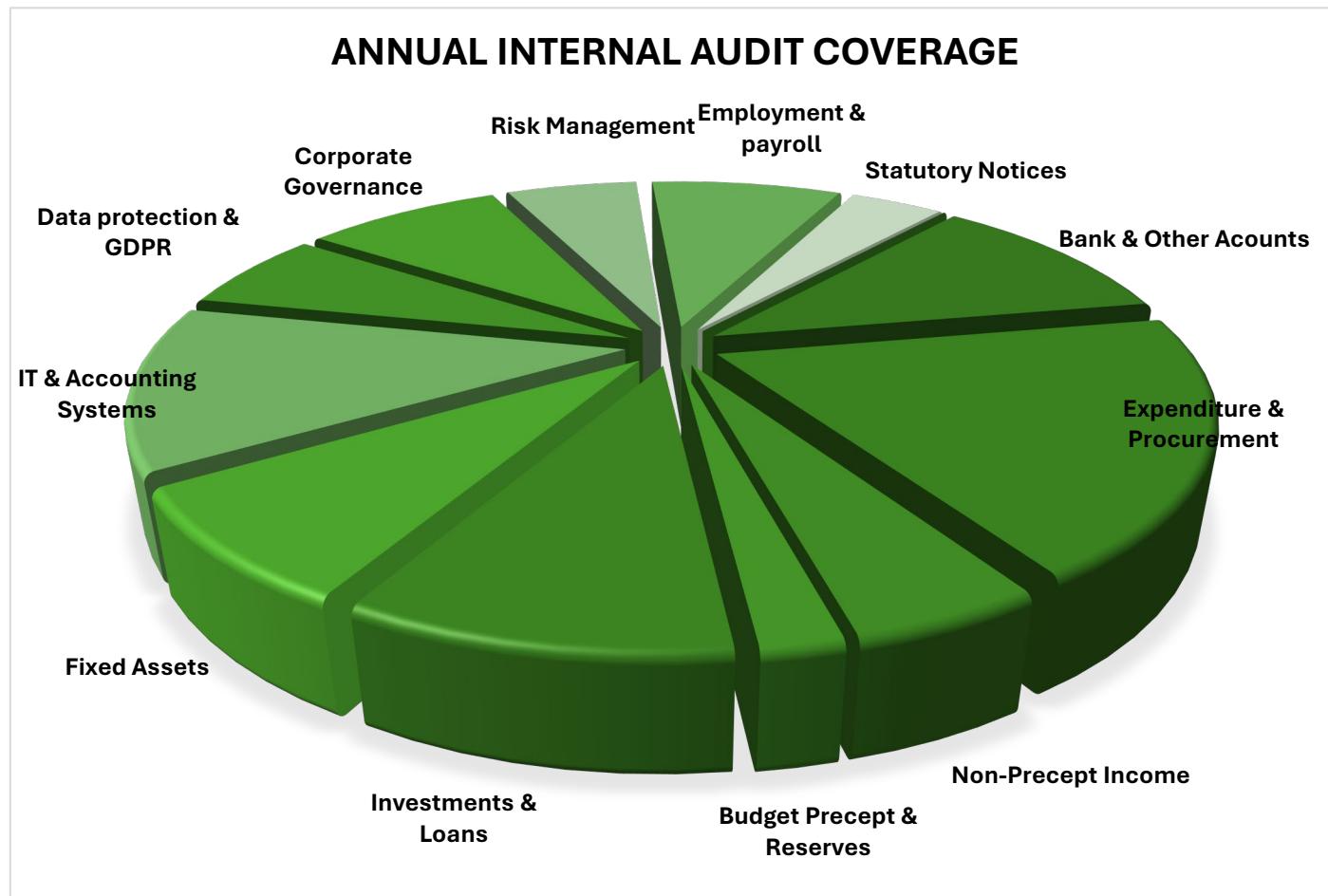
3. Internal audit coverage

The annual Internal Audit plan was prepared to take account of the unique characteristics and relative risks of Newbury Town Council's activities and to support the preparation of the Annual Governance Statement and the Annual Statement of Accounts contained within the Annual Return.

Assurance reviews in fifteen areas have been planned and performed to obtain sufficient information and explanation considered necessary to give reasonable assurance that the Council's Internal Controls systems are functioning effectively. The Internal Audit plan for the 2025-26 financial year was approved in consultation with the Council's Responsible Finance Officer and was informed by our own assessment of risk and materiality.

The plan will be modified in future years, in consultation with the RFO and Council Members to ensure it is aligned to the objectives of, and key risks facing the Council.

WGW online has provided assurance across sixteen areas of review, including an enhanced review of Corporate Governance, which correspond to the fifteen Internal Control objectives contained within the Annual Governance & Accountability Return: Annual Internal Audit Report, during the 2025-26 financial year to the 30th of September 2025.



4. Internal Audit opinion

The Practice Manager of Working the Greener Way online is responsible for the delivery of the annual Internal Audit opinion and report that may be used by the Council to inform its Governance and Accounting statements in the Annual Return. The Q2 opinion, based on our first interim review supplemented by the second interim review which was conducted onsite with the assistance of the RFO: Liz Manship and other Officers of the Council on the 15th of October 2025 with subsequent work being undertaken at our offices on the 8th, 9th, and 14th of November 2025, examined the overall adequacy and effectiveness of the organisation's framework of governance, risk management and Internal Controls.

In giving this opinion, assurance can never be absolute and therefore, only reasonable assurance may be provided that there are no major weaknesses in the processes reviewed. In assessing the level of assurance to be given, I have based my opinion on:

- The Q2 interim audit work & reporting completed onsite and at our offices;
- The Q1 interim audit work & reporting completed onsite and at our offices;
- The results of the follow up discussions conducted with the RFO and other Council Officers;
- The responses of the Council to prior year's Internal Audit report;
- The quality and performance of the Council's administrative function and the extent of compliance with the Standards defined in the Smaller Authorities Proper Practices Panel Practitioner's Guide 2025; and,
- The proportion of Newbury Town Council's audit requirement that has already been covered during the Q1 Interim audit.

Internal audit opinion

I am satisfied that sufficient assurance work has been carried out to allow me to form a reasonable conclusion on the adequacy and effectiveness of Newbury Town Council's Internal Control Ecosystem.

In my opinion, Newbury Town Council's framework of governance, risk management and management control has 'Substantial Assurance' with the majority of internal controls working in practice.

Where weaknesses have been identified, detailed recommendations for improvement are recorded in Section 9: 'Action Plan FY2025-26' of this Internal Audit Report.

5. Council profile

Council name:	Newbury Town Council
Address:	The Old Town Hall, Market Place, Newbury, Berkshire RG14 5AA
Unitary authority:	West Berkshire Council, Council Offices, Market Street, Newbury Berkshire RG14 5LD
Proper officer:	Mr Toby Miles-Mallowan
Responsible Finance Officer:	Mrs Liz Manship
General Power of Competence:	The current Chief Officer is not yet CiLCA qualified. The Council last adopted the General Power of Competence (GPoC) during the Annual Meeting of the Town Council on Sunday the 14 th of May 2023 and is reliant on this adoption of GPoC until the Chief Officer has successfully attained the CiLCA qualification
Members:	Twenty-three seats
Elected Members:	Twenty-three Elected Members
Co-opted Members:	
Chairperson:	Councillor Mr David Harman
Vice-chairperson:	Councillor Ms Sarah Slack
Members Register:	A physical Members Register is in place and maintained at the Council's Office. A Hyperlinks to the redacted Member's Register entry is available from the Councillors; profiles page on the Council's official website
Head of Electorate:	13,492 (Thirteen thousand, four-hundred and ninety-two) 01.04.25
Current precept:	£1,817,641 for the 2025-26 financial year.
External Auditor's report:	FY2024-25 External Auditor's opinion outstanding.
Official website:	The Council maintains a free to access website on a secure server, published at https://www.newbury.gov.uk

6. Corporate governance

The objective in this area of review is to ensure that the Council has robust corporate governance arrangements in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. To meet the above objectives, we have:

- WGM  Noted that the Council's Financial Regulations were last Reviewed and Readopted at the 21st of October 2024 Ordinary meeting of the Full Council. We have noted that the Council's Financial Regulations are significantly amended when compared with the NALC Model Document and have commented below;
- WGM  Noted that the Council's Standing Orders were last Reviewed and Readopted at the 21st of October 2024 Ordinary meeting of the Full Council; We have noted that the Council's Standing Orders are significantly amended when compared with the NALC Model Document and have commented below;
- WGM  Continued our review of the minutes of Full Council and its Committees (excluding Planning) for FY2025-26 to the 30th of September 2025 ensuring that no issues affecting the Council's financial stability either in the short, medium or long term exist, noting that the Minutes continue to be of a generally good quality.
- WGM  Noted that the Council has adopted the Terms of Reference and Delegated Authority for its Committees, and its Working Groups;
- WGM  Noted that, the Council received a qualified External Auditor's (PKF Littlejohn) Opinion for the 2024-25 financial year;
- WGM  Noted that the Notice of Conclusion of Audit and the External Auditor's certificate and report is published on the Council's official website at <https://www.newbury.gov.uk/the-council/key-documents/finance/> as at the 15th of October 2025;
- WGM  Noted the Internal Audit report for the 2024-25 financial year with a single best practice recommendation which has been implemented by the Council;
- WGM  Noted that the Council currently maintains a limited portfolio of policy documents which is published on its website. The portfolio is neither adequate nor appropriate to meet the current and ongoing requirements of Newbury Town Council. We have made a formal recommendation in this regard;
- WGM  We note that the Council maintains a formal Members Register of Interests which is held in the Town Council's offices. A hyperlink to a redacted electronic copy of the current Members Register is available on the Council's official website, published at:
<https://www.newbury.gov.uk/media/ffpzi4q/all-clrs-redcted-register-of-intrest.pdf>;
- WGM  Noted that the Council maintains a website which at the time of the internal audit was published on a government specific domain at <https://www.newbury.gov.uk> upon which the Council's Minutes, Policies, and Member profiles are available;

- WGM Noted that all Members have been issued with council e-mail addresses for exclusive use on Council business. Councillor email-addresses are published in the footer of their profile on the Councillors section on the Council's official website;
- WGM Noted that the Council is registered with the Information Commissioners' Office as a data custodian;
- WGM Noted that the Council has basic Data Protection and Freedom of Information policies in place. These documents require significant redevelopment to be brought into compliance with the General Data Protection Regulation (GDPR) as amended from time to time; and,
- WGM The Council has no Cyber Security or resilience strategy in place currently; A 'Best Practice' recommendation was made in this regard, in the Q1 interim internal audit report;

Corporate Governance – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Corporate Governance

Substantial Assurance: The FY2025-26 Action Plan is recorded in Section 9 of this report.

7. Annual Independent Internal Audit

Internal control objective 'A'

'Appropriate accounting Records have been properly kept throughout the financial year'

The objective in this area of review is to ensure that the accounting records are being maintained accurately and currently, and that no anomalous entries appear in the financial ledgers.

Finance systems

The Council maintains its financial records using Rialtas Omega Accounting Software with the addition of the Sales & Purchase Ledger modules and has done so since the 2014-15 financial year.

To meet the above objectives of this area of review, we have: -

-  Noted that that the Rialtas performed the year-end close down with the Responsible Finance Officer for the 2024-25 financial year;
-  Checked and verified that the closing balance for the 2024-25 financial year was correctly brought forward as the opening balance of the 2025-26 financial year with reference to the opening and closing balances declared on the Closing Trial Balance FY2024-25, the Opening Trial Balance for 2025-26, the Councils Bank Statements and the Approved Annual Return Accounting Statements;
-  Noted that the quality of data entry into Rialtas Omega continues to be exemplary;
-  Noted that VAT has been properly recorded in all cases examined;
-  Noted that the Council is Registered for VAT and submits quarterly VAT Returns. We have checked and verified the:
 - Q2 FY2025-26 VAT Reclaim in the amount of £50,588.90 which has been submitted;
 - Q1 FY2025-26 VAT Reclaim in the amount of £50,588.90, which was received to bank on the 11th of July 2025; and,
 - Q4 FY2024-25 VAT Reclaim in the amount of £48,128.59, which was received to bank on the 16th of April 2025.
-  Noted that Awards of Grant Aid which had been made during the second quarter of the 2025-26 financial year had been made using the General Power of Competence;
-  Noted that formal segregation of duties are in place vis a vis the operation of the Rialtas Omega system with day to day operations undertaken by the Senior Accounts Officer and the new Finance Apprentice, month end checks and duties are undertaken by the Responsible Finance Officer, and separate internal checking and verification is undertaken by a nominated Council member on a monthly basis. Finally, the positions of Chief Officer and Responsible Finance Officer are held by different persons; and,
-  Checked and verified all transactions recorded in the Rialtas Omega Cashbook 1: Handelsbanken current account and Cashbook 2: Handelsbanken instant access account and

the control accounts for the Fixed Term Deposit accounts and the CCLA account, including inter account transfers, for the months of July & September 2025 (April and June 2025 during the Q1 audit) with no matters arising.

Bank and building society accounts

The Council retains the public funds under its management in two separate accounts with the Handelsbanken, (A Swedish bank based in Stockholm), a current and interest bearing account, a Churches, Councils and Local Authorities Public Sector Deposit Fund account and a number of variable length Fixed Term Deposit Accounts, again with Handelsbanken. The Council holds no building society accounts.

A best practice recommendation in this regard was made in the Q1 interim internal audit report.

Investments and Loans

The Clerk & RFO has certified that during the 2025-26 financial year from the 01st of April 2025 to the 30th of September 2025 the Council held no loans owed either by it or two it.

Credit & Debit cards

We have noted that the Council held twelve debit cards during the 2025-26 financial year to the 30th of September 2025. Each card has a transaction limit associated with it and its security is the responsibility of the holder.

The permissible use of Council debit cards is recorded in the Council's currently adopted Financial Regulations.

Internal control objective 'A' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'A'

Substantial Assurance

Internal control objective 'B'

'This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that Council resources are released in accordance with the Council's adopted Standing Orders, Financial Regulations, budgets and other approved procedures, that payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available, that correct analysis codes have been applied to invoices when processed, and that VAT has been appropriately identified and coded to the control account for periodic recovery. To meet the above objectives, we have: -

- WGM Conducted 100% transaction testing including all inter-bank transfers for the 2025-26 financial year from the months of April, June, July & September 2025 with no matters arising.
- WGM Noted that the Council undertook a single public tender during May 2025, in relation to the Victoria Park Café refurbishment, registered on ContractsFinder under reference PZJZ-7229-GBXH;
- WGM Checked and verified that all quotations undertaken during the period of the 1st of April 2025 to the 30th of September, as recorded in the Minutes of the Full Council and its Committees, with no matters arising. We have however made a best practice recommendation in this regard;
- WGM Noted that a Purchase Order system is in place with internal controls working in practice;
- WGM Conducted a review of payments with the criteria of selecting every non-payroll related payment in excess of £3,000 and every 35th non-payroll related payment, irrespective of value, as recorded in Rialtas Omega Purchase Ledger during the 2025-26 financial year from the 01st of April 2025 to the 30th of September 2025, ensuring compliance with the Council's currently adopted Financial Regulations and the requirements of the Smaller Authorities Proper Practices Panel; Practitioners Guide 2025. In Q2, we have checked and verified a total of 19 payment documents, with a total value in the amount of £218,704.26 and representing 39% of all non-payroll related payments made by the Council with no matters arising, (a total of 45 payments with a total value of £459,480.92 and representing 35% of all non-payroll related payments in the year to date);
- WGM Noted that VAT had been correctly coded in all instances of income and expenditure examined; and,
- WGM Checked and verified the submission of the Q4 FY2024-25 VAT Return to the 31st of March 2025 and the subsequent receipt of the Reclaim to bank on the 16th of April 2025, and the submission of the Q1 VAT Return for the period of the 1st of April to the 30th of June 2025, ensuring that the totals recorded in the Nominal Ledger VAT Control Account number '105' remain in balance.

Internal control objective 'B' – Formal & Best Practice recommendations

15) Best practice recommendation – Procurement

Today with public finances becoming increasingly squeezed it is imperative for all Town Councils to demonstrate a fully transparent and impartial procurement policy for several key reasons:

Accountability and Trust: Ensuring that public money is spent responsibly and helps maintain community trust by showing decisions are made fairly, not based on favouritism and without conflicts of interest.

Legal Compliance: Councils must follow public procurement regulations and demonstrate value for money. Transparent processes protect against legal challenges and potential accusations of corruption or misuse of funds.

Best Value: Impartial competitive tendering encourages multiple suppliers to bid, which typically results in better quality services and more competitive pricing for taxpayers.

Fairness to Suppliers: Giving all qualified businesses an equal opportunity to compete for contracts, supporting local economic development and preventing monopolies.

Would you like more specific information about implementing procurement policies or the legal requirements for councils in a particular jurisdiction?

R15) The RFO and Chief Officer should develop a formal Policy for the management of all competitive quotations and tenders. Which stipulates how such procurements are to be managed by the Council alongside the currently adopted Standing Orders and Financial Regulations. We recommend that a structured approach by value is utilised and have provided the RFO templated documentation for consideration and review.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'B'

Substantial Assurance

Internal control objective 'C'

'This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.'

The objective in this area of review is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature. We also aim to ensure that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. To meet the above objectives, we have: -

Health & Safety & Business Risk

 Noted that the Council maintains a very basic health & safety risk assessment in spreadsheet which was submitted for the purposes of this Q1 interim audit. We take this opportunity to advise the Council that this is not appropriate for the Risk Management requirements of Newbury Town Council whatsoever. A formal recommendation in this regard was made during the Q1 interim internal audit;

Insurance

 Examined the Council's insurance policy to ensure that appropriate cover is in place. The Council's General Cover is provided by Zurich Municipal under a Select for Local Councils policy, number YLL-2720855073 with the period of cover running from the 01st of September 2024 on the 31st of August 2025.

Key features include:

Public & Products Liability	£12,000,000
Employees Liability	£10,000,000
Hirers' Liability	£2,000,000
Fidelity Guarantee	£2,000,000
Plant protection	£500,000
Libel & Slander	£250,000
Money	£250,000
Legal Expenses	£200,000
Motor – Uninsured Loss	£100,000
Business Interruption	£100,000

It is our opinion that this level of cover is adequate for Council's Current and ongoing insurance requirements. However, we draw the Chief Officer, RFO and Council Member's attention to the Statement of Fact on page 2 of the Insurance Schedule and have made a formal recommendation in this regard;

 Noted that the Council maintains Motor Insurance Cover under a separate Zurich Municipal Policy, number YLL-2720876853 with the period of cover running from the 01st of November 2024 to the 31st of October 2025.

The policy has a maximum level of cover in the amount of £50,000,000 for an accident with a private car with £100,000 cover for uninsured loss; and,

Playground & Recreation areas

 Noted that the Council is responsible for fourteen Children's Playgrounds, including four MUGAs and a single skatepark:

1. Blossoms field – RG14 6QU

(5-14 age group): Climbing net with slide, rope swing, rotating net, balance beam, net bridge, stepping stones, table tennis, trampoline, swings, basket swing, multi-games unit, slide, springers (various), spring jeep, roundabout, dinosaur, play table, rope walk, seesaw.

2. Bodin Gardens RG14 7SG (Not featured on website)

(7 – 14 age group): Multi-games unit, slide, basket swing, swings, climbing rock, springers (various), goal unit.

3. Christie Heights – RG14 7SU

(7 – 14 age group): Climbing net and tubular structure with spinner, basket swing, swings, slide, fitness equipment. (Permanently closed due to structural concerns of surrounding walls

4. City Recreation Ground – RG14 6LR

(All ages): multi-games unit, seesaw, springers (various), swings.

5. Creswell Road – RG14 2PQ

(All ages): Multi-games units with slide, climbing frame, free standing slide, mushroom seats, basket swing, swings, balance beam, gyro spiral, roundabout, seesaw, gullwing rocker.

6. Cromwell Road – RG14 2HR

(All ages): single MUGA, multi-games unit and climbing net, train.

7. Dickens Walk – RG14 2HR

(All ages): Multi-play unit, rocking log, embankment slide, stepping stones, rotating platform, springers (various), swings.

8. Digby Road – RG14 1TU

(All ages): Fitness equipment, single MUGA, basket swing, climbing rocks with connecting net, swings, multi-games unit, climbing frame, springers (various).

