

02 December 2025

To: All Members of Newbury Town Council

Dear Councillor,

You are summoned to attend a meeting of **Newbury Town Council** to be held in **The Council Chamber, Town Hall, Newbury** at **7.30 pm Monday 08 December 2025**.

The meeting will be held in the Council Chamber, Town Hall, Market Place, Newbury, RG14 5AA. The meeting is open to the press and public and will be streamed via Zoom: Newbury Town Council is inviting you to a scheduled Zoom meeting.

<https://us02web.zoom.us/j/82047424930?pwd=RRMBgzipTmYEDKnSjk7t1aC4sLe046.1>

Meeting ID: 820 4742 4930

Passcode: 557497

Yours sincerely,

Toby Miles-Mallowan
Chief Executive Officer

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes**
Town Mayor
To **approve** the minutes of the Full Council meeting held on 20 October 2025 (Appendix 1)
- 4. Questions and motions from the Public**
(Questions, in writing, must be with the CEO by 2.00 pm on Friday 5 December 2025)
- 5. Questions and motions from Members**
(Questions, in writing, must be with the CEO by 2.00 pm on Friday 5 December 2025)
- 6. Community Infrastructure Levy**

To **agree** to allocate the Community Infrastructure Levy to the cafe project.

7. Staff Sub-Committee membership amendment

To **agree** replacement of Cllr Steve Masters with Cllr David Marsh

8. Exclusion of Press and Public

To move that under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because the publicity would be prejudicial to the public interest by reason of the confidential and personal nature of the business to be transacted.

9. CEO's Report (Appendix 2)

To **receive** a report from the CEO regarding the Cafe Redevelopment Project.

To **agree** the motions suggested in the CEO report.

**10. Forward Works Programme for Full Council meetings 2025/26
(Appendix 3)**

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

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

**MINUTES OF A MEETING OF THE FULL COUNCIL COMMITTEE HELD IN THE COUNCIL CHAMBER,
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON
Monday 20 October 2025 AT 7:30 PM.**

PRESENT

Councillors Phil Barnett, Vera Barnett, Jo Day, Sam Dibas, Billy Drummond, Nigel Foot, David Harman (Town Mayor, Chair), Ian Jee, Pam Lusby-Taylor, David Marsh, Steve Masters, Andy Moore, Graham Storey, Meg Thomas.

In Attendance

Toby Miles-Mallowan, Chief Executive Officer

58. APOLOGIES

Councillors Billy Drummond, Roger Hunneman, Vaughan Miller, Elizabeth O’Keeffe and Sarah Slack.

59. DECLARATIONS OF INTEREST

The Chief Executive Officer declared that Councillors, Phil Barnett, Nigel Foot and David Marsh who are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

60. COUNCIL MINUTES

Proposed: Councillor Vera Barnett

Seconded: Councillor Sam Dibas

Resolved: The minutes of Monday 29th September 2025 were resolved as an accurate record.

61. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There was one question from a member of the public, see appendix 1 for full details of the question and response.

62. MEMBERS QUESTIONS AND PETITIONS

There was one motion **received** from Councillor Sam Dibas:

‘This council affirms its support for and solidarity with Cllr Steve Masters, following his recent arrest along with hundreds of other peaceful protesters for speaking out against what a United Nations commission has confirmed as genocide in Gaza.’

Newbury Town Council recognises the right of all individuals, including councillors, to hold and express their personal views. However, as a Parish Council, Newbury Town Council is a statutory body whose powers and functions are defined by law.

Under Section 101 of the Local Government Act 1972, parish and town councils may only act within their statutory powers—that is, on matters which directly relate to the parish or to the Council’s lawful functions. Matters of national or international affairs or foreign policy, such as conflicts or humanitarian issues abroad, fall outside the Council’s remit and competence.

Furthermore, parish and town councils are required to remain politically neutral corporate bodies. The Local Government Act 1986 (Sections 2 and 3) prohibits local authorities from publishing or promoting material which appears to be designed to affect public support for a political party or position.

In addition, under the Localism Act 2011 (Section 27) and the Newbury Town Council Members' Code of Conduct, councillors must distinguish between their personal views and those expressed in their capacity as members of the Council. While councillors are free to express their own opinions as private individuals, they must not do so in a way that implies the Council itself has adopted a position on matters beyond its lawful jurisdiction.

