

20 April 2022.

To: The Leader and Deputy Leader of the Council; Councillors Jo Day, Sue Farrant, Nigel Foot, Jon Gage, Stephen Masters, Elizabeth O’Keeffe, and Erik Pattenden.

Substitutes: Councillors Jeff Beck, Roger Hunneman, David Marsh, Tony Vickers, and Martha Vickers.

Also: All Members of the Council for information.

Dear Councillor,

You are summoned to attend a meeting of the **Policy & Resources Committee** to be held in the Council Chamber, Town Hall, **at 7.30 pm on Monday 25 April 2022** and streamed via Zoom. The meeting is open to the press and public.

Members of the public may request to join the meeting over zoom by messaging this office at CEO@Newbury.gov.uk

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Apologies for absence

Chairperson

2. Declarations of interest and dispensations

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 Monday 17 January 2022 (previously circulated).

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

☎ (01635) 40484

🐦 @NewburyTC

✉ towncouncil@newbury.gov.uk

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Making Newbury a Town
we can all be proud of.

4. Questions and Petitions from members of the public

Chairperson

5. Members' questions and petitions

Chairperson

Please note that questions from Councillors or Members of the public must be submitted in writing by 2 pm on Friday 22 April 2022

6. Berkshire Youth (Appendix 2)

Chairperson

To receive a report from Berkshire Youth on the operation of the Council's Service Level Agreement for the provision of youth outreach services in Newbury.
(Ms. Kelly Leach, Berkshire Youth, will present this item)

7. Notice of Motions received from Councillor Martin Colston:

- 7.1 "This Council agrees to change the default flag to fly from the Town Hall from the NTC flag to the Ukrainian flag. This change will be until the war in Ukraine ends or the Council decides to revert to the standard default flag. The decision will be reviewed at least every 3 months at CPA&C. This Committee agrees to allow P&H to review the decision if deemed necessary between meetings of CPA&C
- 7.2 This Council wishes to extend its deepest sympathy to the plight of the people of Ukraine, and would like to help local efforts to support Ukrainian refugees.

We recognise that:

- a. WBC will lead this effort through the Ukraine Support Hub
- b. That the Greenham Trust has set up a fund to support refugees
- c. That the Twin Town Association is already bringing volunteers together

We applaud those efforts and those of several other expert organisations also ready to help. We do not want to duplicate any of this effort, and indeed lack the expertise to do so.

We do want to help where we can and would therefore like to:

1. Offer the use of both The Chamber and Elsie Kimber Room free of charge for relevant organisations to hold meetings
2. Make our Grants open to application by relevant support groups
3. Consider any other requests for support as they arise

The Council will therefore write to WBC Support Hub and the Twin Town Association to offer the above support.

8. Health and Safety Report (Appendix 3)

Chairperson

To receive the quarterly Health and Safety report and comment as appropriate.
(Members are requested to raise any questions on this item prior to the meeting)

9. List of Payments (Appendix 4)

Chairperson

To note the payments made during the period 1 January 2022 to 31 March 2022.

(Members are requested to raise any questions on this item prior to the meeting).

10. Budget Monitoring 2021/22 (Appendix 5)

Chairperson

10.1 To receive the Income and Expenditure Account to 31 March 2022.

(Appendix 5a)

10.2 To resolve to approve the expenditure against cost centres that are over the approved budget levels.

(Members are requested to raise any questions on this item prior to the meeting).

11. Internal Audit Report (Appendix 6)

Chairperson

11.1 To receive the interim internal audit report for the financial year 2021/22 from Auditing Solutions Ltd and,

11.2 To Approve the recommendations arising from the Report

12. Update on the Council's Strategy (2019-2024) Action Plan (Appendix 7)

Chairperson

To note the position at 31 March 2022.

13. Key Performance indicators (Appendix 8)

Chairperson

To note the Report

14. Town Hall Suites

Chairperson

14.1 To resolve to affix the Council's seal to leases for suites 1, 6, and 10 in the Town Hall.

14.2 To approve the use of a Lettings management Agency for the Town Hall suites.
(Appendix 9)

15. Volunteering Policy (Appendix 10)

Chairperson

To Approve the Policy for use by Newbury Town Council.

16. Safeguarding Policy (Appendix 11)

Chairperson

To Approve the Policy for use by Newbury Town Council.

17. Public Relations Strategy (Appendix 12)

Chairperson

To Approve the Strategy for use by Newbury Town Council.

18. Amendment to the Council's Financial Regulations (Appendix 13)

Chairperson

To Approve increased financial approval levels for Council Officers.

19. Living with Covid (Appendix 14)

Chairperson

To resolve that Newbury Town Council will endeavour at all times to comply with the relevant guidance published by the [UK Health Security Agency](#)

20. Forward Work Programme for Policy and Resources Committee meetings 2022/23 (Appendix 15)

Chairperson

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

21. 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 item of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted.