9. Frith Road – RG14 6DP

(All ages): Cable runway wire, fitness equipment, balance boards, multi-play units, rotating net, springer, climbing net, dizzy disc rotator, basket swing, swings, train, stepping-stones, swinging logs, rocker, BMX track.

10. Hamilton Court - RG14 7UH

(All ages): Embankment slide, stepping-stones, talk tubes, trampoline, dish roundabout, springers (various), swings.

11. Skylings – RG14 2BB

(All ages): Single MUGA ball games area.

12. St George's Avenue - RG14 5NY

(All ages): Embankment slide, open space with goals at either end.

13. Victoria Park (play area) – RG14 1EH

(All ages): Multi-games unit, springers (various), basket swings, sandpit, dish roundabout, DDA roundabout, rotator, caterpillar, swings, seesaw, timber stepping-stones mega climbing tower with large tube slides, cable runway.

14. Victoria Park (skatepark) – RG14 1EH

Concrete skatepark, steel half pipe.

15. Walton Way – RG14 2LL

(All ages): Multi-play unit, balance beam, cone climber, stepping stones, climbers, free standing slide, leap frog, space climbing net, roundabout, spinner, springers (various), swings, basket swing.

- Noted, during the Q1 interim internal audit that there is no currently adopted Playground and Recreation area Risk Management policy in place;
- Noted that Weekly visual playground and recreation area inspections are undertaken by the Council's contractors: John O' Connor Ltd who employ qualified Playground Inspectors;
- Noted that two-monthly operations inspections are undertaken by the Parks & Open Spaces Supervisor or Mr P Fairchild;
- The Annual Independent Playground Inspections are conducted by The Play Inspection Company; and,
- We are advised that all Playground Inspection reports, both internal and independent, are retained for the mandated statutory period of 21 years (18 + 3 years).

Internal control objective 'A' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'C'

Adequate Assurance

Internal control objective 'D'

'The precept or rates requirement resulted from an adequate budgetary process: progress against the budget was regularly monitored; and reserves were appropriate.'

The objective in this area of review is to ensure that the Council has determined its annual budget based on sound assumptions of intended spending, that reasonable and proportionate funding is available to meet future spending plans, and that Members are kept aware of actual budgetary performance during the course of the financial year. We also seek to assess the adequacy of retained reserves, be they in respect of specific earmarked funds or the General Fund. To meet the above objectives, we have:

 Noted from our review of the Council's Minutes that Members review the current year Budget Vs. Actual expenditure on a quarterly basis at the Policy & Resources Committee level using a report produced from the Council's Rialtas Omega Accounting system by the RFO;

 Noted that the RFO actively monitors all budget lines which exceed budgeted expenditure +/- 15% variance, in compliance with the currently adopted Financial Regulations;

 **Noted the Cash at bank as at 30th of September 2025**

Handelsbanken Current Account	£20,000.25
Handelsbanken Instant Access Account	£1,341,313.03
CCLA PSDF Account	£569,622.49
Fixed Term Interest Accounts	£750,000.00
 Total	 <hr/> <u>£2,680,935.77</u>

Internal control objective 'D' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'D'

Substantial assurance

Internal control objective 'E'

'Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that the Council maintains appropriate records to ensure that all income due to the Council is identified, invoiced accordingly, and recovered within an appropriate time scale.

To meet the above objectives, we have: -

- WGW Noted that the Council reviewed Approved its fees and charges for the 2025-26 financial year at the 20th of January 2024 meeting of the Policy & Resources Committee under Minute reference 83 of that meeting;
- WGW Noted that in addition to the Precept the Council receives supplementary income from a wide variety of sources. We have commenced our Review of Income for the 2025-26 financial year by reviewing the income sources below. Checking and verifying the invoicing to receipt process and the Council's approach to Credit Control with no matters arising;

Precept FY2025-26

The Council will receive a Precept in the amount of £1,817,641 for the 2025-26 financial year.

Bank Interest

The Council receives interest and dividend payments on its Handelsbanken Instant Access Account, Fixed Term Deposits and CCLA PSDF Account. Interest income to the 30th of September 2025 has been received in the amount of £32,013.22.

Grants & Donations

The Council has received Grants & Donations has been received in the amount of £665.00 to the 30th of September 2025.

Victoria Park Income

The Council has received income for the following sources in relation to facilities at Victoria Park to the 30th of September 2025:

- Tennis Court Income £3,300.00
- Bowling Club £450.00
- Victoria Park Hire Income £4,510.00
- Mini-Golf Income £5,155.00
- Duck feeder donations £508.00

- WGW Noted that there is clear evidence of robust and proportionate Credit Control management Internal Controls in place. There is no significant Day Sales Overdue debt as at the 30th of September 2025.

Internal control objective 'E' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'E'**Substantial Assurance**

Internal control objective 'F'

'Petty Cash Payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.'

The objective in this area of review is to ensure that the Council manages its Petty Cash system(s) in accordance with its adopted Financial Regulations, that items purchased are suitable for the Council's use, transactions are correctly recorded in the Council's cashbooks, that VAT is identified for recovery where appropriate and that the Petty Cash account is reconciled on an appropriate basis.

The Council does not operate a Petty Cash System, with all incidental payments being made via the Council's issued Debit Cards.

Internal control objective 'F' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'F'

Substantial Assurance

Internal control objective 'G'

'Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.'

The objective in this area of review is to ensure that the Council is appropriately observing legislation with regard to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment of income tax and NI contributions, together with meeting the requirements of the LGPS. To meet the above objectives, we have: -

- WGW  Noted that as at the 30th of September 2025 the Council employed twelve persons;
- WGW  Checked and verified the Contracts of employment for a cross section of staff members employed during this period;
- WGW  Noted that the Council's Payroll is outsourced to DCK Payroll Solutions utilising IRIS Payroll Software;
- WGW  Conducted a 100% review of the council's payroll for the 2025-26 financial year, from the 01st of April 2025 to the 30th of September 2025 with no matters arising;
- WGW  Conducted a detailed review of the individual salary payments for June and September 2025;
- WGW  Checked and verified that the PAYE and NI deductions had been properly and promptly paid to HMRC to the 30th of September 2025;
- WGW  Noted that the Council is enrolled in the Royal County of Berkshire Pension Fund;
- WGW  Checked and verified that the Pensions contributions had been properly and promptly paid to the Royal County of Berkshire Pension Fund to the 30th of September 2025;
- WGW  Checked and verified that the Net Salary, PAYE & NI deductions, other Statutory deductions and Pensions contributions have been correctly recorded in the Rialtas Omega Cashbook; and,
- WGW  Checked & verified that only direct salary costs and corresponding deductions appear in Box 4 'Staff Costs' for the 2025-26 financial year to the 30th of September 2025.

Internal control objective 'G' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'G'

Substantial Assurance

Internal control objective 'H'

'Assets and Investments Registers were complete and accurate and properly maintained.'

The objective in this area of review is to ensure that the Council has prepared and maintains a register of its stock of land, buildings, vehicles, furniture and equipment as required by the Smaller Authorities Proper Practices Panel Practitioners' Guide 2025.

The Council maintains its Fixed Asset Register in a basic spreadsheet cashbook, with a recorded asset value as of 31/03/25 of £6,426,481. We are advised that the Fixed Asset Register is currently undergoing a systemic review with a full audit to be undertaken and the introduction of a bespoke software in during the 2026-27 financial year.

Internal control objective 'H' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q4 interim internal audit.

Outcome - Internal Control Objective 'H'

Substantial Assurance

Internal control objective 'I'

'Periodic bank account reconciliations were properly carried out during the year.'

The objective in this area of review is to ensure that the Council conducts regular reconciliations of the bank, building society and other investment accounts in which it maintains the public funds raised by taxation. That these reconciliations along with the corresponding account statements are presented to Members for their scrutiny and approval with that being recorded in the Minutes of the Full Council or its Committees.

To meet the above objectives, we have:

- Noted that there is clear evidence recorded in the Council's Rialtas Accounting system that the Senior Finance Officer reconciles both of the Council's cashbooks: CB1 Handelsbanken Current Account and CB4 Handelsbanken Instant Access Account on a monthly basis;
- The Council's two control accounts: '210' CCLA PSDF Account and '260' Fixed Term Interest Account are updated by the Senior Accounts Officer on a monthly basis;
- Checked and verified the Bank Reconciliations on the Council's two Handelsbanken Accounts and the Cash & Investment reconciliation as at the 30th of April, the 30th of June 30th of September 2025;
- Noted that the reconciliations and corresponding bank statements are subject to scrutiny by a nominated member of the Audit Working Group; and,
- There is clear evidence contained within our Review of Minutes of the Full Council and its Standing Committees, that bank reconciliations are subject to further Scrutiny by a Member of the Audit Working Group, monthly, and Approval by the Policy & Resources Committee on a quarterly basis.

Internal control objective 'I' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'I'

Substantial Assurance

Internal control objective 'J'

'Accounting Statements prepared during the year were prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure), agreed to the cash book, supported by an audit trail from underlying records and where appropriate debtors and creditors were properly recorded.'

The objective in this area of review is to ensure that accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.'

To meet the above objectives, we have:

Noted that the Council's accounts are managed in Rialtas Omega Accounting software, a sector specific product designed for Town, Parish and Community Councils, with both Sales and Purchase Ledger Modules installed.

We have checked and verified the contents of the Council's Rialtas Omega cashbooks, Sales and Purchase Day Books, Nominal Ledger and Trial balance as at the 30th of September 2025, and consider that the first quarters transactions have been accurately and properly recorded. Rialtas Omega has been used to manage the following working records, which have all been checked and verified from the 01st of April 2025 to the 30th of September 2025 with reference to prime documentation:

Rialtas Omega Accounting system FY2025-26

-  Cashbooks 1 & 4
-  Monthly Bank Reconciliation reports
-  Income & Expenditure Account
-  Earmarked Reserves report
-  Sales Ledger Day Book
-  Purchase Ledger Day Book

-  Q1 VAT Return
-  Nominal Ledger report
-  Statutory Balance Sheet
-  Cash, Investments report
-  Reserves reconciliation report
-  Trial Balance report

Further, we have checked and verified the transactions contained on Cashbooks 1 and 4 and the Fixed Term Interest and CCLA control accounts for the period of the 01st to the 30th of April 2025, the 01st to the 30th of June 2025 and the 01st to the 30th of September 2025 with reference to supporting prime documentation.

We have checked and verified the Trial Balance as at the 30th of September 2025, ensuring that the cashbooks remained in balance, with no matters arising.

Internal control objective 'J' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'J'**Substantial Assurance**

Internal control objective 'K'

If the authority certified itself as exempt from a limited assurance review in 2024-25, it met the exemption criteria and correctly declared itself exempt (*If the authority had a limited assurance review of its 2024-25 AGAR tick "not covered"*).

The objective in this area of review is to ensure that the Council is to ensure that where a council has certified itself as exempt from a limited review in the prior financial year, it met with the exemption criteria to do so.

Newbury Town Council has a turnover in excess of £25,000.00 and as such it does not meet the exemption criteria. The Council was subject a limited assurance review of its 2024-25 Annual Governance and Accountability Return (AGAR) as required by statute.

Internal control objective 'K' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q4 interim internal audit.

Outcome - Internal Control Objective 'K'

Substantial Assurance

Internal control objective 'L'

'The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.'

The objective in this area of review is to ensure that the Council publishes information on a free to access website, hosted on a secure server, and compliant with the Transparency Code (where applicable), prevailing Accessibility Legislation and the General Data Protection Legislation (GDPR) and has appropriate Data Protection policies in place.

To meet the above objectives, we have:

- Noted that the Council is registered as a Data Controller with the Information Commissioner's Office;
- Noted that the Council maintains its official website is hosted on a JSEC Compliant server, which is required of all public authorities utilising government specific domains, published under the domain <https://newbury.gov.uk/> ;
- Noted that the website has undergone and continues to undergo significant redevelopment;
- Noted that the website contains a vast array of information, however, this information is not logically organised and can be difficult to navigate and find selective information;
- Noted that the website is not compliant with current accessibility legislation which is now a mandatory requirement of the Smaller Authorities Proper Practices Panel Practitioners Guide 2025;
- Noted that the Council's turnover is in excess of £25,000 and that it is not currently required to comply with the Transparency Code;
- Noted that the Council's currently adopted Standing Orders and Financial Regulations on its website;
- Noted that the Council publishes its adopted Policies and Procedures on its website;
- Noted that the Council publishes the Agenda and Minutes of its Full Council and Standing Committee meetings on its website;
- Noted that the Council publishes an archive of the prior year Minutes & Agenda on its website;
- Noted that although the Council publishes its audited prior year accounts with the corresponding Annual Governance and Accountability Return (AGAR) containing the External Auditor's opinion, corresponding Internal Audit reports and Notice of Conclusion of Audit announcements on its website, there is no menu option for 'Finance' and this information cannot be identified without undertaking a search of the website;
- Noted that the Council has published the diary of meetings for the 2025-26 Municipal Year on its website;
- Noted that the Council has a social media presence on Facebook, Instagram and X (previously twitter) in addition to its website;
- Noted that there is a vast array of information about things to do, News, History and Partnerships which is given prominence over Council information; and,



Noted that website contains contact information for a variety of service requirements.

Internal control objective 'L' – Formal & Best Practice recommendations

Recommendations for improvement were made during the Q1 interim internal audit, these recommendations have been noted and considered, and implementation work is in progress in this regard.

There were no further matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q3 interim internal audit.

Outcome - Internal Control Objective 'L'

Adequate Assurance:

Internal control objective 'M'

The authority, during the previous year (2024-25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (*evidenced by the notice published on the website and/or authority approved minutes confirming the dates set*).

The objective in this area of review is to ensure that the Council has met its statutory requirements to publish the Notice for the Exercise of Public Rights meeting the following criteria: The notice must be published, at least one day after the formal announcement has been made at a meeting of the Full Council or its committees as recorded in the Council's minutes for a period of exactly 30 working days, to include the first ten working days in July. The notice is required to be published on the Council's website and prominently on its noticeboards.

To meet the above objectives, we have:

- Checked and verified the Council's minutes to confirm that the Resolution to publish the Notice of Exercise of Public Rights for the 2024-25 financial year AGAR submission was made during the 23rd of June 2025 meeting of the Town Council, under Minute reference 38 of that meeting;
- The date of the Announcement is recorded as the 25th of June 2025;
- The date of the Commencement of the Period for Exercise of Public Rights is recorded as the 26th of June 2025;
- The date of the Conclusion of the Period for Exercise of Public Rights is recorded as the 06th of August 2025;
- The Period for the Notice of Exercise of Public Rights was exactly thirty working days including the including the first ten working days in July as statutorily required;
- Noted that the Notice of Exercise of Public Rights is published on the Council's official website; and,
- Checked and verified that the Notice of Exercise of Public Rights was displayed, prominently, on the Council's notice boards for the period required.

Internal control objective 'M' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q4 interim internal audit.

Outcome - Internal Control Objective 'M'

Substantial Assurance

Internal control objective 'N'

'The authority has complied with the publication requirements for 2024-25 AGAR (see AGAR Page 1 Guidance Notes).'

The objective in this area of review is to ensure that the Council has met its statutory requirements to publish the Notice of Conclusion of Audit, after the Receipt of the External Auditor's certificate and report.

To meet the above objectives, we have:

- W  Noted that the Council received the External Auditor's report and certificate from PKF Littlejohn LLP, in respect of the 2024-25 financial year, on the 30th of September 2025;
- W  Noted that the Council received a 'qualified' External Audit opinion in that:
 - ***The AGAR was not accurately completed before submission for review: 'information received from the smaller authority indicates that assets purchased during prior years have been added to the fixed asset register retrospectively in 2024-25. Section 2, Box 9 for 2023-24 has not been restated to reflect these omissions'***

Other matters which were brought to the attention of the Council were:

- ***Evidence of consideration of risk management arrangements by the whole authority during 2024-25. This was requested as part of our intermediate review procedures. We have been provided with evidence of consideration by the Policy & Resources Committee.***
- W  Noted that the Notice of Conclusion of audit was published on the Council's Noticeboards and its official website where it remained publicly accessible on the 15th of October 2025: [Newbury Town Council](#);
- W  Noted that the AGAR submission along with all supporting documentation for the 2024-25 financial year are published on the Council's official website at [Newbury Town Council](#); and
- W  Noted that the unaudited accounts have been published prominently alongside the Notice for the Exercise of Public Rights on the Council's Noticeboards.

Internal control objective 'N' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

We shall expand this area of review during our Q4 interim internal audit.

Outcome - Internal Control Objective 'N'

Substantial Assurance

Internal control objective 'O'

FOR LOCAL COUNCILS ONLY: Trust fund (*Including charitable*) - The Council met its responsibilities as a trustee.

The objective in this area of review is to ensure that the Council has met its statutory requirements where it acts as a trustee for any trust fund or charitable trust, including maintaining separate financial and bank accounts and making all required statutory returns to the Charities Commission and/or the HMRC.

The RFO advises as follows:

- 238180: Allotment for Labouring Poor - accounts submitted to the 31st of March 2024
 - Trustee: Newbury Town Council as Sole Trustee

- 1073253: Mayor of Newbury's Charitable Trust – accounts submitted to the 31st of May 2024
 - Trustees (Nominated): Mayor of Newbury and Deputy Mayor of Newbury
 - Trustees (Ex Officio): Civic Manager.

There is clear evidence that both charity's resources are managed responsibly, including keeping separate accounts for the charity, complying with accounting and reporting requirements, and submitting annual returns and accounts to the Charities Commission on time.

Internal control objective 'M' – Formal & Best Practice recommendations

There were no matters arising in this area of review during the Q2 interim internal audit warranting formal comment or recommendation.

NEXT REVIEW

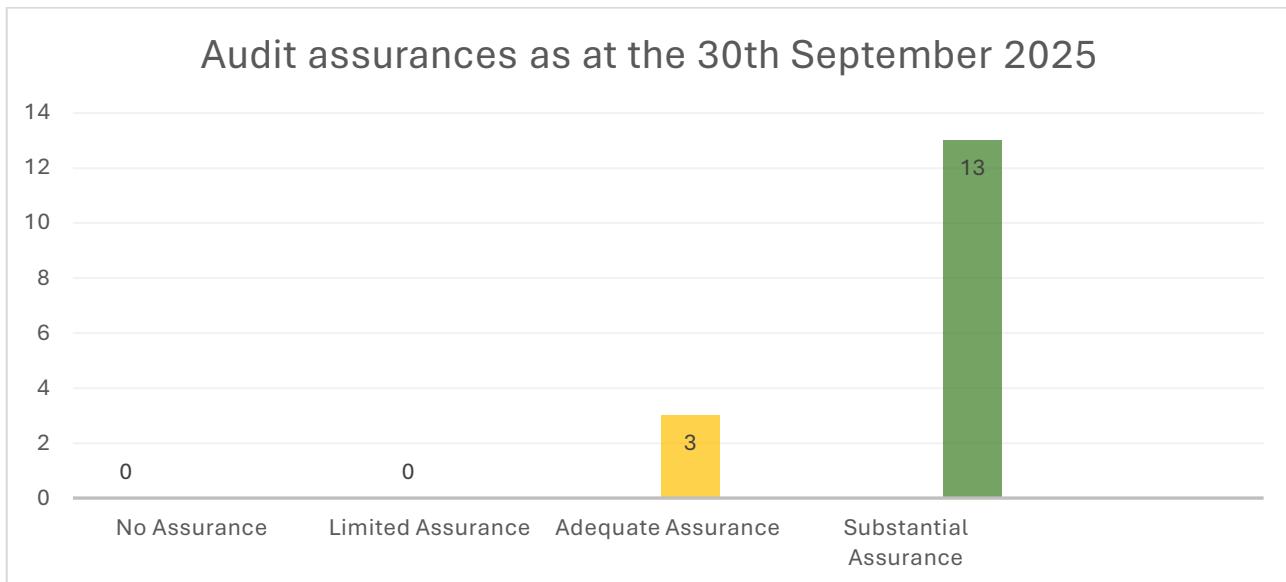
We shall expand this area of review during our Q4 interim internal audit.

Outcome - Internal Control Objective 'O'

Substantial Assurance

8. Audit Assurance Review

During the Q1 and Q2 interim internal audits for the 2025-26 financial year covering the period of the 01st of April to the 30th of September 2025, we have undertaken 1,312 separate audit tests, providing assurances in the sixteen areas of review which correspond to an enhanced review of Corporate Governance and the fifteen Internal Control objectives contained within the AGAR: Annual Internal Audit Report as detailed in the chart below.