Accordingly, while this Council respects the individual rights of Cllr Masters and others to engage in peaceful protest or express personal opinions, Newbury Town Council cannot lawfully comment on or support this motion.

The Council will therefore record that this matter lies outside the scope of its statutory powers and cannot be considered as official Council business.

There were two questions **received** from members

From Councillor Sam Dibas:

'When are we going to assess the impact of pedestrianization on the town centre business economy? This trial does not seem to have any oversight, corrections or modifications. Can we get WBC to share the plans and details?'

Thank you for your question regarding the review of the pedestrianisation trial and its impact on the town centre economy.

The impact assessment is currently underway. West Berkshire Council (WBC) and Newbury Business Improvement District have commissioned a specialist organisation, Beauclair, to carry out a detailed analysis of town centre performance using Visa and Mastercard spend data. Beauclair are recognised experts in this field and have recently delivered similar reports for York and Shrewsbury (two areas that have also had pedestrianisation), assessing both footfall and seasonal trading trends. These reports are available online for reference.

The Beauclair report will form part of the six-month review of the pedestrianisation trial, which will be presented at the next Talk About Town scheduled on 12 November. Should that date change, all Members will be notified.

While the pedestrianisation trial itself is being led and managed by West Berkshire Council as the Highway Authority, Newbury Town Council continues to engage constructively and share local feedback through its committees and liaison meetings. We will ensure that details of the WBC evaluation and the supporting data are circulated to Councillors once they become publicly available.

All Members are welcome to attend the November meeting, where the findings will be discussed in detail.

Question received from Councillor Phil Barnett:

*‘The involvement of councillors at various civic functions in the town has played an important role for councillors since the inception of the Town Council back in 1997
Therefore, why was the mayor the only councillor invited to the Trafalgar day parade last Sunday?’*

Thank you for your query regarding councillor attendance at the Trafalgar Day Parade last Sunday.

This event was organised by the Newbury Sea Cadets, who requested the use of the Town Hall as a convenient location for their VIP guests due to its proximity to the Market Place and parade route. It is important to note that this was not a Newbury Town Council event, although the Council has supported the parade through the Civic Pride, Arts & Culture (CPAC) Committee, which recognises the Sea Cadets’ long-standing contribution to civic and community life in Newbury.

At a planning meeting with the organisers, the civic services manager specifically recommended that all Town Councillors be invited to attend in recognition of the historic and civic significance of the occasion. However, the invitation and guest list were managed directly by the Sea Cadets, and the Council did not have control over that process.

In advance of the event, the Civic Services Manager also circulated an email on behalf of the organisers to all Councillors, inviting expressions of interest and availability to attend. Unfortunately, no responses were received from Members offering to participate on the day.

While the Mayor attended in an official civic capacity, the Council continues to value the wider involvement of all Members at community and ceremonial events wherever possible. We will ensure that for future occasions of this nature, organisers are again encouraged to include invitations to all Councillors where appropriate.

63. TOWN MAYOR’S REPORT

The report from the Town Mayor was **received**.

Period 2, 16 June to 12 October, 68 engagements, with much support gratefully received from Deputy, Cllr Slack.

A wider variety of events as listed in report, a few highlights:

- i. Care Homes / Hospitals, dementia care
- ii. Youth, schools, colleges
- iii. Arts
- iv. Ceremonial, representing Newbury

Care Homes / Hospitals, Dementia Care

22 July Deputy Mayor attended West Berkshire Community Hospital’s Therapy Garden. A ‘thankyou’ event to celebrate the volunteers at West Berkshire Community Hospital.

30 July, Camelia Club Opening at Fair close Centre, Deputy Mayor attended, a local resource for people living with dementia.

18 August, Willows Edge Care Home, opening the sensory garden....thank you to the work from Berkshire Youth and Waterside Centre Volunteers.

Youth, Schools, Colleges

1 July, Deputy Mayor attended University College Newbury's Expo event, bringing together employers, students and apprentices in the wonderfully engaging event.

2 August, Berkshire Youth's 4th anniversary of their involvement at the Waterside Centre, showcasing what they have on offer for the community. The Mayor and Lady Mayoress enjoyed the canoe ride!

7 July Air Cadets Open Day, and annual event highlighting their achievements over the last year, awards presentation.

27 Sept, Berkshire Youth's Greenham Community Centre Open Day, highlighting their work in the community, with the recently opened facility in the heart of East Fields Ward. Thank you for ongoing engagement with the Greenham Community Centre from Cllrs, and in particular, P and V, Barnett, and Drummond, and O' Keeffe.