22. Debts over £500 and more than three months old and bad debts

Chairperson

22.1 To note the debts over £500 and more than three months old.

22.2 To resolve to write off 2 bad debts, totalling £971.60

23. Hutton Close

Chairperson

To receive an update on the position regarding future proposals for this land.

**Minutes of a meeting of the Policy & Resources Committee held on
Monday 17 January 2022 at 7.30 pm, in The Council Chamber, Town Hall, Newbury.**

Present

Councillors: Martin Colston (Chairperson); Sue Farrant, Nigel Foot, Jon Gage, Stuart Gourley, Steven Masters, Gary Norman and Sarah Slack .

In attendance

Hugh Peacocke, Chief Executive Officer (CEO).

38. Apologies for absence

Councillors Jo Day; Elizabeth O’Keeffe and Erik Pattenden

39. Declarations of interest and dispensations

The Chief Executive Officer declared that Councillor Steve Masters is also a Member of West Berkshire District Council, which is declared as a general interest on his behalf and a dispensation is in place to allow him to partake in discussions relating to West Berkshire Council (WBC) business.

The Chief Executive Officer declared that all members of the town Council had a general dispensation to discuss matters in relation to the Town council’s budget and precept-setting.

40. Minutes

Proposed: Councillor Martin Colston

Seconded: Councillor Stuart Gourley

Resolved: That the minutes of the meeting of the Policy & Resources Committee held on Monday 11 October be approved as a correct record and signed by the Chairperson.

41. Questions and petitions from members of the public

There were no questions or petitions from members of the public.

42. Members’ questions and petitions

There were no questions or petitions from members of the public.

43. Newbury Cricket Club

The meeting considered a request to support the Cricket club’s redevelopment project at Northbrook. It was noted that the intention was to re-locate Loose Ends in the refurbished building.

The Committee noted that there was no provision in the current budget for this grant, which would have to be paid from reserves. It was agreed that this amount be included in the draft budget 2022-23 to be allocated to the council’s reserves.

Proposed: Councillor Steve Masters

Seconded: Councillor Gary Norman

To Approve payment of a contribution of £5,000 to the Good Exchange towards project registration No. 18333 (the redevelopment of the existing Cricket pavilion for members and community use) and to facilitate the re-location of Loose Ends to that building.

44. Review of the Council's Strategy 2019-2024

The Committee noted the Action Plan report for the Strategy 2019-2024, at 31 December 2021 and thanked the officers for the progress made in delivering the aims and objectives of the Strategy, despite the challenges presented by Coronavirus restrictions. The CEO replied that the progress demonstrated the good working relations between Members and officers.

The Chairman presented a review of the Strategy and highlighted the main changes proposed for the following year.

Proposed: Councillor Martin Colston

Seconded: Councillor Sue Farrant

Resolved: To Recommend that Full Council on 31 January approves the draft review of the Council Strategy 2019 to 2024, as published.

45. 2022/23 Budget

The Committee considered the draft budget and noted the main changes included for 2022-23. It was noted that the draft budget proposed a 4% increase in the precept for 2022-23, an amount of £1,180,623.

Proposed: Councillor Martin Colston

Seconded: Councillor Stuart Gourley

Resolved: To **approve** the budget for 2022/23 in order that the Council can consider its adoption and formally set its precept when it meets on 31 January 2022.

46. Health and Safety Report

The CEO presented the quarterly Health and Safety report. The due dates for the Review of the Strategic Risk Register and the maintenance/ inspection of the Town Hall lightning conductor were both amended. There was concern that the lift inspections and service had not taken place and this will be pursued with the relevant companies.

47. Debts over £500 and more than three months old

The Committee noted the position regarding Town Hall tenants and the discounts awarded to help them deal with business losses arising from the pandemic. It was agreed that if they did not produce an acceptable payment plan that the council should refer the matter to solicitors.

The Chief Executive Officer told the meeting that the Council might consider employing a commercial letting agent to manage the letting of the Town Hall suites. Any proposals in this regard would be taken to the Committee for approval.

48. List of Payments

The Committee noted the payments made during the period 1 October and 31 December.

49. Income and Expenditure Account 2021/22

The Committee Noted the Income and Expenditure Account for the period ended 31 December 2021.

50. Grants Subcommittee

The committee received a report on the meeting of the Grants Subcommittee on 22 November 2021 (Minutes already circulated)

51. Forward Work Programme for Policy and Resources Committee meetings 2021/22

The Committee noted the Forward Work Programme for Policy and Resources Committee meetings 2021/22. It was agreed to add the management of the letting of the Town Hall suites to the programme for the April meeting.

52. Exclusion of the Press and Public

Proposed: Councillor Martin Colston

Seconded: Councillor Steve Masters

Resolved: That the press and public be excluded from the meeting for item 17 of business because publicity would be prejudicial to the public interest by reason of the confidential personal business to be discussed.

53. Staff Sub Committee

The meeting received a report on the staff sub-committee meetings held on 17 November and 9 December 2021. (Minutes already circulated)

The business of the meeting concluded at 8.14 pm.