Substantial: A sound framework of internal control is in place and operating effectively. No risks to the achievement of system objectives have been identified;

Adequate: Basically, a sound framework of internal control with opportunities to improve controls and / or compliance with the control framework. No significant risks to the achievement of system objectives have been identified;

Limited: Significant weakness(es) have been identified in the framework of internal control and / or compliance with the control framework which could place the achievement of system objectives at risk; or

No: Fundamental weaknesses identified in the framework of internal control, or the framework is ineffective or absent with significant risk to the achievement of system objectives.

9. FY2025-26 Action Plan Recommendations

Q2 Conclusions & Recommendations

Internal control objective 'B' – Formal & Best Practice recommendations

15) Best practice recommendation – Procurement

Today with public finances becoming increasingly squeezed it is imperative for all Town Councils to demonstrate a fully transparent and impartial procurement policy for several key reasons:

Accountability and Trust: Ensuring that public money is spent responsibly and helps maintain community trust by showing decisions are made fairly, not based on favouritism and without conflicts of interest.

Legal Compliance: Councils must follow public procurement regulations and demonstrate value for money. Transparent processes protect against legal challenges and potential accusations of corruption or misuse of funds.

Best Value: Impartial competitive tendering encourages multiple suppliers to bid, which typically results in better quality services and more competitive pricing for taxpayers.

Fairness to Suppliers: Giving all qualified businesses an equal opportunity to compete for contracts, supporting local economic development and preventing monopolies.

Would you like more specific information about implementing procurement policies or the legal requirements for councils in a particular jurisdiction?

R15. The RFO and Chief Officer should develop a formal Policy for the management of all competitive quotations and tenders. Which stipulates how such procurements are to be managed by the Council alongside the currently adopted Standing Orders and Financial Regulations. We recommend that a structured approach by value is utilised and have provided the RFO templated documentation for consideration and review.

Q1 Conclusions & Recommendations

Corporate Governance – Formal & Best Practice recommendations

1) Best Practice Recommendation - Heavily amended Financial Regulations

We have noted and discussed with the Responsible Finance Officer the Council's currently adopted Financial Regulations which are heavily amended. Whereas it is the right of every Council to Approve and Adopt whatever Statutory Documents in respect of its Standing Orders, Financial Regulations and its Policy Documents it should be noted that documentation should remain, as far as it is reasonably possible, concise with consistent language and fit for purpose.

The Financial Regulations have been amended to incorporate the Council's Financial Procedures which are not documented elsewhere and therefore the document has become somewhat conflated and contains terms such as 'should' and 'may' for example. A Regulation is exactly that and can only be a 'must'.

Recommendation

R1. We suggest that the RFO, Chief Officer and Members consider reviewing the current NALC Model Financial Regulations with the potential for adoption with amendment as required, alongside the creation of formal Financial Procedures to be Approved and Adopted by the Council. **NOTED & CONSIDERED**

2) Formal Recommendation – Confidential Minutes

We have noted the Council's use of 'Confidential Minutes' during our Review of Minutes to the 30th of June 2025. We advise the Council that this practice is Unlawful. The Minutes of the Council and its standing Committees are the sole Legal Record of all Council Business and by definition Public. All Minutes are required to be published and open to inspection by members of the public.

Obviously, items of business discussed by the Council, its standing Committees and Working Groups will, from time to time, require the discussion of Confidential Matters. The correct way of managing this process is as follows:

- a) A Confidential Matter is added to the Agenda of a meeting; i.e. Staff Salary review.
- b) The Matter is discussed under Suspended Standing Orders with the Press and Public excluded.
- c) A 'Confidential & Privilege' report is written up as a referenced Appendix to the Minutes.
- d) Subsequently, the report is sealed in an envelope and placed in the Council Safe.
- e) The Minutes themselves record only the resolution that was made, i.e. "Members Resolved to Approve the Salary reviews as presented in Appendix 'A'", for example.

In this way, all the Minutes of the Council, its Committees and Working Groups may be published without disclosing confidential information, in compliance with Statute, and the Confidential

Information remains inviolate as it would take a judicial ruling to open a Confidential and Privilege report.

Recommendation

R2. We suggest that the Chief Officer and Members consider utilising Confidential and Privilege reports as Appendices to Minutes to record the detail of all absolutely confidential matters in full compliance with Statute. **IMPLEMENTED**

3) Formal Recommendation – Use of ‘Substitution’ for absent members in Meetings

We have noted and discussed the Council’s use of Substitution in Meetings of the Full Council and its standing Committees with the RFO at length. It is our opinion that ‘Substitution’ of Members may only be used at the Principal Authority level and not by Town & Parish Councils. The RFO has advised us that she has spoken to NALC representatives who have confirmed that this practice is acceptable.

We have taken advice from the Chair of the Internal Audit Forum and a Public Sector Lawyer who are both of the opinion that Substitution may not be used by Town and Parish Councils and that only Members of a Committee may act in those meetings. We note that the Council’s Standing Orders have been amended with a clause relating to Substitution, however, we advise that this practice is not contained in the NALC Model Standing Orders.

Recommendation

R3. We suggest that the Council discontinues the use of ‘Substitution’. **NOTED & CONSIDERED**

4) Formal Recommendation – Policy documents

The current portfolio of policy documentation published on the Council’s official website is neither sufficient nor appropriate for the Council’s needs. It is imperative that a Council of Newbury Town Council’s size and complexity is able to demonstrate a consistent, version controlled, portfolio of Policies which encompasses the totality of the Council’s operations. We suggest that the following policies are drafted for scrutiny and onward approval by Council Members:

- 1) GDPR Policies
- 2) Privacy Policy
- 3) Burials Policy
- 4) Transfer of Exclusive Right of Burial Policy
- 5) Shallow Graves Policy
- 6) Memorial Testing Policy
- 7) Memorial Policy
- 8) Cemetery Rules & Regulations Policy
- 9) Grant Aid Policy
- 10) Vexatious Complainant Policy
- 11) Allotment Rules & Regulations Policy

- 12) Complaints Procedure
- 13) Biodiversity Policy
- 14) Terms & Conditions of Hire
- 15) Safeguarding Vulnerable People & Children Policy
- 16) Modern Slavery Act
- 17) Anti Money laundering policy
- 16) Social Media & Electronic Communication Policy

All Policy Documents should be drafted on using a single template with a cover page containing the Council's logo style and the name and version control number of the Council. All Policy Documents should be drafted using the same typeface and contain an approval and version control matrix on the last page.

We have briefly discussed this matter with the Chief Officer and will provide a suite of Template Policies for Councils which the Council may use for reference should it choose to do so.

Recommendation

R4. We suggest that the Council drafts a standardised portfolio of Policy Documents, to meet the Council's current and ongoing requirements, for scrutiny and onward approval by Council Members. **IMPLEMENTATION IN PROGRESS**

5) Formal Recommendation - General Data Protection Regulation (GDPR) Policies & Procedures

Noted that the Council has very limited General Data Protection Regulation (GDPR) or Data Protection Policies in place, is registered as a Data Custodian with the Information Commissioners Office but has not conducted a Document Impact Assessment.

Recommendation

R5. As a public authority, which exchanges emails and other communications, with members of the public, and which is required to retain a wide range of documentation both in hard copy and electronically the Council is required to have a reasonable and proportionate General Data Protection Regulation (GDPR) Data Protection Policy and associated Internal Controls in place including a Document Retention Policy. This has been discussed at some length with the RFO and the Committees Clerk.

We strongly encourage the Chief Officer to draft an appropriate suite of GDPR and Data Protection policies for Scrutiny and onward Approval by Council Members. Further, a Document Retention policy should be drafted and maintained by the Chief Officer to ensure that all council documentation, either electronic or hard copy is secured and maintained appropriately and for the correct period of time. **IMPLEMENTATION IN PROGRESS**

6) Best Practice recommendation – Cyber security

Noted that the Council's IT infrastructure is somewhat disparate and the Council can provide no clear evidence of any Cyber Security policy or resilience strategy in place.

As is the case with many small to medium sized councils, historical consideration given to IT infrastructure, resilience and business continuity has been minimal. Currently, the Council is unable to provide clear evidence of a coherent IT strategy and action plan.

In today's increasingly digital world, it is critical that all Council's address this matter in a reasonable and proportionate manner.

Recommendation

R6. Please note that the UK Government is increasingly focused on cyber security and will be bringing new legislation which will require a more stringent approach to this area of Corporate Governance to all government bodies. We strongly encourage the Chief Officer and the Council Members to work towards Cyber Essentials Certification during the 2025-26 financial year, as we are advised that this will become a minimum requirement for all Councils in Wales & England the near future. **IMPLEMENTATION IN PROGRESS**

Internal Control Objective 'A' – Review of Bank & Investment Accounts

7) Formal recommendation- de-risking the public funds managed by the Council

With the exception of its CCLA PSDF account, the Council holds the remainder of the public funds under its management within accounts with the Handelsbanken. As at the 30th of June 2025 this equated to a total amount of £1,384,635.97. We draw the Council's attention to the statement on the Government's Financial Services Compensation Scheme portal which states:

"The Financial Services Compensation Scheme (FSCS) does not cover local councils, regardless of their turnover. The FSCS protects consumers when authorised financial firms fail, such as banks, building societies, credit unions, insurance companies, investment firms, and pension providers. Local councils are not financial firms regulated by the Financial Conduct Authority (FCA) or the Prudential Regulation Authority (PRA) and therefore are not eligible for FSCS protection. The FSCS's protection is specifically designed for individual consumers and small businesses that have used financial services from authorised firms, not for public sector organisations like councils."

It is incumbent upon the RFO and Council Members to ensure that any risks associated with the investment the public funds under the Council's management, are minimised, to the extent that this is reasonably able to be achieved whilst returning a reasonable return on investment.

Recommendation

R7.1 The RFO and Chief Officer should investigate alternative investment options for the Council to reduce the risk of having the majority of the public funds under the Council's management place with one financial institution. **NOTED & CONSIDERED**

R7.2 The RFO should review the Treasury policy and ensure that this is brought up to date in light on any decisions made in recommendation 8.1 above. **IMPLEMENTATION IN PROGRESS**

8) Best practice recommendation - Credit & Debit cards

We take this opportunity to remind the RFO and Council members that a Debit Card should never be used for online purchase as this is the gateway to the Council's current account! A council lost over £35,000.00 over a single weekend in 2024 as its current account Debit Card was lodged as the payment method on a well-known online vendor's website and the Council's account was illegally accessed.

Recommendation

R8. A credit card rather than a debit card should be utilised to make all online purchases with immediate effect. This will provide the Council with the extra protection of the Credit Card Charge Back scheme. As soon as an allegation of fraud has been made, it will be investigated by the Credit card company and where the charge is deemed unauthorised or fraudulent the Council will receive a refund within days. It should be noted that it is extremely difficult, if not impossible to retrieve funds which have been illegally harvested via a debit cards and the process will take several months to reach a conclusion. **IMPLEMENTATION IN PROGRESS**

Internal Control Objective 'C' - Review of Risk Management & Insurance

9) Formal recommendation - Review & Maintenance of Risk Registers

We have noted that the Council's currently holds a very basic combined Health & Safety and Business Risk Register. However, the document which was provided for the purposes of this audit was wholly inappropriate for a Council of Newbury Town Council's size and complexity.

We take this opportunity to advise the Chief Officer, RFO and Members that Town councils in England are required to implement effective risk management practices as part of their governance and accountability framework. Both Officers and Councillors, have a key role in identifying, managing, and receiving assurance that risks are being properly handled. This involves ensuring that risk management is embedded as a core responsibility across the organisation, not just a technical exercise, and that it is understood and supported by everyone.

The foundation of good risk management is a strong risk culture where risk identification and management are seen as essential to good governance and effective service delivery. This culture should be supported by clear accountabilities for risk management that are easy to understand and comply with. Councils must have a structured approach to identify, analyse, and mitigate risks that could impact the achievement of their objectives, including the delivery of essential services and the protection of public funds.

Councillors, particularly those in lead member, committee chair, or scrutiny committee roles, are responsible for ensuring that an effective risk management framework is in place and actively employed. They must be assured that strategic risks are well controlled and do not exceed the council's risk appetite. This includes scrutinising risk registers, understanding the likelihood and

impact of identified risks, and ensuring that mitigation actions have clear owners and timescales. Risk management should be an active consideration and not just a one-off activity.

While the specific processes may vary, the core requirement is that risk management is integrated into strategic planning, decision-making, and daily operations. This includes managing risks associated with contractors, ensuring that contracts are specified and monitored to control health and safety risks, and that the council is not transferring all its responsibilities to a service provider. For example, when installing seasonal decorations, a sensible, proportionate risk assessment is required, but the risks are generally low for simple installations.

The framework for risk management in government provides a model that can be adapted by local authorities, including town councils, to ensure a consistent and effective approach. Ultimately, the goal is to enable the council to achieve its objectives, protect its assets and budget, and maintain public trust by demonstrating good governance:

<https://www.local.gov.uk/publications/must-know-guide-risk-management#introduction>

Recommendations

R9.1 The Chief Officer, RFO and Members should ensure that a reasonable and proportional approach is implemented in respect of all the Council's Risk Management requirements. To ensure that a robust and proportionate framework is developed, it may be necessary to employ specialist advice from sector specific consultancies such as the Landmark information Group or Ellis Whitham for example. **NOTED & CONSIDERED**

Failure to implement a proper Risk Management framework could itself present a critical risk to the future of the Council's operations and the reputation and good standing of the Council.

R9.2 We take this opportunity to remind the Chief Officer, RFO and Members that it is a statutory requirement to Review and Readopt the Council's Risk Register(s) at least once annually, recording the Readoption in the Approved and Published Minutes in the corresponding Full Council or Committee Meeting. **NOTED**

10) Formal recommendation - Insurance Policy

We take this opportunity to draw the Chief Officer, RFO and Member's attention to the Statement of Fact on page 2 of the Council's General Insurance Policy, number YLL-2720855073, which requires:

- *You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse*
- *You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process*
- *All Employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training*
- *You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse*

- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

R10. The Chief Officer must ensure that proper Safeguarding Policies and Procedures are implemented expediently and maintained thereafter. Failure to do so may result in the Council's Insurance Policy being invalidated. **IMPLEMENTATION IN PROGRESS**

11) Best practice recommendation - Playground & Recreation area Risk Management Policy

We have noted that the Council does not hold a currently adopted Playground & Recreation Risk Management Policy.

R11. The Chief Officer and the Parks & Open Spaces Supervisor should draft a reasonable and proportionate Playground & Recreation area Risk Management Policy for scrutiny and approval by Council Members. **IMPLEMENTATION IN PROGRESS**

Internal Control Objective 'G' Review of Salaries and Payroll

12) Best practice recommendations - Contracts of employment

During our review of staff members employment contracts, we noted that staff members hold different contracts of employment based on the date of their appointment. Due to recent changes in employment legislation, we suggest that all employees are issued with the latest NALC model employment contract.

R12. The Chief Officer and Members should consider issuing all employees with the latest NALC model contracts, amended to reflect individual's terms of employment, to ensure that the contracts are compliant with current employment legislation which has been updated recently. **NOTED & CONSIDERED**

Internal Control Objective 'H' – Review of Assets & Investments Register

13) Best practice recommendation - Fixed Asset Register

We have noted that the Council currently maintains its Fixed Asset Register in a Microsoft Excel spreadsheet. Given the scale and diversity of the Council's Assets it would be more appropriate to manage this in a bespoke software package.

R13. The Chief Officer, RFO and Members should consider acquiring the Rialtas Fixed Assets module for the Omega Accounting Software. This enables Assets to be added to the Register directly from the Purchase Ledger and Cashbook and direct input into the Annual Return at the year end. **NOTED & CONSIDERED**

Internal Control Objective 'L' – Review of the Council's official website

14) Best practice recommendation – Website development

We have noted that the Council has spent a considerable amount time, effort and money on the redevelopment of its official website. However, it neither simple to use nor an effective segway for the Council and members of the electorate due to its confused design and dated architecture.

There is not need for an extensive and expensive redesign, however, there are many organisations which offer templated design packages exclusively for councils.

I draw the Chief Officer, RFO and Members attention to the following websites which, in our opinion, are exemplary:

- [**Didcot Town Council**](#) designed by Cutlefish
- [**New Milton Town Council**](#) designed by Juice
- [**Malmesbury Town Council**](#) designed by Mindvision
- [**Frome Town Council**](#) designed by Zonkey

A different approach has been taken by each developer, in consultation with the Councils, but the outcome has been a highly effective communication tool where users can rapidly identify the information that they need, access this, and interact with the council in a simple and straightforward manner.

R14. The Chief Officer, RFO and Members should consider a reimplementation of the Council's official website rather than a costly redesign, ensuring that the new website is fully compliant with current Accessibility Legislation. The Council has all the information it needs to populate a new website, and this could be achieved in a relatively cost effective and efficient manner. **REVIEW IN PROGRESS**

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10. Confirmation of independence and Quality Assurance

During the 2025-26 financial year to the 30th of June 2025, we confirm that the internal auditor has acted independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation, based upon the internal audit programme, and has obtained appropriate evidence including copies of prime documentation to support our opinions from Newbury Town Council.

The Q1 interim internal audit for the 2025-26 financial year, conducted onsite the 06th of August with additional work conducted at our offices on the 14th, 15th, 16th & 17th of August 2025, was carried out in accordance with Newbury Town Council's needs and planned coverage as reviewed with the RFO, Chief Officer and Officers and Members of the Council.

Based on the findings in the areas examined, the internal audit conclusions are summarised in the main body of this report, which corresponds to the Internal Control Objectives table contained within the FY2025-26 AGAR Annual Independent Internal Audit Report.

11. Internal Audit Performance

The following performance indicators are maintained to monitor effective service delivery & quality:

Annual performance indicators			
Aspect of service	Q1 Interim 2025-26 (Actual %)	Q2 Interim 2025-26 (Actual %)	
Internal Audit plan delivered	57%	➡	N/A
Positive customer responses to quality appraisal questionnaire (YE)			
Compliant with the Public Sector Internal Audit Standards	Y	↔	N/A

12. Acknowledgements

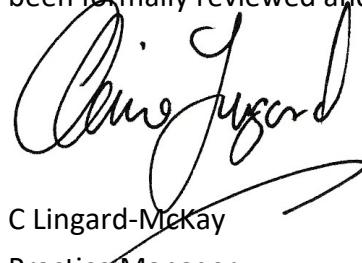
In continuing our review for the year, we have had regard to the materiality of transactions and their potential for mis-recording or misrepresentation in the AGAR Annual Statement of Accounts. Our Internal Audit programme has been developed to provide assurance that the Council's financial systems are operating effectively, with robust internal controls working in practice, thereby ensuring the integrity of transactions and the reasonable prospect of identifying material errors or possible abuse of the Council's own and the national statutory regulatory framework.

We would like to take this opportunity to thank the RFO of Newbury Town Council: Liz Manship, the Chief Officer: Toby Miles-Mallowan, the Senior Accounts Officer Margaret Gore and the other Officers of the Council for their assistance in performing the Q2 independent internal audit for the 2025-26 financial year. We are grateful both for the rapidity of response and for the content and quality of the documentation and the responses that have been supplied to our requests for information.

We have made one recommendation for improvement as a result of the Q2 interim internal audit for 2025-26. This recommendation is contained in the main body of the report and in the appended action plan for the 2025-26 financial year.

We have also reviewed the progress which has been made against the seven formal and seven best practice recommendations which were made during the Q1 internal audit with the Finance Manager and this is recorded the Council's response in Section 9 of this report: FY2025-26 Action Plan.

We now ask that the Clerk, Finance Manager & Corporate Services Manager, Chairman and the Council Members consider the content of this report and acknowledge, in due course, that the report has been formally reviewed and adopted by the Council.



C Lingard-McKay

Practice Manager

WGW online internal audit practice

NOTE TO REPORT

We confirm that all confidential & sensitive information, supplied for the purposes of this audit including, Personnel Minutes, Payroll and Employment data have been permanently deleted from WGW Online's servers and any printouts made for the purposes of this audit have been destroyed in accordance with the Company's data and document retention policies and with the prevailing General Data Protection Legislation as amended from time to time.

Internal Audit Report – Proposed Actions – Q2

Matters Reported (additional to Q1):

- Formal (in respect to Audit Assurance): None
- Informal: Best practice recommendations.