Arts

26 June, Are We There Yet? A theatrical performance from refugees, a strong display of courage and desire for a sense of safety and belonging – thank you to Cllrs Masters and Slack for bringing this to my attention.

24 August, Art on Park – local artists, hosted at Victoria Park.

Ceremonial, representing Newbury

28 June Royal Engineers Freedom Parade, Lord Lieutenant of Royal Berkshire, Parade through Northbrook Street and Market Place.

10 October, High Sherrif of Royal Berkshire's Judicial Service at Reading Minster.

12 October, Trafalgar Parade, Sea Cadet Corps. Newbury and District SCC hosted, His Majesty's Lord Lieutenant of Royal Berkshire in attendance to receive the salute.

64. LEADERS REPORT

The Leader of the Council's report was **received**.

65. CHIEF EXECUTIVE OFFICER'S REPORT

CEO's report was **received**. Councillors wished to praise the efforts of Cllr Day and others over the success of the Local Democracy Week. Councillor Marsh and all Cllrs also wished to thank Officers and Cllr Jee for their leadership and efforts with Thames and Chilterns in Bloom.

66. COMMITTEES

Council **received** the minutes from Community Services, Planning and Highways and Civic Pride, Arts and Culture Committees.

67. **Mid-Year Review of NTC Performance against the Newbury Town Council Strategy 2024-2028.**
Council **received** the mid-year performance review.
68. **INTERNAL AUDIT Q1 REPORT**
Internal audit report was **received**.
69. **INTERNAL AUDIT Q1 - RECOMMENDATIONS, ACTIONS & TIMETABLE**
Council **considered** the actions and timeline, as recommended by the Policy and Resources Committee on ... and Management Team
Proposed: Cllr Steve Masters
Seconded: Cllr Ian Jee
Resolved to **approve** the actions and timeline as recommended by the policy and resources committee.
70. **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)**
Council **noted** the annual governance certificate, together with the notice of conclusion of Audit for the year ended 31st March 2025, published on the Council notice boards and website on 30th September 2025.
Proposed: Cllr Steve Masters
Seconded: Cllr Andy Moore
Council **considered** and **approved** the recommendation of the P&R Committee from the matters arising.
71. **FINANCIAL REGULATIONS**
Proposed: Cllr Gary Norman
Seconded: Cllr Steve Masters
Resolved to **approve** the financial regulations as recommended by the Policy and Resources Committee.
Proposed: Cllr David Harman
Seconded: Cllr Steve Masters
Resolved to **adopt** the financial regulations as recommended by the Policy and Resources Committee.
72. **EAR MARKED RESERVES _ COUNCIL/CIL ADJUSTMENTS**
The Council/CIL funding adjustments for the EMRs as approved and recommended by the P&R Committee were **noted**.
Proposed: Cllr Nigel Foot
Seconded: Cllr Meg Thomas
Council **ratified** the Council/CIL funding adjustments for the EMRs as approved and recommended by the P&R Committee.
73. **CONFIDENTIAL AND PRIVILEGE MATTERS AS RESOLVED AT COUNCIL MEETINGS**
Proposed: Cllr Gary Norman
Seconded: Cllr Steve Masters
Approved recommendations from Policy and Resources Committee.
74. **BUDGET 2026/27**
Council **noted** the budget review timeline for 2026/27.
75. **PRIORITY PROJECTS FOR 2026/27**

Councillors will **recommend** to Council at the 26th January 2026 meeting their priority projects for 2026/27.

76. FORWARD WORK PROGRAMME FOR FULL COUNCIL MEETINGS 2025/26

The forward work programme for 2025/26 was **noted**

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20.42
HRS**

Signature: _____ Date: _____

A member of the public asked: I now request the RBL, Military and Clergy are no longer involved with the Remembrance Sunday and Armistices Day (11th November - war memorial) Commemorations in Newbury.

Response:

Thank you for your request regarding the involvement of the Royal British Legion, military, and clergy in Newbury's Remembrance events.

History and Purpose

Armistice Day began in 1919 to mark the end of WWI and to honour those who gave their lives. Remembrance has always been closely linked with the military, since it is their sacrifice being commemorated, and with religious elements, as many found spiritual comfort in prayers and hymns. The national Cenotaph itself was originally designed as a secular monument, and over time many ceremonies have developed both religious and non-religious aspects.