Signed: _____
Chairman

Date: _____

Detached Youth Work

Report for October 2021 to March 2022

April 2022

Newbury Town Council

Context

Berkshire Youth have continued to deliver detached work across Newbury throughout the Winter period including through the additional restrictions that were put back in place due to the on-going pandemic in the lead up to the Christmas period.

In order to continue working through these phases of restrictions Berkshire Youth maintained the risk assessments that had been implemented during lockdown phases and managed delivery to the guidelines set out by the NYA.

The constant changes to what was and wasn't expected of the community in public settings, particularly for young people in schools is something that was communicated to us regularly as being confusing to young people. The effect on their mental wellbeing and their hopes for what they consider to be their normal day-to-day life was evident in both conversations with them as groups and when working with them individually.

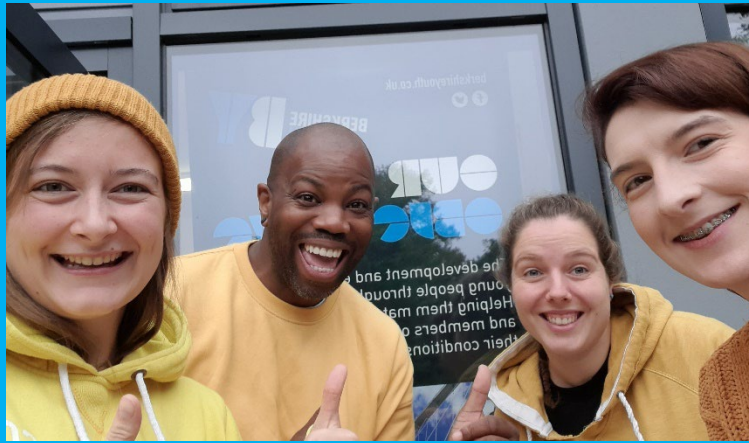
Context

The winter brought a change to Detached work as young people reduced the amount of time they spent outside in the colder and darker weather. However this enabled the team to start introducing young people to Waterside who had not visited before.

Young people who have engaged with us for quite some time through detached work, have had the opportunity to explore opportunities at Waterside from group mentoring to activity sessions like paddling and climbing.

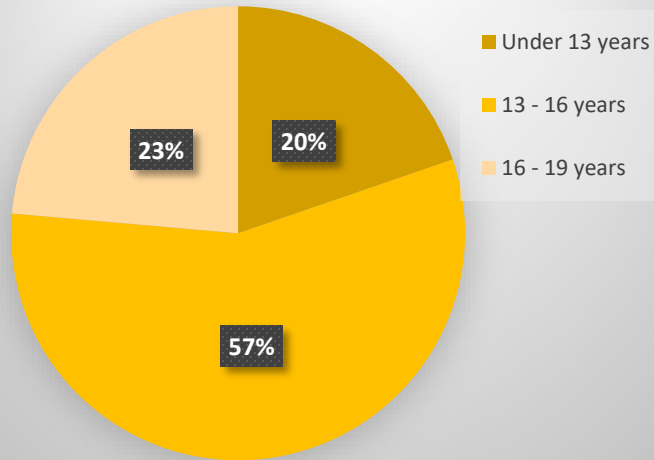
The ever-changing pattern of engagement with young people through detached sessions over the winter months means that our youth workers have worked hard to maintain relationships and be present in the local areas that young people choose to spend their time.

Our relationship with the Policing team has continued to develop as we aim to be more proactive within the community through stronger information sharing.



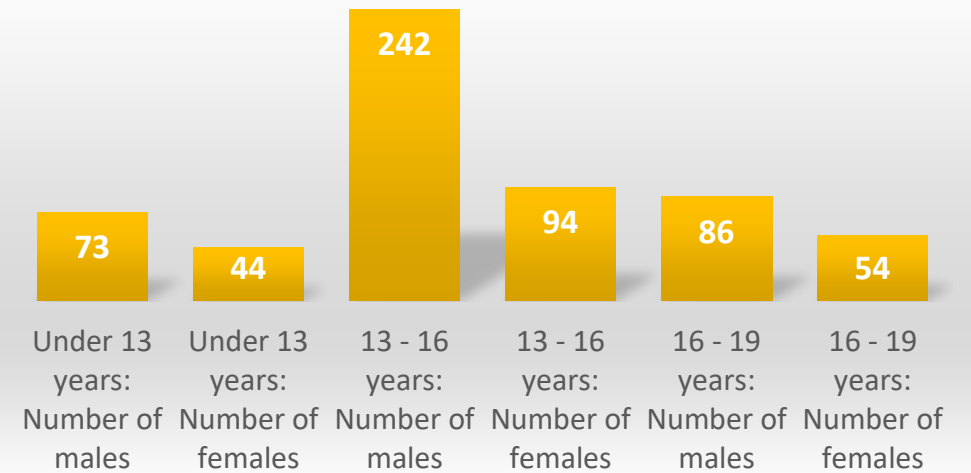
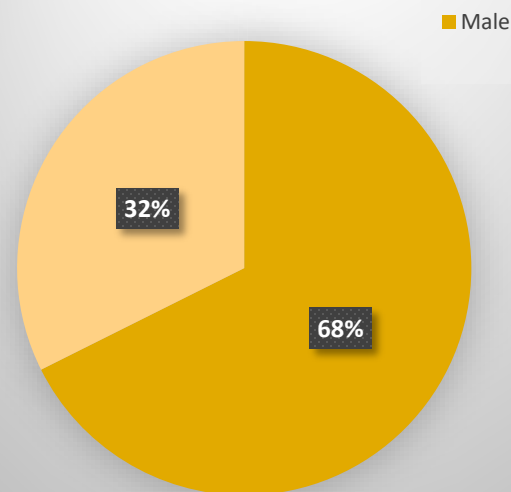
Young People