No.	Internal Control Objective	Matter Raised	Page	Informal / Formal	Recommendation	Action
1	B	Procurement – Best Practice	11	Informal R15	RFO & CEO should develop a formal Policy for the management of all competitive quotations and tenders. Which stipulates how such procurements are to be managed by the Council alongside the currently adopted Standing Orders and Financial Regulations.	Senior managers to meet and discuss. Specifically regarding: <ul style="list-style-type: none"> • Procurement processes over £3000 • Procurement guidance to support Contracts Regulations
2	C	Health & Safety & Business Risk	13	Informal	Risk Assessment spreadsheet inadequate – formal recommendation in Q1.	CEO and Services Delivery Manager to take this forward. <ul style="list-style-type: none"> • Sufficient for Audit Assurance • Recommendation to improve.
3	C	Playground and Recreation Area Risk Management Policy	15	Informal	No policy currently adopted – referenced in Q1.	Parks and Open Spaces Supervisor to take this forward.
4	L	Website	26	Informal	Information not logically organised and can be difficult to navigate and find selective information	CEO to take this forward. <ul style="list-style-type: none"> • Finance set aside in the 2026/27 budget
5	L	Website	26	Informal	Not compliant with current accessibility legislation.	CEO to take this forward. <ul style="list-style-type: none"> • To be addressed as part of Website improvements.
6	L	Website	26	Informal	Whilst finance information published, there is no menu option for 'Finance' and info cannot be identified without a search.	CEO to take this forward. <ul style="list-style-type: none"> • To be addressed as part of Website improvements

Appendix10 – 2025/26 CIL Receipts Review

The Council has received two CIL receipts within this financial year:

- May 2025 - £5,979.34
- Nov 2025 - £11,481.91
- Total: £17,461.25

It is my understanding that Council's intent was that both receipts were allocated to the Café project. The October receipt was approved by Council on 08th December 2025. But the May receipt has not been formally allocated.

Recommendation: That P&R Committee recommend to Full Council that the May CIL receipt of £5,979.34 is formally allocated to the Café project.

LM

Financial Regulations – Amendment in respect to DBS Checks

Seeking to process DBS checks for Officers, the CEO has become aware that Standard Checks are not possible for our sector's officers. However, Basic checks are considered sufficient for the purpose and by the Insurance Company.

The Policy and Resources Committee is asked to recommend to Full Council that the Financial Regulations are amended to state that a Basic DBS check is required for Officers. This applies to sections 9.5 and 19.5 respectively.

9.5 No Officer appointed after 1st April 2025 will have access to the Bank or a Bank Card without a clear DBS Check with NTC in respect to dishonesty, fraud or theft from employer and the agreement of their Line Manager further to a satisfactory 3-month probation review. ~~A Standard DBS is required for Senior Managers and Officers within the Finance Team. A Basic DBS check is required for all other Officers.~~

19.5 As required by the Council's Insurer's, the CEO shall ensure that all Officers with access to the bank, banking papers, debit or credit card, have a clear DBS check with NTC in respect to dishonesty, fraud or theft from employer. ~~For Senior Managers and Officers within the Finance Team, a Standard Check~~ ~~A Basic DBS check is required for all other Officers.~~ These to be renewed in consideration of DBS guidelines. For new Officers this will form part of the recruitment process.

Minutes of a meeting of the Grants Sub-Committee of Newbury Town Council held at 19:00 noon on Monday 17th November 2025 in The Council Offices, Town Hall, Newbury.

Present: Councillors: Alistair Bounds, Sam Dibas, Billy Drummond, David Marsh (chairperson), Phil Barnett.

In Attendance: Liz Manship, Responsible Financial Officer

08. Apologies for absence

Councillors: Sarah Slack

09. Declarations of interest and dispensations

- a) Councillors Phil Barnett, Billy Drummond and David Marsh as Members of West Berkshire Council have a general dispensation to discuss any matters relating to the business of that Council.
- b) Councillor Phil Barnett – Parish Councillor for Greenham Parish Council.
- c) Councillor Sam Dibas – Parish Councillor for Inborne Parish Council, Governor at Newbury College, Trustee at St Bartholomew's School.
- d) Councillor Billy Drummond – Member of The Base, Greenham and Parish Councillor for Greenham Parish Council.
- e) Councillor David Marsh – Trustee to Wash Common Library, Trustee to Wash Common Community Association, Parent of a pupil at St Bartholomew's School and Husband to a Governor at St Bartholomew's School.

10. Minutes

Proposed: Councillor Billy Drummond

Seconded: Councillor Alistair Bounds

Resolved: That the minutes of the meeting of the Grants Sub-Committee held 26th June 2025 be approved as a correct record and signed by the Chairperson.

11. Grants Awarded

The meeting noted the Grants Awarded since Financial Year 2023/24

12. Notifications of Thanks

The meeting noted the Notifications of Thanks received for grants awarded since the previous meeting.

13. Grant Aid Criteria

The meeting noted the Grant Aid Criteria.

14. Award of Grant Aid

Having regard to the Council's criteria for awarding grants and the Council's Strategic objectives to support youth, the elderly, the vulnerable and the diverse in communities, and having considered the information provided on The Good Exchange and by organisations seeking grant funding support.

Proposed: Councillor Sam Dibas
Seconded: Councillor Alistair Bounds

Resolved: That the Council makes the following grant awards, payable through The Good Exchange:

TGE Ref	Organisation name	Project title	Balance Required	NTC Award	TGE Match Funding	Total Grant Awarded
21014	1st Newbury Scout Group	Improving acoustics	2,841.58	500	500	1,000
21123	Assisting Berkshire Children to read	Improving Literacy for Children in West Berkshire 2025/26	4,257.00	500	500	1,000
20805	Eight Bells for Mental Health	Day to Day Running Costs for Mental Health Support Service 2025-26	61,720.54	500	500	1,000
21160	Loose Ends Newbury	INCREASED DIRECT SHOPPING COSTS	6,830.00	1,000	1,000	2,000
20934	Newbury Soup Kitchen	Newbury Soup Kitchen: Day to day outreach, food and support for people experiencing homelessness or vulnerably housed in West Berkshire 2025-2026	25,535.52	500	500	1,000
21007	Newbury Weekly News	Newbury Weekly News Over 80s Parcel Fund 2025	16,818.50	1,000	1,000	2,000
20980	Sport in Mind	Improving mental wellbeing through Sport and Physical Activity- Newbury	8,336.00	500	500	1,000
21147	Swings & Smiles	Respite Care for Families with Disabled Children	51,625.00	1,000	1,000	2,000
21109	The Corn Exchange (Newbury) Trust	Singing for Recovery 2025-2026	4,586.00	250	250	500
21139	Volunteer Centre West Berkshire	V365 Volunteer Recruitment Fair 2026	1,959.09	250	250	500
21013	West Berks Action for Refugees	Refugee and Asylum Seeker Caseworker for 2025/26	13,140.00	500	500	1,000
21092	West Berks Foodbank	12 Days of Christmas - Christmas Dinner for everyone	4,725.80	1,000	1,000	2,000
20803	Young People and Children First (YPACF)	Providing hope, a home and a future for Care Leavers and Homeless aged 16-25	21,080.00	500	500	1,000
				8,000	8,000	16,000

There being no further business the Chairperson declared the meeting closed at 19:48 pm.

Chairperson:

Date:

**MINUTES OF A MEETING OF THE CLIMATE EMERGENCY SUB-COMMITTEE HELD IN THE ELSIE KIMBER ROOM,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
MONDAY 6TH OCTOBER 2025 AT 7.30PM**

PRESENT

Councillors, David Harman (Chair), Meg Thomas, Nigel Foot

IN ATTENDANCE, Martin Kavanagh, Services Delivery Manager (SDM)
Ms Nikki Coome was called away and joined by Zoom
Dr Patricia Glover

1. APOLOGIES

Services Delivery Manager

Apologies received. Cllr Slack (+Sub Cllr Foot), Cllr Roger Hunneman (+Sub Cllr Meg Thomas)
Absent: Councillor Steve Masters & Martha Vickers

2. DECLARATIONS OF INTEREST

Services Delivery Manager

It was declared that Councillor Nigel Foot who is also a Member of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow him to partake in discussions relating to West Berkshire Council business.

STANDING ORDERS SUSPENDED

PROPOSED: Cllr Harman

SECONDED: Cllr Thomas

ELECTION OF NEW LAY MEMBER TO THE COMMITTEE

PROPOSED: Cllr Harman

SECONDED: Cllr Foot

RESOLVED: Dr Patricia Glover is appointed to the role of Lay Member of this committee with immediate effect.

STANDING ORDERS REINSTATED

PROPOSED: Cllr Foot

SECONDED: Cllr Thomas

Signed Dated.....

(Chair)

3. MINUTES (Appendix 1)*Chair***PROPOSED: Cllr Harman****SECONDED: Cllr Thomas**

RESOLVED: The meeting minutes of the Climate Emergency Sub Committee of 21st May 2025 **were not approved** (no members present from the meeting outside of the Chair). It is rescheduled for the next committee meeting of Wednesday 7th January 2026.

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC*Services Delivery Manager***RESOLVED:** There were no questions or petitions**5. MEMBERS' QUESTIONS AND PETITIONS***Services Delivery Manager***RESOLVED:** There were no questions or petitions**6. ENVIRONMENTAL GRANT APPLICATIONS (Appendix 2)***Services Delivery Manager*

MEMBERS NOTED: No new grant applications received, however Mencap have indicated they are very interested and anticipate their interest by the next CESC meeting of Wed 7th January 2026. The Eco Code (previous) applicant to attend the next meeting to further support the application and provide clarity to the aims and objectives of the initiative with particular focus on the impact on the parish of Newbury.

Publicity and promotion of the Grant scheme to be increased to attract good causes and raise awareness of the grant funding opportunity. Service Delivery Manager confirmed this is already underway.

SDM noted that £2805 of the budgeted £10,000 has currently been committed for CESC grants.

Signed Dated.....

(Chair)

7. CARBON FOOTPRINT REDUCTION UPDATE (Appendix 3)
Services Delivery Manager

MEMBERS NOTED: the Service Delivery Managers report and feedback to Dr Glover for more information around our carbon footprint journey and future projects. The SDM agreed to explore additional marketing channels with Dr Glover and provide addition information outside of the meeting. The Chair requested the re-circulation of the Grant Aid Criteria to all members of the committee.

SDM to follow up again with Carbon Footprint to ensure audit is conducted in the next couple of months.

Hydro -Electric generation on NTC assets review with the WBC Portfolio Holder Cllr Gourley by Cllr Hunneman and report to be carried forward to the next meeting.

8. FORWARD WORK PROGRAMME
Services Delivery Manager (SDM)

The forward work programme was noted by the committee and the following works added, SDM to provide Costing for a Thermal Imaging Camera by next meeting and consider engaging with the WBC Climate Emergency Forum.

Dr Patricia Glover volunteered to attend West Berks Climate Forum going forward as a representative of Newbury Town Council's CESC.

Members Actions: All members to bring two or three special events to be promoted to raise awareness e.g. climate emergency week and discuss how to promote these complementary events. Cllr Hunneman to also provide Hydro Electricity Feedback to the meeting as noted in item 7.

Timely reminder

Its budget planning time once again, so please bring forward any works/project you would like to see considered in next years budget, there has been no work content raised in the last two months for budget yr 26/27 please bring forward you requests in the next four weeks, to be co-ordinated through the Chair.

Agenda item for January meeting, grant recipients to be invited and / or provide feedback to the committee.

Signed Dated.....

(Chair)

12. NEXT MEETING DATE*Chair*

MEMBERS NOTED: the next meeting date as Wednesday 7th January 2026 at 7:30 pm. However please note with effect from today, due to the relatively small number of attendees to the CESC meetings, the forum will be held in the Elsie Kimber Room, not the Council Chamber.

The standing consideration “that if 3 or more grant applications are received the committee will consider sitting earlier” still applies.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:50 HRS

If you would like a paper copy or large print copy of these minutes, please request this from the Reception Desk at Newbury Town Hall.

Signed Dated.....
(Chair)

Newbury Town Council

Minutes of the Staff Sub-Committee held on 26 November 2025 in the Elsie Kimber Room.

Present:

Councillors Jo Day (chair), Pam Lusby Taylor, Vaughan Miller, Elizabeth O'Keeffe

In Attendance:

Toby Miles-Mallowan, Chief Executive Officer (CEO)
Liz Manship, Responsible Finance Officer (RFO)

22. Apologies for absence

Cllr Steve Masters, Cllr Gary Norman

23. Declarations of interest and dispensations

None Noted

24. To approve the minutes of Staff Sub-Committee 30 July 2025.

Proposed: Cllr Elizabeth O'Keeffe

Seconded: Cllr Pam Lusby Taylor

Abstention: Cllr Vaughan Miller

Minutes were **approved**.

25. Staff Pay

Proposed: Cllr Vaughan Miller

Seconded: Cllr Elizabeth O'Keeffe

Agreed to authorise RFO and CEO to move to consultation to review and implement Pay Scales for Newbury Town Council Officers. (Appendix 1 – Confidential & Privileged)

Proposed: Cllr Vaughan Miller

Seconded: Cllr Pam Lusby Taylor

Approve the officer budget for 2026/27 subject to amendments to the unforeseen budget, P&O operative and creation of maternity budget. To ensure that staffing budget does not exceed a 5.9% increase. (Appendix 2 – Confidential & Privileged)

Liz Manship left the meeting

26. Confidential and Privileged report

The details of the confidential and privileged report were discussed.

There being no other matters the meeting finished at 17:40

Signed: _____
Chairman

Date: _____

Agenda Item 13 – Service Revenues

13.1 To consider and approve the Services Revenues for the Cemeteries, Markets and Football Grounds (2026/27) and Allotments (2027/28) as recommended by the Community Services Committee at its meeting of 15th December 2025

The Community Services Committee, at its meeting of 15th December 2025, resolved to recommend to the Policy & Resources Committee the following uplifts to the above Service Revenues:

(CPI uplift for commercial services, and CPIH uplift for domestic services)

Cemetery Charges (from 01/04/2026): 8.2% increase across all charges in line with Consumer Prices Index including owner occupiers' housing costs figures x 2(CPIH) (Release date: 22 October 2025). See table below.

	2025/26	2026/27 Charges Rounded after CPIH x2 8.2%	2025/26	2026/27 Charges Rounded after CPIH x2 8.2%
Purchase of Rights	In-Parish		Out of Parish	
<i>Exclusive right of burial for the period of 100 years in an ordinary grave</i>	£540	£584	£1554	£1681
<i>Exclusive right of burial for the period of 100 years in a selected grave</i>	£1058	£1145	£3109	£3364
<i>Purchase of plot 0.6m x 0.6m for Interment of cremated remains</i>	£186	£203	£545	£590
<i>Purchase of a plot 0.6m x 1.2m as a baby or child's grave</i>	£186	£201	£540	£584
Interments				
<i>In an 'Ordinary' grave of a body of a stillborn child</i>	£94	£102	£283	£306
<i>In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years</i>	£156	£169	£447	£484
<i>In an 'Ordinary' grave of a Person exceeding 14 years</i>	£338	£366	£1047	£1133
<i>In a 'Selected' grave of a body of a stillborn child</i>	£186	£201	£540	£584
<i>In a 'Selected' grave of a body of a Person exceeding one month but under 14 years</i>	£288	£312	£856	£926
<i>In a 'Selected' grave of a body of a Person exceeding 14 years</i>	£436	£472	£1254	£1357
<i>Interment of ashes</i>	£186	£201	£523	£566
<i>Ground work preparation by Council staff for the interment of ashes</i>	£109	£118	£109	£118

Ancillary / Other Charges				
<i>Use of Cemetery Chapel</i>	£98	£106	£262	£283
<i>Transferring deeds of rights of burial</i>	£54	£58	£54	£58
Memorials	2025/26	2026/27 Charges Rounded after CPIH x2 8.2%	2025/26	2026/27 Charges Rounded after CPIH x2 8.2%
<i>In-Parish</i>		<i>Out of Parish</i>		
<i>Right to erect a headstone, cross, Monument or any other memorial</i>	£202	£219	£594	£642
<i>Right to place an inscribed vase at the grave head position</i>	£54	£58	£158	£171
<i>Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground level</i>	£54	£58	£158	£171
<i>Additional inscription</i>	£28	£30	£92	£100

Market Charges (from 01/04/2026): 4.1% increase across all charges in line with Consumer Prices Index (CPI) across all charges for example a 3m x 3m pitch on a casual basis will increase from £27.70 per day to £28.84 per day and for traders who pay monthly in advance the cost will increase from £17.95 per day to £18.68 per day for the standard daily rate.

Football Charges (from 01/04/2026): Fixed increases to the following football pitch bookings (rounded to the nearest £)

	Current	2026/27
Adult Block bookings:	£77	£85
Under 18s:		
	Current	2026/27
Full size pitch 11 a-side		£40
Single small pitch (7-a-side pitch)	£15.50	£20
Single small pitch (9-a-side pitch)	n/a	£20

Newbury Farmer's Market

The Farmer's Market operate under a licence between West Berkshire Council and Newbury Town Council to hold a market on the first Sunday of each month.

The Thames Valley Farmer's Market Co-operative currently pay the Town Council a fee of £50.25 (+VAT) per month for this licence.

Fixed increase to £53 (+VAT) per month from 1st April 2026 and to review each year in line with CPI.

Allotment Charges (from 01/04/2027)

In 2013 the Community Services Committee agreed that in line with most other allotment authorities, we should, from 2015-16 onwards, give a year's notice of any change in allotment service charges, as opposed to the previous 2 months' notice.

8.2% increase across allotment fees for FY 2027/28 for Newbury Parish Residents from **53p** per sq. metre to **57p** per sq. metre, equivalent to **£14.25** per pole, for a 10-pole plot **£142.50**.

13.2 – Allotment Concessionary Rates: To ratify allotment concessionary rates from 01/04/2026

To confirm that Concessionary Rates, agreed by Council to be introduced from 2026/27 will continue to apply.

The Policy & Resources Committee is asked to ratify that the 20% concessionary rate for allotment holders with a State Pension, applies when their only source of income. Discussed and resolved by the Community Services Committee in December 2024 but omitted from the minutes. To reassure Members, this has been introduced without complaint or comment. The full list of concessionary rates is listed below for clarification.

To receive a concessionary rate of 50% for tenants receiving any of the following:

- Universal Credit
- Attendance Allowance
- Carer's Allowance
- Constant Attendance Allowance
- Disability Living Allowance
- Employment Support Allowance
- Housing Benefit
- Income Support
- Incapacity Benefit
- Income Support
- JSA
- Industrial Injuries Disablement Benefit
- Lone Pensioner Allowance
- Pension Credit
- Personal Independence Payment
- War Disablement Pension

Be a:

- Full Time Student

To receive a concessionary rate of 20% for tenants receiving any of the following:

- State Pension (only source of income)
- Child Tax Credit
- Working Tax Credit

These concessions require a person to make the declaration and are not fully means assessed by Council Officers.

13.3 – To consider and approve the Services Revenues for Weddings, Chamber and Elsie Kimber room bookings in the Town Hall, as recommended by the Strategic Working Group

The Strategic Working Group recommends an 8.2% increase across all charges, in line with Consumer Prices Index including owner occupiers' housing costs figures x 2(CPIH) (Release date: 22 October 2025). See tables below. All costs include VAT.