Faith and Society Today

The UK remains constitutionally a Christian country, though faith demographics are shifting. In the 2021 Census, 46.2% identified as Christian, 37.2% as having no religion, and the remainder with other faiths. It is important, therefore, to ensure remembrance is inclusive of all traditions.

Participation

While the armed forces and clergy remain part of the ceremony, the parade also involves many non-military organisations such as Scouts and Guides. These youth groups make up a large proportion of participants and are encouraged to learn about the importance of remembrance.

Future Consideration

We understand your concerns and recognise the need to balance tradition, inclusivity, and community expectations. It is too late to make changes for this year's commemorations, but your request and recommendations will be taken seriously and considered as part of next year's planning process.

Appendix 3

Council Report: Café Project – EMR reallocations, CIL Allocation & Budget Review

1. Purpose:

To Present a consolidated financial report and recommendation regarding:

- Allocation of CIL funds to the Café Project
- Reallocation of Selected EMR's
- Creation of a café contingency EMR
- Confirmation of Tree EMR Allocation
- Budget savings identified for potential reallocation
- Financial implications following the latest café expenditure update.

2. Background

Following an officer review of EMRS and associated project budgets, it is proposed the Council allocate the necessary funds to cover:

- The Café
- Changing Places Facility
- Associated Supporting Works
- £3,000 for the Tree EMR

The review has identified a total of £88,326.56 in EMR's available to be allocated for the above.

An updated café expenditure spreadsheet (post expenditure 11/11/25) shows £250,510.57 currently held against revised project costs.

3. Recommendation on EMR Transfers

It is suggested that Council pass a motion to

- A. Allocate the required EMR amounts for:
 - a. Café construction
 - b. Changing places
 - c. Supporting infrastructure
 - d. £3,000 for the Trees EMR
- B. Approve the transfer of the remaining EMR balance, after covering the required café/Changing Places/Supporting Works costs – **into a new café contingency EMR**. Release from this EMR would be via CEO approval only.

4. Requirement for Motion – CIL Allocation

The agenda includes a separate motion to:

Allocate CIL funding to the Café Project, this is in addition to the EMR Reallocation identified in this report.

5. Deep-Dive budget Review (Operational Budget 2025/26)

A full review of the Year's (2025/26) budgets has been completed. The following lines were examined for potential savings or reallocations:

- A. Shaw Cemetery (305/4435) - £2,300
 - a. Recommendation: hold £1,000 as potential savings
- B. Markets (310/4425) - £8,500
 - a. Recommendation: Keep £1,500 for running repairs
- C. War Memorial Reserve Fund (315/4850) - £2K
 - a. Officers didn't identify this as a potential fund
 - b. Available should be required
- D. VP toilets (345/4355) - £1.5
 - a. Funds provision of temporary toilets in VP
 - b. Not required once toilets installed
- E. VP Health and Safety Compliance (345/4428) - £1,000
 - a. Funds available if required
 - b. Potential to split these funds with the VP repairs and maintenance budget.
- F. Tools and CCTV budgets
 - a. CCTV (435/4190) - £2,500 historic budget to support Town Centre CCTV, provision being transferred to Thames Valley Police so budget available
 - b. Tools (435/4555) - £2,500 appears to be a duplicate entry and available for project.

This creates a potential £15,000 to be transferred to project

6. EMR impact Summary

An updated EMR impact table has been prepared (appendix ..) including:

- a. Additional columns showing the effect of various withdrawals
- b. Financial calculations and a consolidated recommendation

Key output: **releasing the agreed EMRs provides £88,326.56**

7. Recommended Financial Structure

Required Funds:

- **Actual Deficit** between project cost and £250,510.57 currently held
- **Contingency Fund** (accessible only with CEO approval)

- **Tree EMR**

Funding Sources:

- **£15,000** from operational budget
- **Relevant EMR's** as agreed
- **CIL allocation**

8. Important Notes for Council

Any project not included in the 'Remaining Projects' budget cannot proceed unless precepted for.

If any of the currently-discussed projects are cancelled or deferred, then capital expenditure on the Playgrounds should be paused until café completion, as this project forms the primary financial buffer.

9. Motions Suggested for Agenda

Motion 1 – EMR Reallocation:

That Council approves the allocation of EMR funds for the Café, Changing Places, supporting works and £3,000 for the Tree EMR, and authorise the transfer of the remaining available EMR balance into a new café contingency EMR, which may only be accessed with CEO approval.