Age groups of young people



Data collation:
1st Oct 2021 – 31st March 2022

Gender



Waterside

Waterside has continued to develop over the winter period where provision has grown from pilot sessions into termly programmes. Our partner organisations that support the young people's activity offer have settled in and are now thriving in their new home at Waterside, including Thames Valley ABC, VoxFresh and Westies Dance Company.

Girls Group

Girls group mentoring sessions were introduced to work specifically with a group of 8 girls who we identified as hard to reach and wanted to engage in further youth work outside of the detached sessions. The girls attended weekly drop in sessions at Waterside where they explored discussion topics including school, the pandemic & restrictions, college and volunteering, community relationships and activities for young people. The girls were initially reluctant to take part in any further activities but eventually agreed to participate in climbing sessions and have recently explored the possibility of volunteering as part of the café at Waterside after developing a positive relationship with the café team as well as the youth workers.

Waterside

Youth Conference

Waterside hosted Berkshire Youth's Youth Conference where we brought partner organisation from across the county together to talk about the work that we do and the vision we have to support the growth of youth work and opportunities for young people in Bekrshire.

#Youthpledge2022

Local Press

Our relationship with the local media has allowed us to continually highlight our opportunities to young people and the wider community. In particular we are very proud of our feature in the Out&About Magazine and Newbury Weekly News where young people were given the chance to talk about what they had gained from engaging with the youth workers and activities at Waterside.

Waterside

Climbing

Weekly climbing sessions take place on a Friday evening for young people of secondary school age. We offer free trial sessions where young people can join for a taster session and then sessions are offered on a week by week basis so young people can choose to come as a one-off or as a regular attendee.

Christmas & Cafe

In the run up to the Christmas period we ran a successful soft launch of the Wooden Spoon Café alongside our Christmas HAF programme (Holiday, Activity and Food). This meant we were able to provide hot food within the sessions to our participants, which included those recognised as vulnerable and those who would access Free School Meals during term time.

In January we officially opened the café doors 5 days per week to the public encouraging further community engagement and networking.



Waterside

Community Larder

The new year saw us open the Community Larder project. It is a membership scheme offered to all within the community who are interested in topping up their weekly shop for a reasonable budget or for those who are doing their best to be more sustainable.

The Music Lounge

In February, Waterside hosted the exciting launch of our partnership with Berkshire Maestros and VoxThrive as we introduced The Music Lounge and Soundwave Studio. The fundraising launch for the project was a great way to showcase local young people's musical talent and will continue to expand into Youth Music Nights over the coming months.

Berkshire Physical Activity Hero

Waterside was also nominated and recognised by Get Berkshire Active as Physical Activity Hero for our work introducing sports activities to young people.



Music lounge opens at the Waterside Centre

VoxThrive sets up a safe space for young people to harness creative skills

By HINNA AAMANI
hanna.aamani@newburynews.co.uk
@hinnaaam

THE Waterside Centre will be alive with the sound of VoxThrive as the musical charity sets up base in Berkshire Youth's hub.

The newly-established organisation, which was founded in July last year, unveiled its new music lounge last month – a place that is set to be a safe creative space for young people to harness their skills.

The VIP reception was attended by trustees, charities and Newbury mayor Billy Drummond, and VoxThrive members had the opportunity to tell everyone what they have been working on behind the scenes.

Colleen's Kitchen, based downstairs in the Waterside Centre, provided refreshments as the group looked around at the charity's new venture.

VoxThrive, working in partnership with Berkshire Maestros and Berkshire Youth, held an open mic night on the evening to celebrate its new be-



Newbury mayor Billy Drummond cuts the ribbon at The Music Lounge

ginnings and showcased local young talent in the Waterside Centre's main hall.

The partnership came about after VoxThrive founder Kate Penn had seen the newly-renovated Waterside Centre, and had the same interests and goals as music company Berkshire Maestros.