Chamber – Weddings 2026/27:

(2.6% rounded)	2025/26	2026/27
Monday to Saturday	£474	£512.87
Sunday & Bank Holidays	£609	£658.94
Chair & Sash Hire	£87.00	£94.13
Hire of Glasses for Toast	£10.50	£11.36
Laptop and Projector	£24.50	£26.51

Chamber – Private Functions, commercial and business bookings (excluding weddings) 2026/27:

Maximum of 60 people	2025/26 – per hour	2026/27 – per hour
Weekdays 9am – 5pm	£28.78	£31.14
Weekdays 5pm – midnight	£33.86	£36.64
Saturday	£50.79	£54.95
Sundays & Bank holidays	£60.94	£65.94

Chamber – Public meetings, charities, local non-profit organisation or amateur groups and exhibitions 2026/27:

Maximum of 60 people	2025/26 – per hour	2026/27 – per hour
Weekdays 9am – 5pm	£22.01	£23.81
Weekdays 5pm – midnight	£28.78	£31.14
Saturday	£43.34	£46.89
Sundays & Bank holidays	£55.87	£60.45

Elsie Kimber Room – Private Functions, commercial and business bookings (excluding weddings) 2026/27:

Maximum of 12 people	2025/26 – per hour	2026/27 – per hour
Weekdays 9am – 5pm	£18.62	£20.15
Weekdays 5pm – midnight	£28.78	£31.14
Saturday	£33.86	£36.64
Sundays & Bank holidays	£55.87	£60.45

Elsie Kimber Room – Public meetings, charities, local non-profit organisation or amateur groups and exhibitions 2026/27:

Maximum of 12 people	2025/26 – per hour	2026/27 – per hour
Weekdays 9am – 5pm	£13.54	£14.65
Weekdays 5pm – midnight	£23.02	£24.91
Saturday	£32.50	£35.17
Sundays & Bank holidays	£52.50	£56.81

Additional Facilities 2026/27:

(8.2% rounded to 0.50p)	2025/26	2026/27
Projector & Screen (Chamber Only)	£24.50	£26.51
Hybrid Conference Facility (projector/screen included)	£41.00	£44.36
TV (Elsie Kimber Room Only)	£12.50	£13.53

2026-27 Budget and Precept

The Strategic Working Group (SWG) has met several times over the last three months to discuss the 2026/27 budget and subsequently consulted with Council Members. As a result:

- The SWG recommends a one-year budget (appendix 17) to the Policy & Resources Committee, for Council consideration.
- Continuing the work started last year, the Council budget has two distinct parts. Annual costs for the running of Council services, and project and event costs for one off projects and/or events.
- The SWG, in partnership with the RFO, CEO and Budget Holders, has drafted a budget that reflects increases only where proven to be required. These, in the main cover Supplier costs and Utilities. Approximately one third of all budget lines have either been frozen at or reduced below the 2025/26 levels to keep the precept as low as possible.
- Additionally, the SWG was concerned that the annual CPI increase to the Council's Service Streams has not been covering the increase in running costs and the gap between the income from electorate who directly use the Services, and expenditure, becoming wider. Therefore, an increase to Council Services has been included within the budget to provide balance and keep any precept increase as low as possible.
- Alongside, this budget continues to set aside funds for intermittent high costs e.g. Tree Surveys, Pollarding, Election Expenses etc. These will be held as Ear Marked Reserves so available when needed and thus support the long-term management of the Council's finances. Just over £45k has been set aside in the 2026/27 budget for these intermittent high-cost expenses.
- **In conclusion, the SWG recommends to Council:**
 - **2026/27 Budget of £2,275,075**
 - **2026/27 Precept of £1,967,492.**

The SWG, before reaching this recommendation, looked at various models of budget, including a budget that brought the precept down to 5%, in line with the Council's long-term goal. However, on examination, the SWG felt the minimal benefit to the Band D (£4.36 per annum) did not warrant the effect on the cut to Services required to achieve this.

Band D Calculations	2025/26	2026/27	2026/27 Recommended to Council
Budget	£2,145,107	£2,216,107	£2,275,075
Precept	1,817,641	1,908,524	1,967,492
Precept increases from 2025/26		5%	8.24%
2025/26 & 2026/27 Tax Base as applicable.	13,491.52	13,526.89	13,526.89
Band D per annum	£134.72	£141.09	£145.45
Band D per week.	£2.59	£2.71	£2.80

12/01/2026

Newbury Town Council Current Year

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed			
		Budget	Actual	Total	Actual YTD		Projected	Committed	Agreed	EMR	Carried Forward
100	Staff										
1077	Precept Reallocation	-500	-500	192,996	192,996	192,996	0	6,278	0	0	
1990	Miscellaneous Income	0	464	0	0	0	0	0	0	0	
	Total Income	-500	-36	192,996	192,996	192,996	0	6,278	0	0	
4000	Salaries/NI/PAYE	614,244	620,571	839,180	540,819	757,197	0	886,550	0	0	
4005	Agency / Locum Cover	-7,500	-7,500	0	0	0	0	0	0	0	
4009	Officers Work & Safety Wear	0	0	0	0	0	0	450	0	0	
4010	Misc Staff Expenses	7,000	6,158	6,000	2,770	6,000	0	5,828	0	0	
4045	Salary Reallocation	-614,244	-620,571	-652,184	-540,819	-652,184	0	-886,550	0	0	
	Overhead Expenditure	-500	-1,342	192,996	2,770	111,013	0	6,278	0	0	
	Movement to/(from) Gen Reserve	0	1,306	0	190,226	81,983		0			
<u>110</u>	<u>Central Services</u>										
1076	Precept Received	1,526,951	1,526,951	1,817,641	1,817,641	1,817,641	0	1,967,492	0	0	
1077	Precept Reallocation	-1,391,260	-1,391,260	-1,728,966	-1,728,966	-1,728,966	0	-1,812,777	0	0	
1090	Interest - CCLA	23,000	27,073	24,000	17,940	22,500	0	18,600	0	0	
1091	Shares/Dividend Income	0	5	0	6	5	0	3	0	0	
1092	Interest Rec - Instant Access	4,000	10,765	10,000	7,421	9,600	0	9,000	0	0	
1093	Interest - Fixed Term Account	10,000	32,602	24,000	26,108	26,108	0	10,000	0	0	
1094	Interest - Current Account	0	242	360	0	0	0	0	0	0	
1905	Income - CIL received	0	54,113	0	17,461	0	0	0	0	0	
	Total Income	172,691	260,491	147,035	157,610	146,888	0	192,318	0	0	
4045	Salary Reallocation	170,891	172,519	134,635	110,965	134,635	0	179,918	0	0	

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4050	Bank & Card Reader Charges	1,800	1,832	2,400	1,536	2,130	0	2,400	0	0
4055	Election Expenses	0	13,358	10,000	0	10,000	0	10,000	0	0
	Overhead Expenditure	172,691	187,709	147,035	112,501	146,765	0	192,318	0	0
	110 Net Income over Expenditure	0	72,782	0	45,110	123	0	0	0	0
6000	plus Transfer from EMR	0	5,002	0	-10,000	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	11,482	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	77,785	0	23,628	123	0	0		
<u>200</u>	<u>P&R General</u>									
1077	Precept Reallocation	32,283	32,283	40,991	43,414	40,991	0	28,718	0	0
	Total Income	32,283	32,283	40,991	43,414	40,991	0	28,718	0	0
4045	Salary Reallocation	30,483	31,029	33,891	24,084	33,891	0	27,118	0	0
4105	Members' travel & subsistence	800	259	600	247	290	0	600	0	0
4120	Precept Leaflet	1,000	665	1,000	0	850	0	1,000	0	0
4125	P&R Projects Fund	0	0	5,500	0	0	0	0	0	0
	Overhead Expenditure	32,283	31,952	40,991	24,331	35,031	0	28,718	0	0
	Movement to/(from) Gen Reserve	0	331	0	19,083	5,960	0	0		
<u>210</u>	<u>Grants & Contributions</u>									
1077	Precept Reallocation	98,500	98,500	97,000	97,000	97,000	0	93,500	0	0
1122	Donations (Misc.)	0	1,400	0	227	227	0	0	0	0
	Total Income	98,500	99,900	97,000	97,227	97,227	0	93,500	0	0
4150	Grants for Climate Change Proj	10,000	7,195	10,000	2,805	10,000	0	10,000	0	0
4155	Berkshire Youth; Youth Worker	25,000	25,000	25,000	12,500	25,000	0	25,000	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4160	Contribution to BID Xmas light	12,000	12,000	10,000	8,333	10,000	0	8,000	0	0
4165	Greenham Community Youth - DNU	2,500	0	0	0	0	0	0	0	0
4170	Volunteer Centre	500	500	500	500	500	0	500	0	0
4180	Grant Sub Committee	24,500	24,500	24,500	15,439	24,500	0	25,000	0	0
4182	Donations (Misc)	0	1,400	0	227	227	0	0	0	0
4185	CAB Grant	20,000	20,000	20,000	20,000	20,000	0	20,000	0	0
4213	Community United West Berkshir	3,000	3,000	3,000	3,000	3,000	0	2,000	0	0
4216	Newbury Flood Forum	1,000	1,000	1,000	0	0	0	0	0	0
4217	Discretionary Events Fund	0	0	3,000	2,500	3,000	0	3,000	0	0
	Overhead Expenditure	98,500	94,595	97,000	65,304	96,227	0	93,500	0	0
	210 Net Income over Expenditure	0	5,305	0	31,923	1,000	0	0	0	0
6000	plus Transfer from EMR	0	0	0	2,805	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	5,305	0	34,728	1,000	0	0	0	0
<u>220</u>	<u>Corporate Services</u>									
1077	Precept Reallocation	126,767	126,822	128,836	133,708	128,836	0	146,471	0	0
1990	Miscellaneous Income	0	234	0	0	0	0	0	0	0
	Total Income	126,767	127,056	128,836	133,708	128,836	0	146,471	0	0
4200	Visitor Information Centre	500	0	500	0	0	0	0	0	0
4220	Training and Development	8,000	6,860	10,000	4,376	10,000	2,667	13,000	0	0
4225	Advertising Recruitment	3,000	1,749	1,000	640	0	0	700	0	0
4230	Telephone	10,250	10,907	11,450	8,542	11,362	0	11,930	0	0
4235	Postage	2,500	1,917	2,500	1,726	2,484	0	2,500	0	0
4240	Printing/Stationery	1,718	1,345	1,800	639	1,252	0	1,800	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4245	Office Equipment	2,000	1,283	1,500	363	1,000	0	1,500	0	0
4246	IT - Website Accessibility/Dom	0	0	0	0	0	0	1,000	0	0
4247	IT - Asset Register	0	0	1,000	0	1,000	0	500	0	0
4250	IT - Office 365 Package	13,644	11,886	17,947	15,442	17,937	0	17,550	0	0
4251	IT - Accounts	4,865	2,475	4,000	1,954	3,892	0	4,000	0	0
4252	IT - Website	5,449	5,356	5,850	4,790	5,748	0	6,084	0	0
4253	IT - Citrix / Cloud	3,747	3,862	5,465	3,997	5,465	0	1,718	0	0
4254	IT - Adobe	2,740	1,079	3,800	3,158	3,658	0	3,952	0	0
4255	Professional Fees	18,200	15,016	17,691	11,726	16,300	0	0	0	0
4256	IT - Website Security Patches	12,000	11,267	0	0	0	0	4,000	0	0
4260	Audit	5,000	3,720	5,500	1,020	4,140	0	5,000	0	0
4265	Subscriptions	5,872	4,253	6,107	5,068	5,624	0	6,000	0	0
4270	Photocopier Charges	2,382	2,265	2,700	1,716	2,684	0	2,700	0	0
4275	Advertising General	1,500	872	1,000	396	946	460	1,348	0	0
4280	Recycling Costs 13	1,400	1,189	1,400	1,138	1,391	0	1,800	0	0
4290	Capital exp computers etc	5,500	4,809	8,963	8,547	8,548	0	10,000	0	0
4291	26 Profess Fees - Payroll/Pens	0	0	0	0	0	0	4,500	0	0
4292	26 Professional Fees - HR	0	0	0	0	0	0	4,000	0	0
4293	26 Pofessional Fees - H&S	0	0	0	0	0	0	3,500	0	0
4294	26 Professional Fees - VAT	0	0	0	0	0	0	600	0	0
4295	26 Professional Fees - NTC	0	0	0	0	0	0	10,000	0	0
4317	2024/25 Purchase Orders	0	0	0	0	0	1,000	0	0	0
4418	Insurance Valuations - Bldgs	0	0	0	0	0	0	7,200	0	0
4420	Insurance	16,500	16,084	18,663	14,899	18,663	0	19,589	0	0
	Overhead Expenditure	126,767	108,193	128,836	90,139	122,094	4,127	146,471	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	220 Net Income over Expenditure	0	18,863	0	43,569	6,742	-4,127	0	0	0
6000	plus Transfer from EMR	0	0	0	-236	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	18,863	0	43,333	6,742		0		
<u>221</u>	<u>Corporate Services Projects</u>									
4257	IT - SharePoint Rebuild	0	0	0	0	0	9,800	0	0	0
	Overhead Expenditure	0	0	0	0	0	9,800	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
<u>290</u>	<u>Town Hall</u>									
1077	Precept Reallocation	126,499	126,499	140,388	128,453	140,388	0	204,963	0	0
1270	Income - Suite Lease	38,600	37,110	30,000	18,785	25,210	0	26,921	0	0
1280	Income - Chamber Hire	11,000	13,170	11,000	3,428	4,000	0	10,076	0	0
1998	Income - Electricity Outage	0	0	0	430	430	0	0	0	0
	Total Income	176,099	176,779	181,388	151,096	170,028	0	241,960	0	0
4045	Salary Reallocation	42,272	42,819	64,859	58,173	64,859	0	105,343	0	0
4255	Professional Fees	3,000	2,450	3,120	0	0	0	0	0	0
4296	26 Professional Fees - Town Ha	0	0	0	0	0	0	3,120	0	0
4315	Topographical Survey	200	0	0	0	0	0	0	0	0
4316	2023/24 Purchase Orders	0	755	0	0	0	0	0	0	0
4317	2024/25 Purchase Orders	0	0	0	15,000	0	0	0	0	0
4320	TH Office Move & Refurb	22,000	0	0	0	0	0	0	0	0
4321	Town Hall Roof	0	7,278	0	0	0	0	0	0	0
4345	Replacement Solar Panel Invert	806	0	0	0	0	0	0	0	0
4356	Defibrillator Parts	0	0	0	0	0	0	184	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4402	Lettings - Agent Fees	3,000	3,141	4,000	1,592	4,000	0	2,430	0	0
4403	Lettings - Deposits Returned	0	0	5,138	638	5,138	0	7,000	0	0
4404	Lettings - Suite Lease Costs	0	0	7,896	7,060	6,916	0	7,000	0	0
4405	Rates - NTC	11,008	10,568	12,027	11,883	12,027	0	12,628	0	0
4407	Gas	4,500	3,438	4,000	1,824	3,500	0	4,000	0	0
4410	Water	550	-2,958	578	993	578	0	8,182	0	0
4413	Electricity Empty Suites	0	0	0	1,789	1,928	0	2,000	0	0
4415	Electricity NTC Main Contract	26,960	29,535	30,003	11,838	29,535	0	29,535	0	0
4416	Energy Conservation Projects	4,000	440	0	0	0	0	0	0	0
4424	26 Pressure Cleaning	0	0	0	0	0	0	609	0	0
4425	Repairs and Maintenance	18,087	10,751	11,379	9,201	11,379	0	10,000	0	0
4426	26 Pest Control	0	0	0	0	0	0	275	0	0
4428	Health & Safety Compliance	17,350	5,243	10,000	7,618	10,000	0	10,500	0	0
4431	Town Hall cleaning contract	18,166	19,378	24,868	17,763	24,868	0	26,111	0	0
4432	Housekeeping	2,000	1,500	2,000	766	1,700	675	2,000	0	0
4435	Maint. Contracts Unscheduled	0	0	0	0	0	960	0	0	0
4440	Fire Extinguishers	1,000	616	820	542	772	0	820	0	0
4441	26 Fire Alarm	0	0	0	0	0	0	6,596	0	0
4442	26 Lift Services	0	0	0	0	0	0	1,917	0	0
4443	26 Water Cooler	0	0	0	0	0	0	1,010	0	0
4445	Security	1,200	519	700	370	0	0	700	0	0
	Overhead Expenditure	176,099	135,473	181,388	147,050	177,200	1,635	241,960	0	0
	290 Net Income over Expenditure	0	41,306	0	4,047	-7,172	-1,635	0	0	0
6000	plus Transfer from EMR	0	8,033	0	16,785	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	0	49,339	0	20,832	(7,172)		0		
291	Town Hall Projects									
1077	Precept Reallocation	0	0	45,750	45,750	45,750	0	27,645	0	0
	Total Income	0	0	45,750	45,750	45,750	0	27,645	0	0
4045	Salary Reallocation	0	0	0	0	0	0	15,645	0	0
4320	TH Office Move & Refurb	0	0	15,750	0	15,750	0	2,000	0	0
4321	Town Hall Roof	0	0	0	19,757	0	3,405	0	0	0
4322	Town Hall Responsive Repairs	0	0	30,000	1,800	30,000	0	10,000	0	0
4324	Town Hall Intercom for Tenants	0	0	0	0	0	0	0	0	0
4416	Energy Conservation Projects	0	0	0	0	0	0	0	0	0
4427	Visual / Audio Equipment	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	45,750	21,557	45,750	3,405	27,645	0	0
291	Net Income over Expenditure	0	0	0	24,193	0	-3,405	0	0	0
6000	plus Transfer from EMR	0	0	0	19,757	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	43,950	0		0		
295	<u>Weddings</u>									
1077	Precept Reallocation	3,853	3,853	9,591	9,591	9,591	0	20,710	0	0
1280	Income - Chamber Hire	3,696	3,523	3,850	2,309	2,783	0	3,834	0	0
	Total Income	7,549	7,376	13,441	11,900	12,374	0	24,544	0	0
4045	Salary Reallocation	4,849	4,965	9,321	8,602	9,321	0	20,339	0	0
4275	Advertising General	1,000	655	2,000	449	1,300	0	2,000	0	0
4340	Weddings expenditure	400	379	420	0	100	0	420	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year						Current Financial Year			Next Financial Year - Proposed		
		Budget		Actual		Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward			
4341	Wedding Licence EMR	1,300	0	1,700	2,532	1,700	0	1,785	0	0			
	Overhead Expenditure	7,549	5,999	13,441	11,583	12,421	0	24,544	0	0			
	295 Net Income over Expenditure	0	1,377	0	317	-47	0	0	0	0			
6000	plus Transfer from EMR	0	0	0	832	0	0	0	0	0			
	Movement to/(from) Gen Reserve	0	1,377	0	1,149	(47)		0					
300	<u>Newtown Road Cemetery</u>												
1077	Precept Reallocation	53,330	53,330	55,750	56,254	55,750	0	62,793	0	0			
1300	Income - Cemetery	0	495	0	0	0	0	0	0	0			
	Total Income	53,330	53,825	55,750	56,254	55,750	0	62,793	0	0			
4517	Lime Trees - Pollard	0	0	0	0	0	0	2,000	0	0			
	Direct Expenditure	0	0	0	0	0	0	2,000	0	0			
4045	Salary Reallocation	9,331	9,309	9,845	7,317	9,845	0	9,387	0	0			
4317	2024/25 Purchase Orders	0	0	0	5,040	0	0	0	0	0			
4405	Rates - NTC	1,000	574	750	574	574	0	750	0	0			
4415	Electricity NTC Main Contract	500	368	500	370	368	0	400	0	0			
4425	Repairs and Maintenance	6,590	1,223	5,000	90	5,000	2,310	7,000	0	0			
4428	Health & Safety Compliance	410	410	0	0	0	0	500	0	0			
4430	Maint. Contracts	30,549	34,599	36,309	27,195	36,309	0	37,761	0	0			
4435	Maint. Contracts Unscheduled	1,200	826	1,200	0	1,200	0	1,200	0	0			
4436	Headstone Survey	500	0	500	0	500	0	500	0	0			
4440	Fire Extinguishers	250	76	150	63	80	0	85	0	0			
4515	Tree Works	2,100	2,000	996	0	996	996	2,310	0	0			