Motion 2 – CIL Allocation:

That Council allocates the required CIL funding to the Café Project, as outlined in the updated financial summary.

	Spend via these codes	Year-End
	Use New Project / Event Codes for Purchase Order	

Trees	£0
Changing Places	£0
Café	£0
Total	£0

Trees	£0
Changing Places	£0
Café	£0
Total	£0

After Café if £88,328.56 released																				
EMR For P.O.	Account	Cost Centre for P.O.	Cost Centre	Nominal Code for P.O.	Budget Line	Purpose Agreed & Lead Officer	To add from 2025/26 Budget (end of 25/26) Long Term Exp.	Total Funds 25/11/2025	Council Funds 25/11/2025	Total CIL FUNDS 25/11/2025 £158,465.97	Ringfenced (RF) Other Funds 25/11/2025	Council Funds Long Term Expenditure 25/11/2025	Council Funds Short Term Expenditure 25/11/2025	Council Funds Council Events 25/11/2025	Council Funds Projects 25/11/25	Council Funds Draft On Hold for Above	Council Funds Long Term Expenditure 25/11/2025	Council Funds Short Term Expenditure 25/11/2025	Council Funds Council Events 25/11/2025	Council Funds Projects 25/11/25
316	EMR - 2023/24 Purchase Orders	Any	As applicable	4316	2023/24 Purchase Orders	Committed expenditure from 2023/24 Purchase Orders. (MG) .		11,450.20	11,450.20				11,450.20					11,450.20		
317	EMR - 2024/25 Purchase Orders	Any	As applicable	4317	2024/25 Purchase Orders	Committed expenditure from 2024/25 Purchase Orders. (MG) .		1,043.00	1,043.00				1,043.00					1,043.00		
322	EMR - New Dog Bins (Ex WBC)	330	Street Furniture	1330	For new dog bins	Received from West Berks towards new dog bins & installation. Ringfenced as received for specific purpose. (JH) .		0.00	0.00											
330	EMR 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) .	£4,000 in 2025/26	0.00	0.00											
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. (KH)		10,000.00	10,000.00				10,000.00					10,000.00		
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) .	£3,600 in 2025/26	16,704.00			16,704.00									
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. (JH)		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)		4,955.00	4,955.00			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)		6,125.00	6,125.00				6,125.00					6,125.00		
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		2,000.00	2,000.00			2,000.00					2,000.00			
348	EMR IT 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.	£2,500 in 2025/26	0.00	0.00											
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		3,000.00	3,000.00			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 (LM) .	£10,000 in 2025/26	0.00	0.00											
EMR For P.O.	Account	Cost Centre for P.O.	Cost Centre	Nominal Code for P.O.	Budget Line	Purpose Agreed & Lead Officer	To add from 2025/26 Budget (end of 25/26)	Total Funds 25/11/2025	Council Funds 25/11/2025	Total CIL FUNDS 25/11/2025 £158,465.97	Ringfenced (RF) Other Funds 25/11/2025	Council Funds Long Term Expenditure 25/11/2025	Council Funds Short Term Expenditure 25/11/2025	Council Funds Council Events 25/11/2025	Council Funds Projects 25/11/25	Council Funds Draft On Hold for Above	Council Funds Long Term Expenditure 25/11/2025	Council Funds Short Term Expenditure 25/11/2025	Council Funds Council Events 25/11/2025	Council Funds Projects 25/11/25
360	EMR CIL+ VP Cafe Replacement	346	Victoria Park Projects	4530	Community Café	NTC & CIL funds set aside for the Victoria Park Café Replacement (MK) Estimated completion 2025/26. 14/10/25 CIL £158,465.97 Maspac: App 1 £31,949.45 App 2 £78,977.09 Retain until complete/spent and then close.		250,510.57	202,971.14	47,539.43					202,971.14					