So they struck up a partnership to provide young Newbury-based individuals with musical opportunities.

sing and play instruments of their choice, could also have a look around at the facilities that they could potentially use in the future.

Ms Penn, who also runs choirs, added: "The mayor of Newbury came to open The Music Lounge for us and watched the young people perform."

"We told him what we were able to do and get him on board with what we were hoping to offer. He's such a smiley and happy guy with real positive vibes. It was really nice to have him there."

She also stressed the importance of having facilities like this in order to provide young people with a space to express themselves and create music in a way that they may not otherwise be able to.

She said: "After the last couple of years [young people] have had an important need to have a space for music. Music makes you feel better."

"We are here to give young people a space to use that creativity without the pressure from school or from having younger siblings."

Moving forward:

Climbing

We have recently acquired smaller harnesses and helmets for our indoor climbing wall which will help us to expand the activity offer to those in the primary school age group.

Paddling

Paddling sessions will return to Waterside in the Summer term as we continue our youth sessions with Cloud 9 whilst also becoming an affiliated as a Centre to the British Canoe Union to be a recognised Junior Paddle Club.

Youth Voice

The summer term will see the fruition of our Youth Voice project and their chance to work with the youth workers to direct provision goals and what is on offer from Waterside.

Summer

We are very much looking forward to the summer and the opportunity to expand on the success of our opening last year. Partner organisations are coming together to offer different activities as part of our wider programme.

Health & Safety Report for P&R Committee - Last Updated 13/04/2022						Appendix 3		
<p>Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.</p> <p>Service plans also contain details such as health and safety inspections where relevant. The Health and Safety officer continues to co-ordinate and provide advice on all services, while the health and safety responsibility for each of those services remains operationally with the principle service manager and ultimately with the Chief Executive Officer.</p>								
Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Office	Included in staff cost	On Going	Weekly / Monthly / On going	N/A	Staff costs budget	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Shaw Cemetery R&M budget	To minimise risk of legionella / compliance with legislation
HS4	Town Hall Inspections (offices and communal areas). Including Quarterly Workplace Inspections by Safety Officer	Officers	Included in staff cost	On going / ad hoc	Daily / Weekly / Monthly / Quarterly / On going	N/A	Officer Time	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	Officer Time	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	Officer Time	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	Oct 2021	Agreed at P&R 18/10/2021	October 2022	Audit Working Group to consider following Management Team input	Ensured risk strategy is up to date
HS8	Town Hall Safety Inspections (quarterly) CSM inspects the Town Hall by weekly walk round during lockdown period. Current position is that the quarterly inspection will be held pending return to office working. Annual inspection carried out in June 2021	Safety Officer / Caretaker	Included in staff cost	01 June 2022	Weekly Checks on going	Weekly Checks on going	Officer Time	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £758	End April 2021	Scheduled for Week Comm. 25/04/2022	End April 2022	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Servery	Safety Officer / Subcontractor	£200.00	End Jan 2022	Completed 10/02/2022	End Feb 2023	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End July 2021	Completed 15/09/2021	End July 2022	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Town Hall Evacuation Chair Training - 2 yearly	Subcontractor / Safety Officer	£900.00	End July 2021	Completed 08/07/2021	End July 2023	Legal requirement	Improved Town Hall safety / compliance with legislation
HS13	1/4ly Lift Inspection / service	Subcontractor / Safety Officer	£320.00	End Feb 2022	Completed 22/02/2022	End May 2022	Legal requirement / R&M Budget	Improved Town Hall safety / compliance with legislation
HS14	Lift Inspection (annually by Insurers) - these are independent of NTC Control, The Insurers carry these out at their own discretions	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	Outside of NTC Control	Legal requirement	Improved Town Hall safety / compliance with legislation
HS15	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1,043 Annually	End July 2021	01 July 2021	End July 2022	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS16	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£4,750.00	End April 2015	All Works Completed October 2020	April 2025	Town Hall R&M budget	Improved safety / compliance with legislation
HS17	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 17/05/2017	May 2022	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS18	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£250.00	End May 2021	Completed 20/05/2021	Scheduled for 14 June 2022	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS19	Town Hall (PAT) Portable Electrical Appliance Testing (annually) Due to infrequent use of Offices, PAT Testing will be VISUAL only check for 2020/21 year wiring test completed, no current appliance issues . New MCB sockets being installed as added safety. Normal PAT testing will resume in June 2022	Safety Officer / Facilities Officer	Included in staff cost	Weekly on Going	Weekly on Going	June 2022	Officer Time	Improved Town Hall safety / compliance with legislation
HS20	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Nov 2021	Completed 04 November 2021	End November 2022	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation