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4540	NRC Composting Toilet (25%)	400	0	0	0	0	0	400	0	0
4545	Redecoration of Chapel	500	0	500	0	500	0	500	0	0
	Overhead Expenditure	53,330	49,384	55,750	40,648	55,372	3,306	60,793	0	0
	300 Net Income over Expenditure	0	4,441	0	15,606	378	-3,306	0	0	0
6000	plus Transfer from EMR	0	4,050	0	5,040	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	8,492	0	20,646	378		0		
<u>305</u>	<u>Shaw Cemetery</u>									
1077	Precept Reallocation	83,347	83,347	87,740	87,890	87,740	0	104,643	0	0
1300	Income - Cemetery	68,000	60,908	68,672	32,157	36,702	0	70,972	0	0
	Total Income	151,347	144,255	156,412	120,047	124,442	0	175,615	0	0
4517	Lime Trees - Pollard	0	0	2,500	0	2,500	0	2,500	0	0
	Direct Expenditure	0	0	2,500	0	2,500	0	2,500	0	0
4045	Salary Reallocation	25,073	25,443	26,946	21,977	26,946	0	34,941	0	0
4249	IT - Cemeteries	1,923	1,780	2,018	1,317	2,017	0	1,931	0	0
4265	Subscriptions	480	320	480	299	270	0	297	0	0
4316	2023/24 Purchase Orders	0	106	0	0	0	0	0	0	0
4317	2024/25 Purchase Orders	0	0	0	635	0	0	0	0	0
4400	Rent Payable	1,000	1,000	1,000	1,000	1,000	0	1,500	0	0
4405	Rates - NTC	5,000	4,042	4,320	4,042	4,042	0	4,320	0	0
4410	Water	4,500	385	4,500	6,496	4,500	0	11,459	0	0
4415	Electricity NTC Main Contract	3,740	3,190	4,000	905	3,190	0	3,190	0	0
4425	Repairs and Maintenance	6,418	2,257	6,968	4,656	6,968	80	6,968	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4428	Health & Safety Compliance	1,082	1,082	800	249	800	0	1,190	0	0
4430	Maint. Contracts	81,381	92,170	96,639	72,446	96,639	0	100,505	0	0
4435	Maint. Contracts Unscheduled	3,000	1,832	2,000	668	2,000	0	3,000	0	0
4440	Fire Extinguishers	400	151	210	126	159	0	210	0	0
4515	Tree Works	17,350	28,850	4,031	4,031	4,031	0	3,604	0	0
	Overhead Expenditure	151,347	162,609	153,912	118,847	152,562	80	173,115	0	0
	305 Net Income over Expenditure	0	-18,354	0	1,200	-30,620	-80	0	0	0
6000	plus Transfer from EMR	0	22,395	0	131	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	4,041	0	1,332	(30,620)		0		
306	Shaw Cemetery Projects									
4776	Shaw Cemetery Land Survey	0	0	0	620	0	0	0	0	0
	Direct Expenditure	0	0	0	620	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	620	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
310	Markets									
1077	Precept Reallocation	2,652	2,652	10,238	10,238	10,238	0	8,647	0	0
1320	Income - Market	45,000	39,797	42,500	29,046	40,000	0	43,040	0	0
	Total Income	47,652	42,449	52,738	39,284	50,238	0	51,687	0	0
4045	Salary Reallocation	14,342	14,273	18,198	13,371	18,198	0	16,688	0	0
4265	Subscriptions	550	539	484	484	484	0	508	0	0
4266	Licence	0	0	190	165	190	0	190	0	0
4275	Advertising General	1,780	1,678	2,700	1,271	1,700	0	2,700	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4360	Market Management	17,500	15,600	17,500	13,000	15,600	0	17,500	0	0
4361	Market bank costs	300	223	250	173	240	0	260	0	0
4405	Rates - NTC	3,500	3,444	3,616	3,444	3,444	0	3,616	0	0
4415	Electricity NTC Main Contract	1,360	1,305	1,300	871	1,300	0	1,300	0	0
4425	Repairs and Maintenance	8,320	0	8,500	0	0	0	8,925	0	0
	Overhead Expenditure	47,652	37,062	52,738	32,779	41,156	0	51,687	0	0
	Movement to/(from) Gen Reserve	0	5,387	0	6,505	9,082		0		
311	<u>Market Projects</u>									
1077	Precept Reallocation	0	0	0	0	0	0	1,565	0	0
	Total Income	0	0	0	0	0	0	1,565	0	0
4045	Salary Reallocation	0	0	0	0	0	0	1,565	0	0
	Overhead Expenditure	0	0	0	0	0	0	1,565	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
315	War Memorial									
1077	Precept Reallocation	6,099	6,099	7,604	7,604	7,604	0	6,447	0	0
	Total Income	6,099	6,099	7,604	7,604	7,604	0	6,447	0	0
4045	Salary Reallocation	1,882	1,862	3,304	2,343	3,304	0	2,608	0	0
4316	2023/24 Purchase Orders	0	255	0	0	0	0	0	0	0
4424	26 Pressure Cleaning	0	0	0	0	0	0	1,339	0	0
4425	Repairs and Maintenance	2,217	610	2,300	1,125	2,300	0	500	0	0
4850	Sinking Fund	2,000	0	2,000	0	2,000	0	2,000	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	Overhead Expenditure	6,099	2,727	7,604	3,468	7,604	0	6,447	0	0
315	Net Income over Expenditure	0	3,372	0	4,136	0	0	0	0	0
6000	plus Transfer from EMR	0	255	0	-2,000	0	0	0	0	0
320	Movement to/(from) Gen Reserve	0	3,627	0	2,136	0		0		
320	<u>Footway Lighting</u>									
1077	Precept Reallocation	38,856	38,856	31,390	36,528	31,390	0	41,237	0	0
	Total Income	38,856	38,856	31,390	36,528	31,390	0	41,237	0	0
4045	Salary Reallocation	4,856	4,965	4,528	3,656	4,528	0	5,737	0	0
4316	2023/24 Purchase Orders	0	5,157	0	0	0	0	0	0	0
4414	Electricity Footpaths fm 0425	0	0	13,862	2,659	13,500	0	13,500	0	0
4415	Electricity NTC Main Contract	12,500	12,727	0	0	0	0	0	0	0
4425	Repairs and Maintenance	14,500	13,376	13,000	5,529	13,000	6,026	15,000	0	0
4855	Street Lighting Upgrade	7,000	3,845	0	3,210	0	0	7,000	0	0
	Overhead Expenditure	38,856	40,071	31,390	15,054	31,028	6,026	41,237	0	0
320	Net Income over Expenditure	0	-1,215	0	21,474	362	-6,026	0	0	0
6000	plus Transfer from EMR	0	5,157	0	3,210	0	0	0	0	0
320	Movement to/(from) Gen Reserve	0	3,942	0	24,683	362		0		
325	Clock House									
1077	Precept Reallocation	7,941	7,941	5,756	5,656	5,756	0	6,640	0	0
	Total Income	7,941	7,941	5,756	5,656	5,756	0	6,640	0	0
4045	Salary Reallocation	1,237	1,241	2,049	1,466	2,049	0	1,565	0	0

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		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4316	2023/24 Purchase Orders	0	250	0	0	0	0	0	0	0
4415	Electricity NTC Main Contract	1,920	1,732	1,850	1,249	1,850	0	1,850	0	0
4424	26 Pressure Cleaning	0	0	0	0	0	0	1,050	0	0
4425	Repairs and Maintenance	3,700	905	1,000	975	1,000	0	800	0	0
4428	Health & Safety Compliance	700	350	400	0	400	0	400	0	0
4430	Maint. Contracts	384	435	457	342	457	0	475	0	0
4850	Sinking Fund	0	0	0	0	0	0	500	0	0
	Overhead Expenditure	7,941	4,913	5,756	4,032	5,756	0	6,640	0	0
	325 Net Income over Expenditure	0	3,028	0	1,624	0	0	0	0	0
6000	plus Transfer from EMR	0	301	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	3,329	0	1,624	0	0	0	0	0
<u>330</u>	<u>Street Furniture</u>									
1077	Precept Reallocation	17,060	17,060	14,881	14,881	14,881	0	26,313	0	0
1330	Income - For New Dog Bins	0	3,140	0	0	0	0	0	0	0
1605	Income - Clear Channel (INC)	63,000	55,000	60,939	32,096	55,000	0	55,000	0	0
1995	Donations - Street Furniture	0	0	0	1,265	1,265	0	0	0	0
	Total Income	80,060	75,200	75,820	48,242	71,146	0	81,313	0	0
4045	Salary Reallocation	5,060	4,965	4,721	5,857	4,721	0	15,645	0	0
4111	Bus Shelter Provision & Maint	63,000	55,000	60,939	32,096	55,000	0	55,000	0	0
4316	2023/24 Purchase Orders	0	4,001	0	0	0	0	0	0	0
4425	Repairs and Maintenance	8,000	7,591	6,000	4,768	6,000	581	6,300	0	0
4460	Grit Bins	4,000	3,364	4,160	1,034	4,160	2,240	4,368	0	0
4462	Donated - Street Furniture	0	0	0	1,229	1,265	0	0	0	0

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Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	80,060	74,922	75,820	44,984	71,146	2,821	81,313	0	0
330	Net Income over Expenditure	0	278	0	3,258	0	-2,821	0	0	0
6000	plus Transfer from EMR	0	6,101	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	2,100	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	4,279	0	3,258	0		0		
<u>331</u>	<u>Street Furniture Projects</u>									
1077	Precept Reallocation	0	0	0	0	0	0	3,586	0	0
	Total Income	0	0	0	0	0	0	3,586	0	0
4045	Salary Reallocation	0	0	0	0	0	0	2,086	0	0
4462	Donated - Street Furniture	0	0	0	0	0	0	1,500	0	0
	Overhead Expenditure	0	0	0	0	0	0	3,586	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
<u>335</u>	<u>Recreation Grounds</u>									
1077	Precept Reallocation	98,021	98,021	113,093	108,127	113,093	0	117,584	0	0
1355	Income - Pitches	3,000	1,007	900	1,305	850	0	1,179	0	0
	Total Income	101,021	99,028	113,993	109,432	113,943	0	118,763	0	0
4591	Green Flag submission	700	375	700	0	700	0	788	0	0
	Direct Expenditure	700	375	700	0	700	0	788	0	0
4045	Salary Reallocation	22,005	22,341	22,672	18,254	22,672	0	28,161	0	0
4316	2023/24 Purchase Orders	0	620	0	0	0	0	0	0	0
4356	Defibrillator Parts	0	0	0	0	0	0	368	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4410	Water	332	225	700	1,453	700	0	1,407	0	0
4415	Electricity NTC Main Contract	3,150	3,407	3,100	2,481	3,100	0	3,100	0	0
4425	Repairs and Maintenance	10,350	12,631	10,872	1,910	10,872	70	11,000	0	0
4428	Health & Safety Compliance	650	400	778	128	778	0	778	0	0
4430	Maint. Contracts	57,034	60,253	63,405	47,548	63,405	0	65,941	0	0
4435	Maint. Contracts Unscheduled	2,600	825	800	0	800	0	2,600	0	0
4515	Tree Works	4,200	4,180	10,966	1,110	10,966	10,360	4,620	0	0
	Overhead Expenditure	100,321	104,881	113,293	72,884	113,293	10,430	117,975	0	0
	335 Net Income over Expenditure	0	-6,229	0	36,548	-50	-10,430	0	0	0
6000	plus Transfer from EMR	0	10,539	0	753	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	4,310	0	37,301	(50)	0	0	0	0
336	<u>Recreation Grounds Projects</u>									
1077	Precept Reallocation	0	0	0	0	0	0	5,737	0	0
	Total Income	0	0	0	0	0	0	5,737	0	0
4045	Salary Reallocation	0	0	0	0	0	0	5,737	0	0
4504	Wash Common Upgrade-Phase 2	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	5,737	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0	0	0	0	0
340	<u>Play Areas</u>									
1077	Precept Reallocation	108,249	108,249	113,661	113,909	113,661	0	140,820	0	0
	Total Income	108,249	108,249	113,661	113,909	113,661	0	140,820	0	0
4045	Salary Reallocation	42,226	42,819	40,399	35,119	40,399	0	62,580	0	0

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Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4316	2023/24 Purchase Orders	0	27,292	0	0	0	0	0	0	0
4317	2024/25 Purchase Orders	0	0	0	1,359	0	0	0	0	0
4425	Repairs and Maintenance	29,663	13,076	30,000	25,521	30,000	893	33,000	0	0
4430	Maint. Contracts	35,360	40,048	42,010	31,477	42,010	0	43,690	0	0
4435	Maint. Contracts Unscheduled	1,000	0	0	0	0	0	1,000	0	0
4515	Tree Works	0	250	1,252	1,252	1,252	0	550	0	0
	Overhead Expenditure	108,249	123,486	113,661	94,728	113,661	893	140,820	0	0
	340 Net Income over Expenditure	0	-15,237	0	19,181	0	-893	0	0	0
6000	plus Transfer from EMR	0	32,230	0	1,359	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	16,993	0	20,540	0		0		
341	Play Areas Projects									
1077	Precept Reallocation	0	0	0	0	0	0	9,387	0	0
	Total Income	0	0	0	0	0	0	9,387	0	0
4045	Salary Reallocation	0	0	0	0	0	0	9,387	0	0
4423	Upgrading Play Areas	0	0	0	20,744	0	0	0	0	0
	Overhead Expenditure	0	0	0	20,744	0	0	9,387	0	0
	341 Net Income over Expenditure	0	0	0	-20,744	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	20,744	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
<u>345</u>	<u>Victoria Park</u>									
1077	Precept Reallocation	199,824	200,773	172,665	176,934	172,665	0	195,881	0	0
1355	Income - Pitches	0	0	0	0	0	0	589	0	0

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		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1360	Income - Tennis Courts	6,000	6,600	7,000	4,950	7,000	0	7,141	0	0
1380	Income - Bowling Club	900	900	900	450	900	0	973	0	0
1385	Income - Kiosk/Cafe	4,000	0	2,000	0	2,000	0	9,500	0	0
1390	Income - Victoria Park Hire	3,000	5,025	4,000	4,712	4,000	0	3,500	0	0
1391	Income - Mini Golf	5,000	5,000	5,000	5,155	5,000	0	5,155	0	0
1392	Donations - Duck Feeder	0	0	0	633	633	0	500	0	0
1990	Miscellaneous Income	0	802	0	0	0	0	0	0	0
Total Income		218,724	219,100	191,565	192,834	192,198	0	223,239	0	0
4517	Lime Trees - Pollard	18,300	18,300	0	0	0	0	3,000	0	0
4518	Lime Tree Avenue Lighting Upgr	1,430	6,756	750	0	750	0	750	0	0
4541	Repairs to Victoria and Lions	500	0	0	0	0	0	0	0	0
4543	Splashpark	4,000	3,451	4,200	2,727	4,200	0	4,200	0	0
4544	Splashpark - New Surface	0	0	0	0	0	0	6,000	0	0
4591	Green Flag submission	850	375	893	0	400	0	400	0	0
Direct Expenditure		25,080	28,882	5,843	2,727	5,350	0	14,350	0	0
4045	Salary Reallocation	52,613	53,369	28,926	23,956	28,926	0	39,113	0	0
4266	Licence	0	0	35	35	35	0	37	0	0
4316	2023/24 Purchase Orders	0	2,990	0	0	0	0	0	0	0
4355	Toilet Hire	1,690	1,690	2,500	918	0	0	0	0	0
4356	Defibrillator Parts	0	0	0	0	0	0	368	0	0
4410	Water	10,000	7,883	13,500	5,958	13,500	0	20,885	0	0
4415	Electricity NTC Main Contract	5,950	5,249	6,000	3,589	6,000	0	6,000	0	0
4425	Repairs and Maintenance	18,051	7,248	15,989	6,585	16,965	245	15,000	0	0

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Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4426	26 Pest Control	0	0	0	0	0	0	1,484	0	0
4428	Health & Safety Compliance	1,000	0	1,000	233	1,000	0	2,000	0	0
4430	Maint. Contracts	88,770	96,703	101,140	75,819	101,140	0	105,186	0	0
4435	Maint. Contracts Unscheduled	4,000	1,100	2,766	2,566	2,570	200	4,600	0	0
4440	Fire Extinguishers	150	151	250	129	170	0	190	0	0
4445	Security	500	488	1,000	437	1,000	0	1,000	0	0
4465	Tennis Courts Maintenance Fund	3,600	4,896	3,600	0	3,600	0	3,600	0	0
4480	Music at the Bandstand	3,000	2,900	3,150	3,000	3,150	0	3,150	0	0
4490	VP Fun Day	3,500	3,271	3,850	3,512	3,392	0	3,850	0	0
4515	Tree Works	820	30	2,016	2,496	1,236	0	2,426	0	0
4530	Community Cafe	0	16,595	0	0	0	0	0	0	0
	Overhead Expenditure	193,644	204,563	185,722	129,233	182,684	445	208,889	0	0
	345 Net Income over Expenditure	0	-14,345	0	60,874	4,164	-445	0	0	0
6000	plus Transfer from EMR	0	37,739	0	-1,870	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	23,394	0	59,004	4,164		0		
346	<u>Victoria Park Projects</u>									
1077	Precept Reallocation	0	0	0	0	0	0	19,602	0	0
1123	Grant Rec. (Changing Places)	0	0	0	20,000	0	0	0	0	0
	Total Income	0	0	0	20,000	0	0	19,602	0	0
4045	Salary Reallocation	0	0	0	0	0	0	14,602	0	0
4530	Community Cafe	0	0	0	222,193	0	11,640	0	0	0
4531	Changing Places	0	0	0	5,753	0	17,258	0	0	0
4533	Restoration of Victoria & Lion	0	0	0	0	0	0	5,000	0	0

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		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4862	9-Aside Football Pitch	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	227,946	0	28,898	19,602	0	0
	346 Net Income over Expenditure	0	0	0	-207,946	0	-28,898	0	0	0
6000	plus Transfer from EMR	0	0	0	227,946	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	20,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0	0	0	0	0
350	<u>Open Spaces</u>									
1077	Precept Reallocation	119,940	119,940	121,372	121,501	121,372	0	133,019	0	0
	Total Income	119,940	119,940	121,372	121,501	121,372	0	133,019	0	0
4774	Additional Dog Bin Collections	1,750	803	1,750	0	1,750	0	1,750	0	0
4775	Additional Land Maintenance	8,000	0	0	0	0	0	4,000	0	0
	Direct Expenditure	9,750	803	1,750	0	1,750	0	5,750	0	0
4045	Salary Reallocation	17,329	17,376	12,717	10,093	12,717	0	15,124	0	0
4317	2024/25 Purchase Orders	0	0	0	1,437	0	0	0	0	0
4400	Rent Payable	1,300	1,104	1,160	1,054	1,055	0	1,160	0	0
4410	Water	110	74	116	229	116	0	363	0	0
4424	26 Pressure Cleaning	0	0	0	0	0	0	800	0	0
4425	Repairs and Maintenance	4,000	1,953	3,496	2,515	4,000	0	4,000	0	0
4430	Maint. Contracts	80,589	91,273	95,698	71,741	95,698	0	99,526	0	0
4435	Maint. Contracts Unscheduled	2,100	100	505	0	505	0	2,205	0	0
4515	Tree Works	3,262	5,420	4,430	1,854	3,926	2,072	2,591	0	0
4760	Litter Picking Equipment	500	0	500	0	500	0	500	0	0

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		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4770	Biodiversity Survey	1,000	0	1,000	0	1,000	0	1,000	0	0
	Overhead Expenditure	110,190	117,300	119,622	88,924	119,517	2,072	127,269	0	0
6000	350 Net Income over Expenditure plus Transfer from EMR	0	1,837	0	32,577	105	-2,072	0	0	0
	Movement to/(from) Gen Reserve	0	13,757	0	1,550	0	0	0	0	0
351	<u>Open Spaces Projects</u>			0	34,128	105		0		
1077	Precept Reallocation	0	0	5,000	5,000	5,000	0	8,344	0	0
	Total Income	0	0	5,000	5,000	5,000	0	8,344	0	0
4773	Water courses	0	0	5,000	0	0	0	0	0	0
	Direct Expenditure	0	0	5,000	0	0	0	0	0	0
4045	Salary Reallocation	0	0	0	0	0	0	8,344	0	0
	Overhead Expenditure	0	0	0	0	0	0	8,344	0	0
	Movement to/(from) Gen Reserve	0	0	0	5,000	5,000		0		
355	<u>Floral Displays and Trees</u>									
1077	Precept Reallocation	43,807	43,807	35,777	36,277	35,777	0	50,000	0	0
1990	Miscellaneous Income	1,500	2,567	0	693	0	0	0	0	0
1991	Income - Floral Baskets Busine	0	0	0	1,323	0	0	0	0	0
1992	Sponsorship - Tree Planting	0	2,299	0	0	0	0	0	0	0
	Total Income	45,307	48,673	35,777	38,293	35,777	0	50,000	0	0
4045	Salary Reallocation	9,707	9,929	10,051	9,423	10,051	0	18,774	0	0
4317	2024/25 Purchase Orders	0	0	0	7,498	0	0	0	0	0