362	EMR - Water Costs	Any	As applicable	4410	Water	Cover additional water costs in 2025/26		9,986.87	9,986.87				9,986.87					9,986.87			
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.		16,000.00	16,000.00				16,000.00					16,000.00			
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).		35,629.89	35,629.89				35,629.89					35,629.89			
371	EMR LT T/Hall Office Move & Refurb	290	Town Hall Projects	4320	Office Move and Refurb Works	For Office Move and Refurbishment (MK) £18k moved to EMR 362 to cover water costs (13/10/25- P&R)		8,000.00	8,000.00					8,000.00	3,000.00					5,000.00	
372	EMR T/Hall Audio/Visual Equipment	291	Town Hall Projects	4427	Visual / Audio Equipment	Towards upgrading visual & audio equipment in Chamber (TMM).		9,000.00	9,000.00					9,000.00	4,500.00					4,500.00	
373	EMR Intercom for Tenants	291	Town Hall Projects	4324	Intercom for Tenants	To install an intercom for Tenants that allows door to be closed and visitors to contact the tenant direct (MK).		2,000.00	2,000.00					2,000.00	2,000.00					0.00	
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)		10,059.65	10,059.65					10,059.65	8,059.65					2,000.00	
375	EMR Energy Conservation Projects	291	Town Hall Projects	4416	Energy Conservation Projects	16 Energy efficient radiators over 3 years. 25/26 5 x £480 c. £2,500 28/29 - Dehumidifiers (MK).		2,500.00	2,500.00					2,500.00	2,500.00					0.00	
380	EMR LT Weddings Licence	295	Weddings	4341	Weddings Licence	Wedding licence required every 3 years. Allow £3,000 for 2025/26 update. (KH)		468.00	468.00			468.00					468.00				
392	EMR CIL Money Unallocated					£11,481.91 to allocate, likely to the Café (currently in budget, to transfer to EMR).		0.00	0.00						11,481.91						
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)		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)		142.65	142.65			142.65					142.65				
405	EMR - 200th Anniversary of Royal Engineers	501	CPAC Events & Projects	4640	200th Anniversary of Royal Engineers	200th Anniversary Event. Freedom of the Town. Request from JA & CPAC to EMR any remaining Civic funds at year-end for the event. (JA)		973.27	973.27					973.27		Ask Jo			973.27		
EMR For P.O.	Account	Cost Centre for P.O.	Cost Centre	Nominal Code for P.O.	Budget Line	Purpose Agreed & Lead Officer	To add from 2025/26 Budget (end of 25/26)	Total Funds 25/11/2025	Council Funds 25/11/2025	Total CIL FUNDS 25/11/2025 £158,465.97	Ringfenced (RF) Other Funds 25/11/2025	Council Funds Long Term Expenditure 25/11/2025	Council Funds Short Term Expenditure 25/11/2025	Council Funds Council Events 25/11/2025	Council Funds Projects 25/11/25	Council Funds Draft On Hold for Above	Council Funds Long Term Expenditure 25/11/2025	Council Funds Short Term Expenditure 25/11/2025	Council Funds Council Events 25/11/2025	Council Funds Projects 25/11/25	
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 (TMM)		1,139.90	1,139.90				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. (KH)		41.69	41.69				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, for which grant funding cannot be obtained. Suggest apply for Locality Consultancy Funding (to cover current consultant) and Locality Technical Report funding (for specialist reports). No budget in 2025/26 (TMM)		5,129.71	5,129.71						5,129.71					5,129.71	
414	EMR New Footway Lighting	320	Footway Lighting	4855	Street Lighting Upgrade	Council (Jan 25) agreed £7k from 2024/25 CIL for upgrading footway lighting. Provides environment/carbon offset and reduces annual consumption. (TS)		3,790.23	3,790.23				3,790.23					3,790.23			