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Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS21	Independent Legionella Risk Assessment - All NTC Premises	Safety Officer / Subcontractor	£1,500.00	End Jan 2020	Completed 20/01/2020	As required by Legislation	Town Hall R&M budget	Improved safety / compliance with legislation
HS22	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually) Contractors to carry out 2021 test in November 2020 –	Safety Officer / Subcontractor	£130.00	End July 2021	Completed 26/07/2021	End July 2022	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS23	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End September 2021	Completed 29/09/2021	Contractor Retired awaiting date from new Company End March 2022	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS24	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End oct 2021	Week Comm 04/10/2021	End October 2022	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS25	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End January 2022	Completed 25/01/2022	End April 2022	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS26	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	Improved Town Hall safety / compliance with legislation
HS27	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS28	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS29	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS31	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Compliance with legislation
HS32	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Compliance with legislation
HS33	Shaw Cemetery Memorial survey (subject to available funding)	Community Services Manager / Contractor	TBC	End March 2022	TBC	TBC	Shaw Cemetery R&M budget	Compliance with legislation
HS34	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Compliance with legislation
HS35	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Compliance with legislation
HS36	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Compliance with legislation
HS37	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Compliance with legislation
HS38	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets

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Ref:-	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS41	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS42	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS43	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS44	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS45	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS46	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS47	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS48	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS49	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets
HS51	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2021	Delayed due to staff illness Completed 14/12/2021	End October 2022	Officer Time	Improved information on Risks for NTC own / managed assets

18/01/2022

Newbury Town Council 2021/2022

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Proposed List of Payments Entered

User: MGG

Linked to Cashbook 1						Entered Month 10	
						Pay by BACS/Online File	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A4	Ab-Fab Loos Limited						
<i>Disabled Unit</i>	15/01/2022	34094	1	121.20	0.00	121.20	0.00
					0.00	121.20	
A11	All Plumbing Services Ltd						
<i>installed new pillar taps in</i>	21/12/2021	8281	1	620.40	0.00	620.40	0.00
<i>hanged washer on leaking feed</i>	07/01/2022	8345	1	244.56	0.00	244.56	0.00
					0.00	864.96	
A15	HawkEye Pest Control Ltd						
<i>Victoria Park Recreation G</i>	02/01/2022	11785SM62	1	151.20	0.00	151.20	0.00
<i>ewbury Bowling Green</i>	02/01/2022	11785SM63	1	90.00	0.00	90.00	0.00
					0.00	241.20	
A20	A & S Meats						
<i>Market Management - Jan 2022</i>	06/01/2022	64	1	1,399.20	0.00	1,399.20	0.00
					0.00	1,399.20	
A29	Appcentric						
<i>NTC Support & Retainer Cos</i>	03/01/2022	1312	1	522.50	0.00	522.50	0.00
					0.00	522.50	
A50	Aero Property Consultants						
<i>Quantity Surveying and Contrac</i>	29/12/2021	21/098	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
B59	William Drummond						
<i>CAR mil-HOSP</i>	31/12/2021	CAR -HOSP	1	120.60	0.00	120.60	0.00
<i>CAR MIL</i>	31/12/2021	CAR MIL	1	18.00	0.00	18.00	0.00
<i>CAR PARK</i>	31/12/2021	CAR PARK	1	5.50	0.00	5.50	0.00
					0.00	144.10	
C3	Chubb Fire and Security Ltd						
<i>9141108</i>	07/01/2022	9141108	1	76.68	0.00	76.68	0.00
<i>Powder Extinguisher6KG SP</i>	07/01/2022	9144306	1	181.44	0.00	181.44	0.00
<i>Foam Extinguisher 6LT SP</i>	07/01/2022	9144307	1	90.72	0.00	90.72	0.00

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Linked to Cashbook 1					Entered Month 10		
					Pay by BACS/Online File		
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Foam Extinguisher 6LT SP</i>	07/01/2022	9144308	1	684.00	0.00	684.00	0.00
<i>O2 Extinguisher 2 KG SP</i>	07/01/2022	9144309	1	90.72	0.00	90.72	0.00
					0.00	1,123.56	
<hr/>							
C8	CIA Fire & Security Ltd						
<i>01/02/22 to 31/01/23 t/p supp</i>	05/01/2022	237572	1	801.60	0.00	801.60	0.00
					0.00	801.60	
<hr/>							
C10	Crescent Signs Ltd						
<i>SUPPLY 2NO. TENNIS BANNERS</i>	12/01/2022	20045	1	309.60	0.00	309.60	0.00
					0.00	309.60	
<hr/>							
C16	CT Electrical Newbury Ltd						
<i>th light repairs</i>	21/12/2021	CT 7349	1	638.41	0.00	638.41	0.00
					0.00	638.41	
<hr/>							
C26	C & D Security						
<i>nker Project Master</i>	08/01/2022	1280	1	36.00	0.00	36.00	0.00
<i>strip down all padlocks servic</i>	10/01/2022	1283	1	282.00	0.00	282.00	0.00
<i>Anker Project Restricted Keys</i>	10/01/2022	1284	1	36.00	0.00	36.00	0.00
					0.00	354.00	
<hr/>							
C55	Sarah Corsham						
<i>Key refund-DF28b-Corsham</i>	05/01/2022	KEYREFUNDDF28B	1	10.00	0.00	10.00	0.00
					0.00	10.00	
<hr/>							
C56	J F Charlton						
<i>Key&Rent Refund S78a Charlton</i>	11/01/2022	REFUNDS78A	1	29.25	0.00	29.25	0.00
					0.00	29.25	
<hr/>							
D2	Mr B Digby						
<i>CIVIC DUTIES</i>	31/12/2021	CIVIC DUTIES	1	300.00	0.00	300.00	0.00
					0.00	300.00	
<hr/>							
D12	DCK Payroll Solutions						
<i>Payroll - November 2021</i>	26/11/2021	P2772	1	186.58	0.00	186.58	0.00
<i>December 2021 Monthly Payroll</i>	21/12/2021	P2833	1	156.58	0.00	156.58	0.00
					0.00	343.16	