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		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4435	Maint. Contracts Unscheduled	1,500	0	1,500	0	1,500	0	1,500	0	0
4471	Tree Surveys	9,500	0	0	0	0	0	5,000	0	0
4500	Tree planting	3,150	1,883	3,276	0	3,276	0	3,276	0	0
4505	Edible Crops	450	0	450	0	450	0	450	0	0
4510	Floral Displays	21,000	18,550	20,500	19,474	20,500	0	21,000	0	0
4512	Floral Baskets - Businesses	0	2,567	0	2,247	0	0	0	0	0
	Overhead Expenditure	45,307	32,929	35,777	38,642	35,777	0	50,000	0	0
	355 Net Income over Expenditure	0	15,745	0	-349	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	7,498	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	15,745	0	7,149	0	0	0	0	0
360	Britain & Newbury In Bloom									
1077	Precept Reallocation	14,012	14,012	14,436	16,436	14,436	0	24,288	0	0
1600	Sponsorship	500	400	500	400	400	0	400	0	0
	Total Income	14,512	14,412	14,936	16,836	14,836	0	24,688	0	0
4711	Britain in Bloom	0	0	2,500	243	1,500	0	4,000	0	0
	Direct Expenditure	0	0	2,500	243	1,500	0	4,000	0	0
4045	Salary Reallocation	10,012	9,929	8,936	8,372	8,936	0	16,688	0	0
4710	Newbury In Bloom	4,500	1,837	3,500	1,446	2,500	0	4,000	0	0
	Overhead Expenditure	14,512	11,766	12,436	9,818	11,436	0	20,688	0	0
	Movement to/(from) Gen Reserve	0	2,646	0	6,776	1,900	0	0	0	0
420	<u>Wash Common Allotment</u>									
1077	Precept Reallocation	7,343	7,343	6,068	6,868	6,068	0	11,182	0	0

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Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1400	Income - Allotment	4,274	4,759	4,784	597	4,784	0	4,875	0	0
	Total Income	11,617	12,102	10,852	7,465	10,852	0	16,057	0	0
4451	Notice Boards	0	0	0	0	0	0	167	0	0
	Direct Expenditure	0	0	0	0	0	0	167	0	0
4045	Salary Reallocation	5,459	5,585	5,544	4,880	5,544	0	8,866	0	0
4316	2023/24 Purchase Orders	0	100	0	0	0	0	0	0	0
4410	Water	1,500	1,010	1,340	1,554	1,340	0	2,079	0	0
4425	Repairs and Maintenance	1,500	1,116	1,500	873	1,500	0	800	0	0
4426	26 Pest Control	0	0	0	0	0	0	718	0	0
4430	Maint. Contracts	1,158	1,312	1,378	1,031	1,378	0	1,433	0	0
4435	Maint. Contracts Unscheduled	1,000	0	50	0	350	0	850	0	0
4515	Tree Works	1,000	550	1,040	0	1,040	1,040	1,144	0	0
	Overhead Expenditure	11,617	9,674	10,852	8,338	11,152	1,040	15,890	0	0
420	Net Income over Expenditure	0	2,429	0	-873	-300	-1,040	0	0	0
6000	plus Transfer from EMR	0	254	0	214	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	2,683	0	(659)	(300)	0	0	0	0
421	<u>Allotments (except Wash Common)</u>									
1077	Precept Reallocation	33,870	32,866	40,715	33,781	40,715	0	58,257	0	0
1400	Income - Allotment	23,000	25,252	25,000	2,712	25,000	0	25,475	0	0
	Total Income	56,870	58,118	65,715	36,493	65,715	0	83,732	0	0
4451	Notice Boards	0	0	0	0	0	0	833	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
		0	0	0	0	0	0	833	0	0
	Direct Expenditure									
4045	Salary Reallocation	27,273	27,305	27,373	20,997	27,373	0	29,204	0	0
4248	IT - Allotments	192	192	324	265	324	0	345	0	0
4265	Subscriptions	112	56	70	0	70	0	75	0	0
4316	2023/24 Purchase Orders	0	600	0	0	0	0	0	0	0
4317	2024/25 Purchase Orders	0	0	0	2,382	0	0	0	0	0
4400	Rent Payable	945	1,063	950	638	850	0	900	0	0
4410	Water	4,650	4,289	6,500	11,347	6,500	0	16,847	0	0
4425	Repairs and Maintenance	5,990	5,990	6,329	4,947	6,329	800	4,000	0	0
4426	26 Pest Control	0	0	0	0	0	0	4,369	0	0
4430	Maint. Contracts	9,140	10,351	10,870	8,136	10,870	0	11,305	0	0
4435	Maint. Contracts Unscheduled	4,288	1,921	2,750	120	2,750	0	4,250	0	0
4515	Tree Works	4,280	3,630	10,549	5,027	10,549	5,522	11,604	0	0
	Overhead Expenditure	56,870	55,396	65,715	53,859	65,615	6,322	82,899	0	0
421	Net Income over Expenditure	0	2,722	0	-17,366	100	-6,322	0	0	0
6000	plus Transfer from EMR	0	1,811	0	7,229	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	4,533	0	(10,137)	100		0		
430	<u>Wharf Toilets</u>									
1077	Precept Reallocation	23,360	23,360	22,605	21,446	22,605	0	22,718	0	0
1993	Income - Cashless Payments	0	0	0	821	850	0	850	0	0
	Total Income	23,360	23,360	22,605	22,267	23,455	0	23,568	0	0
4045	Salary Reallocation	5,360	5,585	3,616	2,597	3,616	0	3,129	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4051	Cashless Payments Charges	0	0	400	294	386	0	500	0	0
4195	Wharf Toilets Contract	15,750	12,100	14,509	10,881	14,509	0	15,235	0	0
4316	2023/24 Purchase Orders	0	2,700	0	0	0	0	0	0	0
4356	Defibrillator Parts	0	0	0	0	0	0	184	0	0
4405	Rates - NTC	250	191	250	191	191	0	220	0	0
4425	Repairs and Maintenance	2,000	946	3,625	3,195	3,630	0	4,000	0	0
4428	Health & Safety Compliance	0	0	205	205	200	0	300	0	0
	Overhead Expenditure	23,360	21,522	22,605	17,363	22,532	0	23,568	0	0
430	Net Income over Expenditure	0	1,838	0	4,904	923	0	0	0	0
6000	plus Transfer from EMR	0	2,700	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	4,538	0	4,904	923	0	0	0	0
435	<u>Vehicle, Equipment & Tools</u>									
1077	Precept Reallocation	12,210	12,210	22,857	23,857	22,857	0	12,317	0	0
	Total Income	12,210	12,210	22,857	23,857	22,857	0	12,317	0	0
4045	Salary Reallocation	0	0	10,799	5,845	10,799	0	0	0	0
4190	CCTV	0	0	2,500	0	2,500	0	2,500	0	0
4550	GM Vehicle Lease	7,024	3,202	4,200	2,935	3,736	0	3,950	0	0
4551	GM Vehicle Consumables	1,000	405	1,700	521	1,700	0	700	0	0
4552	GM Vehicle Insurance	1,200	383	1,263	1,150	1,263	0	1,350	0	0
4553	GM Vehicle Maint. Payment	550	530	700	417	556	0	612	0	0
4554	GM Vehicle Tax	0	0	195	0	195	0	205	0	0
4555	Tools & Equipment	2,436	1,824	1,500	1,437	1,500	0	3,000	0	0
	Overhead Expenditure	12,210	6,343	22,857	12,305	22,249	0	12,317	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	0	5,867	0	11,552	608		0		
436	Community Services PROJECTS									
1077	Precept Reallocation	0	0	33,270	33,270	33,270	0	0	0	0
	Total Income	0	0	33,270	33,270	33,270	0	0	0	0
4045	Salary Reallocation	0	0	33,270	31,526	33,270	0	0	0	0
	Overhead Expenditure	0	0	33,270	31,526	33,270	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	1,744	0		0		
500	<u>CPAC General</u>									
1077	Precept Reallocation	37,005	37,005	23,905	23,905	23,905	0	23,339	0	0
	Total Income	37,005	37,005	23,905	23,905	23,905	0	23,339	0	0
4045	Salary Reallocation	33,980	34,131	20,905	15,624	20,905	0	20,339	0	0
4600	CPAC Committee Fund	1,500	490	1,000	46	1,000	0	1,000	0	0
4625	Art Trail	750	612	750	0	750	0	750	0	0
4637	Local Democracy WG	250	0	250	147	250	0	250	0	0
4639	Art on the Park	525	500	500	0	0	0	500	0	0
4643	Ceremonial Commitments	0	0	500	0	0	0	500	0	0
	Overhead Expenditure	37,005	35,733	23,905	15,817	22,905	0	23,339	0	0
	Movement to/(from) Gen Reserve	0	1,272	0	8,088	1,000		0		
501	<u>CPAC Events & Projects</u>									
1077	Precept Reallocation	0	0	24,510	24,510	24,510	0	11,430	0	0
1997	Income - VE80	0	0	0	100	1,200	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1999	Income - 200th Anniv Royal Eng	0	0	0	1,200	100	0	0	0	0
	Total Income	0	0	24,510	25,810	25,810	0	11,430	0	0
4640	200th Annivers Royal Engineers	0	0	0	2,248	0	0	0	0	0
	Direct Expenditure	0	0	0	2,248	0	0	0	0	0
4045	Salary Reallocation	0	0	21,857	14,022	21,857	0	10,430	0	0
4686	VE Day 80th Anniversary	0	0	2,653	2,653	2,553	0	0	0	0
4687	NTC 30 yrs Anniversary	0	0	0	0	0	0	1,000	0	0
4689	Newbury Signs Project - Design	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	24,510	16,676	24,410	0	11,430	0	0
501	Net Income over Expenditure	0	0	0	6,886	1,400	0	0	0	0
6000	plus Transfer from EMR	0	0	0	2,248	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	1,200	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	7,934	1,400	0	0	0	0
505	<u>Civic Responsibility</u>									
1077	Precept Reallocation	69,639	69,639	70,021	70,021	70,021	0	139,904	0	0
1994	Claims - Insurance Settlements	0	0	0	815	0	0	0	0	0
	Total Income	69,639	69,639	70,021	70,836	70,021	0	139,904	0	0
4045	Salary Reallocation	54,711	55,231	52,261	53,624	52,261	0	119,424	0	0
4265	Subscriptions	28	27	30	23	30	0	60	0	0
4419	Insurance Vals - Civic & Furni	0	0	0	0	1,100	0	1,100	0	0
4421	Insurance Claims Settlements	0	0	0	815	0	0	0	0	0
4650	Mayors Allowance	1,000	548	1,000	564	1,000	0	1,000	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4655	Honorarium	3,500	2,931	3,640	3,184	3,500	0	3,640	0	0
4660	Mayor Making	2,500	2,423	2,600	2,519	2,520	0	3,000	0	0
4661	Mayors Festive Tea	0	0	1,000	437	950	0	1,040	0	0
4665	Remembrance	2,500	1,806	3,500	1,307	1,500	0	3,500	0	0
4670	Regalia and Robes	2,000	4,755	2,400	1,600	2,400	0	3,500	0	0
4680	Civic Hospitality & Events	1,500	1,395	1,500	89	1,200	0	1,500	0	0
4690	Twin Towns	250	42	250	0	0	0	250	0	0
4700	Civic Award Scheme	1,000	994	1,040	15	1,040	0	1,040	0	0
4705	Watership Brass	650	650	800	800	800	0	850	0	0
	Overhead Expenditure	69,639	70,803	70,021	64,976	68,301	0	139,904	0	0
	505 Net Income over Expenditure	0	-1,164	0	5,860	1,720	0	0	0	0
6000	plus Transfer from EMR	0	2,898	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	1,734	0	5,860	1,720	0	0		
600	<u>Planning & Highways</u>									
1077	Precept Reallocation	27,293	27,293	36,948	37,948	36,948	0	27,597	0	0
1120	Grants Received (NDP)	15,000	0	0	0	0	0	0	0	0
1121	Grants & Dons Rec. (Heritage)	0	583	0	620	200	0	0	0	0
	Total Income	42,293	27,876	36,948	38,568	37,148	0	27,597	0	0
4045	Salary Reallocation	23,293	23,582	35,348	24,745	35,348	0	26,597	0	0
4800	P & H Committee Fund	1,000	6	0	0	0	0	0	0	0
4805	Heritage Working Group	1,000	374	1,000	403	1,000	0	1,000	0	0
4810	Neighbourhood Development Plan	15,000	5,910	0	0	0	0	0	0	0
4815	Signage	2,000	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: CS Budget 25/26 Monitor

		Last Financial Year		Current Financial Year				Next Financial Year - Proposed		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4825	S.215 Partnership W Berks	0	0	600	0	0	0	0	0	0
	Overhead Expenditure	42,293	29,871	36,948	25,148	36,348	0	27,597	0	0
	600 Net Income over Expenditure	0	-1,995	0	13,420	800	0	0	0	0
6000	plus Transfer from EMR	0	5,910	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	3,915	0	13,420	800		0		
<u>601</u>	<u>Planning & Highways Projects</u>									
1077	Precept Reallocation	0	0	5,213	5,213	5,213	0	11,215	0	0
	Total Income	0	0	5,213	5,213	5,213	0	11,215	0	0
4045	Salary Reallocation	0	0	5,213	3,930	5,213	0	5,215	0	0
4810	Neighbourhood Development Plan	0	0	0	0	0	0	6,000	0	0
4815	Signage	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	5,213	3,930	5,213	0	11,215	0	0
	Movement to/(from) Gen Reserve	0	0	0	1,283	0		0		
	Total Budget Income	1,859,421	1,922,187	2,145,107	2,052,806	2,096,449	0	2,275,075	0	0
	Expenditure	1,859,421	1,788,592	2,145,107	1,673,741	2,011,288	81,300	2,275,075	0	0
	Net Income over Expenditure	0	133,595	0	379,064	85,161	-81,300	0	0	0
	plus Transfer from EMR	0	159,133	0	304,615	0	0	0	0	0
	less Transfer to EMR	0	2,100	0	32,682	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	290,629	0	650,998	85,161		0		

Spend via these codes

EMR For P.O.	Account	Cost Centre for P.O.	Cost Centre	Nominal Code for P.O.	Budget Line	Purpose Agreed & Lead Officer	Recommendation for approval by Council - January 2026	Total Funds 12/01/2026	Council Funds Annual Savings for Long Term (LT) Expenditure 12/01/2026	Council Funds Short Term Expenditure 12/01/2026	Council Funds Projects 12/01/2026	Ringfenced (RF) Other Funds 12/01/2026
316	EMR Solar Panels - T/Hall PO.	291	As applicable	4321	2023/24 Purchase Orders	EMR - Committed for Solar Panels on Town Hall Roof PO 2490 04/09/2023 Use & Close (MK/MG).	Retain for purpose, then close.	10,870.00		10,870.00		
317	EMR - Shaw Cemetery Land Investigation PO	306	As applicable	4776	2024/25 Purchase Orders	EMR - Shaw Cemetery Land Investigation - PO 2490 25/05/23. Originally £1,200, £619.80 spent. Leaves £580.20 (MK/MG)	Retain for purpose	580.20		580.20		
318	EMR - 2025/26 Purchase Orders	Any	As applicable	4318	2025/26 Purchase Orders	Committed expenditure from 2025/26 Purchase Orders. To be populated at 2025/26 year-end. Use & Close (MG).	Retain for purpose, then close.	0.00		0.00		
330	EMR LT Website Security Patches	220	Corporate Services	4256	Website Security Patches	Umbreca security patches required every 3 years. Approx. £12k required in 27/28. £4k p/yr to support budget management (KH).	Retain for purpose	4,000.00	4,000.00			
331	EMR SharePoint rebuild	221	Corporate Services	4257	Rebuild Sharepoint	We need to rebuild our SharePoint to meet the needs of the Council moving forward. Previously planned for 2024/25, agreed sensible to postpone to 2025/26. In progress(KH)	Retain for purpose, then close.	10,000.00			10,000.00	
332	EMR Asset Register	220	Corporate Services	4247	Asset Register Software	To update our Asset Register using appropriate Software in 2026/27 (LM)	Retain for purpose, then close.	1,000.00			1,000.00	
340	EMR RF Tennis Court Maint Fund	345	Victoria Park	4465	Tennis Courts Maintenance Fund	Budget £3,600 (4465/345) annually for a sinking fund, as a condition of the 2016 LTA Grant to refurbish the tennis courts. For resurfacing, painting etc. to keep in tip top LTA condition. (CE).	Retain for purpose	20,304.00				20,304.00
343	EMR RF Tree Planting Sponsorship	355	Floral Displays & Trees	4500	Tree Planting	In 2024/25 NTC received £2,299 in sponsorship for Tree Planting. Of which, £150.25 remains unspent at year-end. Transferred to an EMR whilst consulting with donor. Use & Close (JH)	Retain for purpose, then close.	150.25				150.25
344	EMR LT Tree Surveys	355	Floral Displays & Trees	4471	Tree Surveys	We have 2,200 trees. Tree Survey required every 5 years. Allow £25k for 2029. Council (Jan 25) agreed to budget £5k annually for EMR (JH)	Retain for purpose	4,955.00	4,955.00			
345	EMR Trees	Several	Any with Trees	4515	Tree Works	EMR used to supplement budget within cost centres. At year-end, transfer remaining funds within tree works cost centres to the EMR for following year. (JH)	Retain for purpose	8,645.00		8,645.00		
347	EMR LT Lime Trees Pollard - Newtown Road Cemetery	300	Newtown Road Cemetery	4517	Lime Trees - Pollard	Pollarded in 2023. Estimated £20k required for next pollard in 2033. (JH). Council (Jan 25) agreed £2k p/yr budget for 10 years	Retain for purpose	2,000.00	2,000.00			

348	EMR LT Lime Trees Pollard - Shaw Cemetery	305	Shaw Cemetery	4517	Lime Trees - Pollard	Pollarded in 2024. Estimated £25k required for next pollard in 2034/35. (JH) Council (Jan 25) agreed £2.5k p/yr budget for 10 years.	Retain for purpose	2,500.00	2,500.00			
349	EMR LT Lime Trees Pollard - Victoria Park	345	Victoria Park	4517	Lime Trees - Pollard	Pollarded in 2024. Estimated £30k required for next pollard in 2034/35. (JH) Council (Jan 25) agreed £3k p/yr budget for 10 years	Retain for purpose	3,000.00	3,000.00			
350	EMR LT Election Admin Fund	110	Central Services	4055	Election Expenses	To build sufficient funds over 4 years to cover Election Costs. Additional sums required if bi-election called. Context: 05/24 Election £25,853. 03/24 Bi-Election £13,358. £10,000 p/yr (LM) .	Retain for purpose	10,000.00	10,000.00			
360	EMR VP Cafe Refurbishment	346	Victoria Park Projects	4530	Community Café	NTC funds set aside for the Victoria Park Café Replacement (MK) Estimated completion 2025/26.	Retain for purpose, then close.	174,409.89			174,409.89	
361	EMR Café reserves - TMM/LM	346	Victoria Park Projects	4530	Community Café	Funds held to support the completion of the café. Agreed by Council 08/12/2025. To be released by CEO & RFO signature. (TMM/LM)	Retain for purpose, then close.	85,328.56			85,328.56	
362	EMR - Water Costs	Any	As applicable	4410	Water	Cover additional water costs in 2025/26 (LM)	Any funds remaining at 2025/26 year-end to be transferred back to EMR 371 - T/Hall Office Refurbishment & move.	9,660.87		9,660.87		
363	EMR - General Reserves in lieu of TH Income	N/A	General Reserves	N/A	N/A	To hold in case required to support General Reserves at 2025/26 year-end, in lieu of reduced Town Hall income. (LM)	Maintain to cover any income streams under budget in 2026/27. The Shaw Cemetery and the Town Hall income needs to be monitored in 2026/27, in case they don't return to 2024/25 levels.	16,000.00		16,000.00		
369	EMR - Town Hall Responsive Repairs	291	Town Hall Projects	4322	Town Hall Responsive Repairs	Town Hall Responsive Repairs - as identified within the Surveyor's Report (TMM)	Transfer unused 2025/26 budget from 4322/291, TH Responsive Repairs (currently projected 28,200 at 12/01/2026) to EMR 369, at Y/E	0.00			0.00	
370	EMR Town Hall Roof Major Repairs	291	Town Hall Projects	4321	Town Hall Roof	Major repairs to the Town Hall roof. Est. £55k received Oct 23. Using to cover major internal repairs to roof & ceiling. (MK) .	Retain for purpose	30,715.67		30,715.67		
371	EMR LT T/Hall Office Move & Refurb	291	Town Hall Projects	4320	Office Move and Refurb Works	For Office Move and Refurbishment (TMM) £18k moved to EMR 362 to cover water costs (13/10/25- P&R)	Retain for purpose Transfer remains of 2025/26 Office refurb & move budget (currently projected £15,750) from 4320/291 to EMR 371 at YE.	3,630.00			3,630.00	
372	EMR T/Hall Audio/Visual Equipment	291	Town Hall Projects	4427	Visual / Audio Equipment	Towards upgrading visual & audio equipment in Chamber (TMM) .	Priority: Audio Equipment in Chamber	4,500.00			4,500.00	
374	EMR New Town Hall Fire Doors	291	Town Hall Projects	4334	Town Hall Fire Doors	To replace with new the fire doors in the Town Hall. (MK)	Retain for purpose, then close.	2,000.00			2,000.00	
380	EMR LT Weddings Licence (3 yrs)	295	Weddings	4341	Weddings Licence	Wedding licence required every 3 years. Allow £1,700 p/yr from 2026/27. (KH)	Retain for purpose	468.00	468.00			
403	EMR RF HWG-Plaques / Appraisals	600	P&H	4805	Grants & Donations (Heritage).	Grants from Newbury Society & income from Heritage Walks towards Blue Plaques & Dendro Dating - held in income code 1121/600 and transferred to EMR 403 at year-end. Spent via 4805 to supplement budget. (CE)	Retain for purpose	797.34				797.34