415	EMR Additional Land Maintenance	350	Open Spaces	4775	Additional Land Maintenance	£8k set aside in 2024/25 budget to upgrade/maintain land if transferred from West Berks. Council agreed (Jan 25) to EMR any budget remaining at Y/end for the same purpose in 2025/26 e.g. The Wharf (MK)		8,000.00	8,000.00				8,000.00			8,000.00					
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)		1,500.00	1,500.00					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.		5,000.00	5,000.00					5,000.00		4,000.00				1,000.00	
419	EMR Headstone survey	300 305	Newtown Road & Shaw Cems	4436	Headstone Survey	For contracted support for Topple Testing as required (MK) . Jan 25 - Council agreed to retain for purpose.		3,450.00	3,450.00				3,450.00			2,000.00		1,450.00			
420	EMR Tools & Equipment	435	Community Services General	4555	Tools & Equipment	Council agreed (Jan 25) to set aside £1,000 CIL funds towards specialist equipment for Grounds Maintenance Tream (JH)		1,000.00	1,000.00				1,000.00					1,000.00			
431	EMR Noticeboards Allotments	422	Allotments Projects	4451	Noticeboards	6 noticeboards purchased in Summer 2022. Council agreed (Jan 25) to EMR £1000 annually from 2026/27 to replace in approx. 2034/35 (CE) .	2026/27 budget	0.00	0.00												
432	EMR Welcome to Newbury Signs SIGNS	601	P&H Projects	4815	Welcome to Newbury Signs - New Signs	Signage (£20,000) £10,000 over 2 years. P&H apply for matched funding (KH)		10,000.00	10,000.00					10,000.00		10,000.00					
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) .		5,333.25			5,333.25										
437	EMR Football Pitch	346	Victoria Park Projects	4862	9-Aside football pitch	Council agreed (Jan 25) to set aside £2k CIL to support the provision of 9-aside football pitches in Victoria Park (MK/JH) .		2,000.00	2,000.00					2,000.00		Spent, awaiting invoice					
EMR For P.O.	Account	Cost Centre for P.O.	Cost Centre	Nominal Code for P.O.	Budget Line	Purpose Agreed & Lead Officer	To add from 2025/26 Budget (end of 25/26)	Total Funds 25/11/2025	Council Funds 25/11/2025	Total CIL FUNDS 25/11/2025 £158,465.97	Ringfenced (RF) Other Funds 25/11/2025	Council Funds Long Term Expenditure 25/11/2025	Council Funds Short Term Expenditure 25/11/2025	Council Funds Council Events 25/11/2025	Council Funds Projects 25/11/25	Council Funds Draft On Hold for Above	Council Funds Long Term Expenditure 25/11/2025	Council Funds Short Term Expenditure 25/11/2025	Council Funds Council Events 25/11/2025	Council Funds Projects 25/11/25	
438	EMR Splashpark Surface VP	346	Victoria Park Projects	4544	Splashpark - New Surface	22/01/24. Council agreed £22k from 2023/24 CIL to install new Splashpark surface 2024/25: Officers & Contractors examined together and agreed only some parts needed immediate replacement. Undertaken from R&M budget. Initially installed 2016, a new surface is now likely required in 2026/27 or 2027/28. Council agreed (Jan 25) to retain CIL EMR (CE) . 13/10/25 - P&R resolved to transfer £18,000 to EMR 363 - to hold and transfer to General Reserves at 2025/26 year-end, if needed, in lieu of reduced town hall income.		6,000.00	6,000.00			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)		2,330.30			2,330.30										
440	EMR Portable Ramp Bandstand	346	Victoria Park Projects	4534	Bandstand - Portable Ramp	22/01/24. Council agreed £1,745 from 2023/24 CIL for a portable ramp, to enable people using wheelchairs and powerchairs access to the bandstand - reasonable adjustments. (MK) .		1,745.00	1,745.00					1,745.00		1,745.00					
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) .	£2,000 in 2025/26	8,000.00	8,000.00			8,000.00					8,000.00				
442	EMR CIL+ Playground Upgrading	341	Play Areas Projects	4423	Upgrading Play Areas	Funds held in EMR: £63,021.35. £50,000 from 2024/25 CIL. £13,021.35 Council funds brought forward. This, plus the recommended £50,000 from the 2024/25 CIL, will provide £113,021.35 for 2025/26. Overall plan and priorities for upgrade to be presented to Community Services Committee spring 2025 (MK/JH) .		92,277.10	92,277.10					92,277.10						92,277.10	