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Linked to Cashbook 1

Entered Month 10
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
E14 Environmental Solutions Ltd							
Secure shredding - Dec 2021	31/12/2021	18670	1	31.70	0.00	31.70	0.00
					0.00	31.70	
F7 First Response Training							
Level 3 Award in Emergency Fire	23/12/2021	283923/4320	1	552.00	0.00	552.00	0.00
					0.00	552.00	
G1 Gardner Leader LLP							
Advice with respect of riparian	23/12/2021	65193	1	1,129.20	0.00	1,129.20	0.00
					0.00	1,129.20	
G23 Jonathan Griffiths							
Allot key refund-WC35-Griffith	11/01/2022	KEYREFUNDWC35	1	10.00	0.00	10.00	0.00
					0.00	10.00	
H27 Mr Anthony Hewitt							
CIVIC DUTIES	31/12/2021	CIVIC DUTIES	1	50.00	0.00	50.00	0.00
					0.00	50.00	
L2 Mrs J Lewis							
20581674	01/01/2022	CIVIC	1	175.00	0.00	175.00	0.00
					0.00	175.00	
M28 Minster Cleaning Services							
Contract cleaning services for Ja	01/01/2022	10156	1	1,496.69	0.00	1,496.69	0.00
					0.00	1,496.69	
M54 Michael Pagliaroli Architects Ltd							
drawings for building regulat	09/12/2021	SI-111342	1	2,310.00	0.00	2,310.00	0.00
					0.00	2,310.00	
M59 Media First Limited							
Proactive Media Trai	01/01/2022	NV-1759	1	2,160.00	0.00	2,160.00	0.00
					0.00	2,160.00	

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Linked to Cashbook 1						Entered Month 10	
						Pay by BACS/Online File	
Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
M61	Microshade Business Consultants Ltd						
<i>Hosted Application Service</i>	19/12/2021	15566	1	280.80	0.00	280.80	0.00
					0.00	280.80	
N4	National Association of Memorial Masons						
<i>membership-dec22</i>	01/01/2022	SI 5989	1	264.00	0.00	264.00	0.00
					0.00	264.00	
N28	Newbury BID CIC						
<i>DEPOSIT FOR FAYRE</i>	31/12/2021	DEPOSIT FOR FAYRE	1	5,000.00	0.00	5,000.00	0.00
					0.00	5,000.00	
P23	Mr Garry Poulson						
<i>CIVIC DUTIES</i>	31/12/2021	CIVIC DUTIES	1	75.00	0.00	75.00	0.00
					0.00	75.00	
S2	SSE Contracting now Enerveo Limited.						
<i>DEC MAINT</i>	20/12/2021	251878	1	1,416.47	0.00	1,416.47	0.00
<i>REPAIRS</i>	21/12/2021	252329	1	81.55	0.00	81.55	0.00
					0.00	1,498.02	
S4	Mr B Sylvester						
<i>CIVIC DUTIES</i>	31/12/2021	CIVIC DUTIES	1	40.00	0.00	40.00	0.00
					0.00	40.00	
S42	SMS Ltd						
<i>or The Intruder Alarm</i>	10/01/2022	21186	1	174.00	0.00	174.00	0.00
<i>he Robing Room Annual Monitor</i>	10/01/2022	21187	1	492.00	0.00	492.00	0.00
					0.00	666.00	
S102	Savills						
<i>Victoria Park Café Developme</i>	22/12/2021	INSU00192849	1	1,800.00	0.00	1,800.00	0.00
					0.00	1,800.00	
T2	Mr R Thomason						
<i>CIVIC DUTIES</i>	31/12/2021	CIVIC DUTIES	1	75.00	0.00	75.00	0.00
					0.00	75.00	