404	EMR Civic Robe Replacement	505	Civic	4670	Regalia & Robes	Civic Robe Replacement, repairs and cleaning. EMR in longer term for chain (JA)	Retain for purpose	142.65		142.65	
406	EMR Training & Development	220	Corporate Services	4220	Training	In consideration of new staff, request to EMR remaining 4220/220 budget at 2024/25 year-end, to increase Training budget in 2025/26. Use then close. (TMM)	Retain for purpose, then close.	1,139.90		1,139.90	
407	Recycling	220	Corporate Services	4280	Recycling	Recycling contract 2025/26 increased 9.8%. Request to EMR funds equiv to those remaining in 2024/25 budget 4280/220 for recycling toners from 2024/25 and IT equip from office move in 2025. Use then close (KH)	Transfer any unused funds to General Reserves at 2025/26 year-end.	41.69		41.69	
410	EMR Neighbourhood Development Plan	601	P&H Projects	4810	Neighbourhood Development Plan	Council funds (£5,129.71) suggest maintain for public consultation costs (TMM)	Retain for purpose.	5,129.71		5,129.71	
414	EMR New Footway Lighting	320	Footway Lighting	4855	Street Lighting Upgrade	To upgrade footway lighting. Provides environment/carbon offset and reduces annual consumption. (TS)	Retain for purpose.	3,790.23		3,790.23	
416	EMR New Benches	331	Street Furniture Projects	4462	New Bench	Council agreed (Jan 25) to EMR £1,500 CIL funds for a New bench by Middle Close / Elizabeth Avenue on NTC land (JH)	Retain for purpose.	1,500.00		1,500.00	
418	EMR Shaw Cemetery Land Survey	306	Shaw Cemetery Projects	4776	Shaw Cemetery Land Survey	22/01/24. Council agreed £10,000 from 2023/24 CIL for Land Survey / Soil Sampling to ascertain whether land can be used for graves. Currently planned for Feb/March 2025. (MK). Retain until complete and then close.	Retain for Purpose	1,000.00		1,000.00	
419	EMR Headstone survey	300 305	Newtown Road & Shaw Cems	4436	Headstone Survey	To support Topple Testing as required (JK).	Retain for purpose	1,450.00		1,450.00	
420	EMR Tools & Equipment	435	Community Services General	4555	Tools & Equipment	Towards specialist equipment for Grounds Maintenance Tream (JH)	Retain for purpose, then close.	1,000.00		1,000.00	
435	EMR RF Greenham House prep work	351	Open Spaces Projects	4750	Greenham House Gardens	Ringfenced as part of Lease agreement. Wildflower meadow, bench, dog waste bin, mixed hedgerow planting, rose bed all installed. To install: new sign. Jan 25, council agreed remaining sums could be used towards refurbishing and repainting the railings around the gardens. (JH).	Retain for purpose, then close.	5,333.25			5,333.25
438	EMR Splashpark Surface VP	346	Victoria Park Projects	4544	Splashpark - New Surface	£6,000 per annum budget towards new splashpark surface. (MK)	Retain for purpose	6,000.00	6,000.00		
439	EMR RF Bandstand VP	345	Victoria Park	4537	VP Bandstand Upgrade	Remaining from a grant from The Good Exchange, for Bandstand repairs. Estimated completion mid-March 2025. Council agreed (Jan 25) to retain for repairs and then close. (MK)	Retain for purpose, then close.	2,330.30			2,330.30
441	EMR War Memorial Sinking Fund	316	War Memorial Projects	4850	Sinking Fund	Sinking Fund. £2,000 set aside annually. Transfer £2,000 fm 2024/25 budget at year-end (MK).	Retain for purpose	10,000.00	10,000.00		

442	EMR Playground Upgrading	341	Play Areas Projects	4423	Upgrading Play Areas	Plan and priorities for upgrade to be agreed by Community Services Committee (MK/JH).	Retain for purpose	92,277.10				92,277.10					
448	EMR RF Hutton Close Upgrades	351	Open Spaces Projects	4771	Hutton Close Upgrade	£20,000 received in exchange for leasing land to developers to support their development of a neighbouring plot. Agreement that funds be spent on Open Space upgrades, in the main, at Hutton Close (MK).	Retain for purpose, then close.	20,000.00				20,000.00					
454	EMR LT Upgrade Lighting Lime Walk VP	346	Victoria Park Projects	4518	Lime Tree Avenue Lighting Upgrade	Upgraded in 2024. Council agreed (Jan 25) to budget £750 to an EMR annually, towards the cost of the next Lime Tree Lighting upgrade, to support sustainable management of council funds (CE).	Retain for purpose	750.00	750.00								
456	EMR Repairs to Victoria & Lions	345	Victoria Park	4541	Repairs to Victoria & Lions	Restoration on hold, but minor R&M works required. (MK)	Retain for purpose, then close.	900.00		900.00							
457	EMR LT Restoration to Victoria & Lions	346	Victoria Park Projects	4533	Restoration of Victoria & Lions	Restoration estimated at £15,000 in 2024/25. Council agreed (Jan 25) to transfer £5000 from annual budget for planned works in 2029/30. 2025/26 allocation utilised for Café. £5,000 in budget from 2026/27 (MK)	Retain for purpose	0.00	0.00								
464	EMR LT Clock House Sinking Fund	346	Clock House	4850	Sinking Fund	Clock House Sinking Fund - budget £500 per year from 2026/27 for EMR from 2026/27 (MK)	Retain for purpose.	0.00	0.00								
469	EMR Projects Fund	Any Projects Code	As applicable	Any	As applicable	At 2025/26 y/e, 40% of unused budget to EMR 469 to be set aside for Projects. Jan 2026 projected as £85,161. 40% = £34,064. N.B. With 3 months of the year remaining, this is a guide, only. (LM)	The 2026/27 budget, in the main, only covers revenue expenditure. Therefore, the Strategy Working Group recommends setting aside 40% of any unused budget at 2025/26 year-end for a small projects fund. These funds to be released by the Policy & Resources Committee.	0.00			0.00						
												558,299.61	43,673.00	84,936.21	380,775.26	48,915.14	558,299.61

Health and Safety Action Report Summary**Jan 26****Key Actions and Responsibilities****1HS1: Football Changing Rooms Domestic Water Services Hygiene**

- **Responsibility:** Contractor & GMO
- **Cost:** Included in contract
- **Due Date:** Ongoing
- **Completion Date:** Adjusted seasonally.
- **Pre-requisites:** Recreation Ground H & S budget
- **Benefits:** Minimize risk of legionella and ensure compliance with regulations.

2. HS2: Town Hall Domestic Water Services Hygiene ○ Responsibility: Safety Officer

- **Cost:** Officer staff cost
- **Due Date:** Ongoing
- **Completion Date:** Evergreen (always ongoing)
- **Pre-requisites:**
- **Benefits:** Minimise risk of legionella and ensure compliance with regulations.

3. HS3: Shaw Cemetery Domestic Water Services Hygiene ○ Responsibility:

Subcontractor

- **Cost:** Officer staff cost
- **Due Date:** Ongoing
- **Completion Date:** Routine, outcome, One C3 activity outstanding planned Feb / March 26 completion
- **Pre-requisites:** Simple routines to be carried out by JOC.
- **Benefits:** Minimise risk of legionella and ensure compliance with regulations.

4. HS4: Town Hall Quarterly Officer Workplace Inspection ○ Responsibility: Safety Officer

- **Cost:** Officer staff cost
- **Due Date:** Evergreen /Quarterly
- **Completion Date:** routine quarterly
- **Pre-requisites:** Officer time. Scaffolding risk now mitigated Roof water damage and associated risks now mitigated. The Lift continues to also be closely monitored at each inspection which monthly SDM checks.
- **Benefits:** Improved Town Hall safety of personnel and improved inclusivity, access to a wider community such as wheelchair users, and persons with reduced mobility

5. HS5: Town Hall Fire Alarm Testing and Recording ○ Responsibility: CS Officers

- **Cost:** Officer staff cost
- **Due Date:** Weekly
- **Completion Date:** Weekly report captured and filed. Fire Alarm Standby panel batteries replaced, several smoke and heat detectors replaced. These assets are coming to the end of their useful life cycle, demonstrated by the number of repairs required and the increasing

call out to maintain the system. Suggest an EMR is needed with a view to replace the system within the next five to ten years

- **Pre-requisites:** Officer time.
- **Benefits:** Compliance with legislation.

Please note the Town Hall fire alarm system this week has suddenly developed an intermittent fault /a series of intermittent faults. ADT engineers have attended twice this week to try and resolve the intermittent fault(s); on each occasion of their attendances the fault did not re-appear. A strip down of the problematic Zone 8 revealed a break in the circuit which has been repaired on 09.01.26 on Friday late afternoon on 09.01.26 We now wait to see, if this repair is the only defect we are trying to resolve. The Fire Panel is self-monitoring and will sound a low volume “beep” alarm if there is any further “general faults”.

At the time of writing we have once again got a fully functional fire alarm system, supported by qualified fire alarm engineers reports. We now enter an enhanced alarm monitoring period for 30 days to check for any further “General Faults”.

HS6 NTH Balcony risks to be mitigated by the provision of harness and ultimately eliminated by changes to the access from inside the building as opposed to access from the balcony. Grade two listed consent required for the minor modification to the building here.

Accidents

- We had no HSE reportable accidents
- The Community Café Project also had no HSE reportable accidents
- We regrettably had one minor accident since the last report
A child entering a play area, was hit by the return swing of the entrance gate causing a minor injury. Our investigations revealed that the return spring of the closure mechanism was the root cause. As a result, until we can find a less powerful gate closure mechanism all gates to all fenced in playparks have had their gates removed as a precautionary measure.

Near Miss(s)

- Newtown Cemetery – Mid 1800s burial vault collapse, we have now got authority to remediate the Vault. Other Vaults now identified as “at risk” Needing formal structural inspection and reporting to the Services Delivery Manager
- Fir trees continue on quarterly monitoring following remedial major works. No further evidence of issues in the trunks or larger limbs found going into this winter period These trees are in the top 10% of oldest trees in West Berkshire. Now to be formally added to the matrix and given a HS Index. Following the close monitoring during 2025
- Shaw Cemetery – Perimeter wall damaged when a section of a tree collapsed into a public footway, no casualties incurred. Members of the public kindly cleared the footpath of the obstruction before we could attend had availed themselves of the fallen limbs bounty. The trunk and the adjacent trees now inspected more frequently by our BTI.

Other safety issues arising

- We have small sections/dust as falling debris (from sandstone cornice) from the NW Corner of the Town Hall Roof, The footway below is barriered off and the conservator’s recommendation to be shared with WBC Council for remedial works approval during Q1 2026.
- The current Town Hall roof works revealed degradation of a limited number of asbestos roof tiles, the area is now contained, and these tiles will be replaced with light engineered slate tiles in Q1 2026.
- The recent EICR reports across all NTC Assets has highlighted remedial works needing attention. The remedial works are well underway, and all the priority 1 works are completed. Works are planned through to completion of the Priority 2 work in Q4 of this budget year and through to Q2 of the next budget year. There are many Priority 3 remedial works which can be completed a minimal cost while attending to the Priority 2 works. SDM to monitor this work content

Town Hall Chamber windows opening panes are insecure and need reclosing mechanisms repaired or renewed – Scheduled for early February

Additional details can be provided upon request

Observations

- Many actions focus on hygiene and safety, with an emphasis on minimising health risks such as legionella and ensuring legislative compliance.
- Costs are predominantly categorised as "Officer staff cost," indicating internal resource allocation.
- Due dates and completion dates are ongoing, with some adjusted seasonally or weekly, reflecting a continuous process.
- Several actions have notes highlighting specific processes or budgetary requirements.
- Fire extinguishers routine inspection booked, awaiting supplier to complete.

Recommendations • Enhanced Monitoring:

Confirming we now have a health and Safety Diary monitored by one CS officer and SDM. We are also looking to the new Town Hall Officer to engage in a number of routine inspection activities to support this process.

MK

Newbury Town Council – Strategic Risk Register 2024/2025 – Approved by Policy & Resources – 14th October 2024.

SRR 2025/26 – Reviewed by TMM with the Audit Working Group 10/12/2025. Recommended to P&R Committee.

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.01a	Grounds Maintenance contractor not performing	9	3	27	Terms of contract Supervision by the council Regular meetings with the contractor	Subcontract should the current contractor fail. New interim contract	7	2	14
R.01b	Contractors not supplying agreed services	4	5	20	All tasks are controlled by defined contracts and/or service level agreements. All contracts/agreements are monitored with corrective action taken and reported as required. Written procurement procedures are used, and credit checks made on all potential suppliers. The Council has employed a Facilities Officer who is doing much of the work previously carried out by small contractors.	Review, and extend, if possible, the list of preferred suppliers. To be used to find alternatives quickly.	2	2	4
R.16	Community Café in Victoria Park <u>not being delivered</u>	7	<u>95</u>	<u>6335</u>	<u>Design in place.</u> <u>Consultants to project manage.</u> <u>Services Delivery Manager providing coordination & cost control.</u> <u>Services Delivery Manager providing coordination & cost control.</u> VP Subcommittee to provide governance. <u>Construction underway.</u>	<u>Meetings with W. Berks Planning & Building Control.</u> <u>Regular site visits.</u> <u>Project updates to Community Services Committee.</u> <u>Regular site visits.</u> <u>Victoria Park Projects Sub-Committee overseeing build.</u> Financial contingencies built into plan. <u>Project plan contingencies if failure of suppliers.</u>	3	6	18
R.16a	Electricity Supply to Victoria Park insufficient	9	<u>95</u>	<u>8145</u>	<u>M&E Consultants conducted stress testing and current infrastructure passed. None</u>	<u>M&E Consultants stress testing existing distribution infrastructure and developing an action plan</u>	9	<u>72</u>	<u>6318</u>

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
						Review strategies to increase electrical capacity to Victoria Park			
R.06	Sudden loss of staff	8	6	48	Use of agencies, locums etc Train up other members of staff to do part of role and identify possible alternatives. Purchase outside expertise/ agency workers Review Council's staff structure to explore succession/ progression opportunities.	Train up other members of staff to do part of role and identify possible alternatives. Purchase outside expertise/ agency workers Restructure of Council Better use of HR Support. Robust supervision processes. Expand staff base, manage workloads and increase staffing resilience.	5	4	20
R.04	Reduction in income and/or increased unexpected overheads.	8	9	72	Reserves policy in place. Insurance to cover major identifiable risks. Reserves position frequently monitored. Budget management & virements Monthly budget meetings Financial Regulations Four-year budget planning in place. Longer-term financial planning Use of short-term investments	Audit Reserves Policy Review Insurance cover 4-year budget planning Use of Public Works Loan Board and other sources to obtain funds. Reappointing EMR's Increase precept. Increase income from services.	5	3	15
R.03	Malicious misrepresentation and Media Misreporting	6	<u>76</u>	<u>4236</u>	Press Releases issued whenever possible to announce projects/events. Councillors made available to issue statements, meet journalists. Better reports presented to decision-making meetings and available to the public and the media “Handling the press” training provided to relevant Councillors and staff.	Record instances of media misreporting in a log. Review and assess significance of this risk. Enact Social Media Policy Enact Vexatious Policy	4	5	20

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.11	Loss of I.T. facilities	9	3	27	Disaster recovery service in place. Daily data back-up in place. Hardware replacement service in place. All documents and emails in 'the Cloud' Accounts software hosted with a provider	Regular testing of disaster recovery service and data backup 1 spare laptop available	3	1	3
R.09	One off activities - experiencing problematic delivery or unexpected consequences	<u>65</u>	<u>54</u>	<u>3020</u>	One-off activities given individual risk assessment, risk management plans, discussed with WBC Safety Advisory Group. Expert/professional advice sought when appropriate.	Ensure post-event reviews are always undertaken and, where appropriate, measures introduced to prevent recurrence. Insurance to mitigate impacts Martin's Law	4	<u>32</u>	<u>128</u>
R.10	Confidential or sensitive information being disclosed	7	5	35	Security measures in place Data Protection Training for all staff and councillors Ensure procedures aligned with GDPR	Audit Data Protection processes arising from changes in procedures. Review IT Policy	5	4	20
R.07	Financial fraud by staff member.	6	1	6	Preventative measures in place, including payments authorisation, quarterly internal audits, spot checks. Audit reports reviewed. Insurance cover for identifiable risks. Performance management procedures in place, including monthly reviews and annual appraisals. List of payments and Income and Expenditure presented quarterly to P & R. Procurement Policy now in place	Additional management performance training. Comms Strategy for emergencies. Risks covered by insurance	4	1	4
R.13	Loss of Town Hall contents including civic regalia	5	2	10	Most valuable regalia kept in alarmed Town Hall safe. Attendant with Mayor at all times when full chain is worn. All regalia and contents insured. All important paperwork scanned and in cloud. CCTV installed in Town Hall <u>Correct insurance to cover losses</u>	Salvage list	4	1	4

	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
R.12a	Physical Loss of Town Hall due to fire, flood or similar major event	7	4	28	Flood Risk – new and standby pump PACT Testing Insurance in place to cover costs. Staff can work remotely.	Business continuity plan. Staff have technology to enable flexible and remote working. Some meetings can be virtual Other venues can be used Salvage list	5	4	20
R.16	Non-compliance with legislation/regulations	4	4	16	Standing Orders Financial Regulations Access to SLCC and BALC Qualified Staff and RFO Policies & Risk Assessments	Member and officer training Cycle of Audit	4	2	8

*The impact relates solely to the impact on Newbury Town Council as a corporate body.

** Inherent Risk is the product of Impact multiplied by Probability. Both Impact and Probability are assessed on a scale of 1 to 10, where 1 is a low score and 10 the highest. Therefore, the higher the Inherent Risk Score, the more significant it is thought to be. Inherent Risk Score provides a means of prioritising management time and effort by highlighting areas of concern on a numerical scale. Subsequent experience and changes in circumstances over time can result in the need to re-value the scores for Impact and Probability.

***Residual Risk is the perceived risk remaining after planned actions have been taken. While good controls and mitigating plans are essential in managing strategic risks, some risks cannot be completely eliminated or may take some time to control following an incident.

Approved by the Policy and Resources Committee – **14th October 2024**

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings 2025-2026

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Health and Safety Report
7. List of Payments
8. Income and Expenditure/ Budget Monitoring Report
9. Debts over £500 and more than three months old
10. AWG report (if met)
11. Internal & external audit reports
12. Authorisation of grants under £25,000 (as applicable)
13. KPIs report
14. Report to P&R when the Unreasonable, Persistent or Abusive Complainants policy has been invoked.
15. Update on Strategy Action Plan

Meeting Date	Item
June/July	KPI's
	Review Working Groups and their membership (AWG)
	Mayor of Newbury's Charitable Trust
	Report from grants Sub-Committee (re June meeting)
	Internal Auditor – appoint / reappoint annually (FR's 3.7 & 3.8)
October	Prep for Budget/ Strategy
	Risk management strategy and Strategic risk register
	Investments / Fixed Term Interest Accounts (FR's 15.6)
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee, if any
	Bank Mandate – review (FR's 1.7.1)
	Banking Arrangements/Payment Methods – review (FR's 8.1, 8.3, 10.5, 11.1. 12.2, 16.3)
	Financial Regulations Review
January	Budget
	Ear-Marked Reserves
	Report from Grants subcommittee (if met)
April	Write off bad debts.
	Recommendations to Full Council re Council Strategy Review