446	EMR Wash Common Upgrade	336	Recreation Grounds Projects	4504	Wash Common Upgrade - Phase 2	CIL funds to support Wash Common Upgrade – phase 2. Comprises £5,000 merged funds from EMR 449 plus £10,000 from EMR 392 CIL. As budget comes from CIL it may be spent on upgrades, but not on R&M. E.g. path upgrades and access arrangements in consideration of Historic England requirements. Working towards Green Flag award for Wash Common and Blossom Field Sites (MK) .		15,000.00	15,000.00						15,000.00	15,000.00				
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) .		20,000.00			20,000.00									
453	EMR Canal Corridor	601	P&H Projects	4820	Canal Corridor	£5,000 in EMR for Canal Corridor project costs. Allocated to P&H to take forward as part of 25/26 budget discussions (KH) .		1,000.00	1,000.00						1,000.00	1,000.00				
454	EMR 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) .		750.00	750.00			750.00					750.00			
455	EMR Market repairs (electric pop-ups)	310	Markets	4425	Repairs & Maintenance	Electric pop-up repairs / replacement - to supplement budget (MK) .		42.00	42.00				42.00			42.00				
456	EMR Repairs to Victoria & Lions	345	Victoria Park	4541	Repairs to Victoria & Lions	Restoration on hold, but minor R&M works required. Council agreed (Jan 25) to use from the £5,500 for minor R&M and set up an EMR for the Restoration (MK)		900.00	900.00				900.00					900.00		
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457	EMR Restoration to Victoria & Lions	346	Victoria Park Projects		Restoration of Victoria & Lions	Restoration estimated at £15,000 in 2024/25. Council agreed (Jan 25) to transfer £5000 from the annual budget, from 2025/26 for planned works in 2029/30 (MK)	£5,000 in 2025/26	0.00	0.00											
458	EMR Watercourses	351	Open Spaces Projects	4773	Water Courses	Riparian responsibilities at Dairy Farm Allots & River Walk. £10k in EMR for work at River Walk (an SSSI). EA new application procedure likely requires external consultancy. (JH)		10,000.00	10,000.00						10,000.00	10,000.00				
461	EMR - Youth Work	210	Grants & Donation		TBC subject to use of Grant	£2,500 from 2024/25 budget - originally for Greenham Community Youth. Due to merger with Berkshire Youth, P&R requested set aside in an EMR for Youth Work. Any grant to be awarded to be agreed by P&R. (LM)		2,500.00	2,500.00						2,500.00	2,500.00				
462	EMR Welcome to Newbury Signs - DESIGN	501	CPAC Projects	4689	Welcome to Newbury Signs - Design	Welcome to Newbury Signs - Design Element - CIL (JA)		2,500.00	2,500.00						2,500.00	2,500.00				
464	EMR 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	£500 2026/27													
							23,500	610,924.87	518,070.30	47,539.43	45,315.14	25,315.65	108,598.78	973.27	383,182.60	88,328.56	25,315.65	98,556.78	973.27	111,406.81
									610,924.87			518,070.30				On Hold for Above	236,252.51			
									Total EMR Funds			Total EMR Council Funds					Total EMR Council Funds			

EMR's Held On Completion of the Café (maximum). (Council & Ringfenced funds)	281,567.65
EMR's held after completion of the Café and short term expenditure	183,010.87

CIL:	Ringfenced:	Council Funds Long Term Expenditure:	Council Funds Short Term Expenditure:	Council Funds Council Events	Council Funds Projects	Council Funds:
0.00	45,315.14	25,315.65	98,556.78	973.27	111,406.81	236,252.51
0.00	45,315.14	25,315.65	0.00	973.27	111,406.81	137,695.73

Projects:	
Town Hall Office Move & Refurb	5,000.00
Audio Visual Equip	4,500.00
Fire Doors	2,000.00
NDP	5,129.71
New Benches	1,500.00
Shaw Cemetery Land Survey	1,000.00
Playground Upgrading	92,277.10
	111,406.81

Recommendation: Playground is not updated, until
the café is completed and all invoices paid.

Forward Works Programme

Work Programme for Full Council Meetings for the Municipal Year 2025/26.

Standing Items on each (ordinary meeting) agenda:

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

Scheduled Council Business	
27 January 2025	Berkshire Youth Presentation Review of Town Council Strategy 2025/26 Precept Schedule of Meetings for the Municipal Year 2025/26 Financial Regulations
07 May 2025	Nomination and Election of Mayor and Deputy Mayor Election of Leader and Deputy Leader To nominate the membership of each Committee/Sub Committee for 2025/26 Saturday Surgeries Review and Schedule for 25/26 Reports from Outside Bodies
Q2 2025/26	24 June End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights Review terms of reference and memberships of any working groups that the council wishes to appoint To receive any reports from School Link Councillors

	<p>To receive any reports from the Council's representation on outside bodies</p> <p>To review the Council's Standing orders, if required</p>
20 October 2025	<ul style="list-style-type: none"> - Local Democracy Working Group: a verbal update on LDW from the Chair of the Local Democracy Working Group - Budget for 2025/26 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2025/26, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list. - Commence Review of Town Council Strategy - Cricket Club/ Loose Ends
Q4 2025/26	<p>Berkshire Youth Presentation</p> <p>Review of Town Council Strategy</p> <p>2026/27 Precept</p> <p>Climate Emergency grant</p> <p>Schedule of Meetings for the Municipal Year 2026/27</p> <p>Financial Regulations</p>