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Linked to Cashbook 1

Entered Month 10
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T24	Tactical facilities management ltd						
<i>Clearance works</i>	18/12/2021	S1-18	1	2,820.00	0.00	2,820.00	0.00
					0.00	2,820.00	
W1	West Berkshire District Council						
<i>GM Contract - November 2021</i>	06/01/2022	525890	1	27,672.58	0.00	27,672.58	0.00
<i>GM Contract - Dec 2021</i>	06/01/2022	525891	1	27,672.58	0.00	27,672.58	0.00
					0.00	55,345.16	
Y5	YA Property Ltd						
<i>ppraisal Report Fee</i>	01/12/2021	IY 1595	1	1,320.00	0.00	1,320.00	0.00
					0.00	1,320.00	
Proposed Payment Total					0.00	85,501.31	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A2 ADT Fire & Security Plc							
faulty equi repl	13/01/2022	49034608	1	321.90	0.00	321.90	0.00
					<u>0.00</u>	<u>321.90</u>	
Above paid on 07/02/2022 by Online Payment Ref 40579697							
A34 Mr & Mrs Austin							
Allotkey refundx2-DF35A Austin	31/01/2022	KEY REFUND DF35A	1	20.00	0.00	20.00	0.00
					<u>0.00</u>	<u>20.00</u>	
Above paid on 07/02/2022 by Online Payment Ref A34							
B29 Broxap Ltd							
Galvanised Steel Liner	26/01/2022	INV285082	1	284.40	0.00	284.40	0.00
					<u>0.00</u>	<u>284.40</u>	
Above paid on 07/02/2022 by Online Payment Ref B29							
B33 Business Stream Revenue Account							
Splash Pk-water 24.9-13.1.22	14/01/2022	10	1	1,082.28	0.00	1,082.28	0.00
					<u>0.00</u>	<u>1,082.28</u>	
Above paid on 07/02/2022 by Online Payment Ref B33							
C10 Crescent Signs Ltd							
7NO. SETS OF BACK TO BACK CLI	24/01/2022	20064	1	21.60	0.00	21.60	0.00
ENGRAVE, INFILL AND FIT STOCK	27/01/2022	20077	1	350.40	0.00	350.40	0.00
					<u>0.00</u>	<u>372.00</u>	
Above paid on 07/02/2022 by Online Payment Ref 17108/1710							
C16 CT Electrical Newbury Ltd							
Refurb - T-Hall, Suite 6	01/01/2022	CT7350	1	3,168.80	0.00	3,168.80	0.00
					<u>0.00</u>	<u>3,168.80</u>	
Above paid on 07/02/2022 by Online Payment Ref C16							
C54 Mr Alan P Cornwall							
key refund-DF24c-Cornwall	02/02/2022	KEYREFUND-DF24C	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 07/02/2022 by Online Payment Ref C54							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D12 DCK Payroll Solutions							
Pay Payslips & documents	24/01/2022	P2879	1	164.47	0.00	164.47	0.00
					0.00	164.47	
Above paid on 07/02/2022 by Online Payment Ref P1104							
E14 Environmental Solutions Ltd							
& recycling ref: September 20	01/01/2022	17846	1	31.70	0.00	31.70	0.00
Secure shredding charge-Jan 22	31/01/2022	18796	1	31.70	0.00	31.70	0.00
					0.00	63.40	
Above paid on 07/02/2022 by Online Payment Ref E14							
F5 Foxes Tree Services & Son Ltd							
sh stumps - either side of foo	25/01/2022	4091	1	900.00	0.00	900.00	0.00
					0.00	900.00	
Above paid on 07/02/2022 by Online Payment Ref F5							
G22 The Good Exchange Ltd							
Contribution to Cricket Club	18/01/2022	GRANT	1	5,000.00	0.00	5,000.00	0.00
					0.00	5,000.00	
Above paid on 07/02/2022 by Online Payment Ref G22							
G9 Bunzl-Greenham Safety & Workplace Supply							
ENDURANCE SHIRT POLO 50:5	19/01/2022	14/790234	1	19.92	0.00	19.92	0.00
t shirts	19/01/2022	14/790321	1	49.15	0.00	49.15	0.00
ACKET MENS WATERPROOF POLYESTE	19/01/2022	14/790610	1	73.93	0.00	73.93	0.00
trou	27/01/2022	4/855318	1	-31.99	0.00	-31.99	0.00
ACKET MENS WATERPROOF POLYES	27/01/2022	14/790167	1	43.33	0.00	43.33	0.00
ROUSER ENDURANCE WORK BLAC	27/01/2022	14/791253	1	31.99	0.00	31.99	0.00
					0.00	186.33	
Above paid on 07/02/2022 by Online Payment Ref N288940							
I2 IAM Consulting Services							
SOFTWA SUPPORT	01/01/2022	1336	1	1,380.00	0.00	1,380.00	0.00
					0.00	1,380.00	
Above paid on 07/02/2022 by Online Payment Ref I2							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
K8 Kennet Community Radio							
Mullen. Newbury Civic Aw	18/01/2022	KR1000382	1	301.80	0.00	301.80	0.00
					0.00	301.80	
Above paid on 07/02/2022 by Online Payment Ref K8							
L13 Link Up Local Mencap							
emove old leaflets and replace	01/01/2022	862/21	1	56.00	0.00	56.00	0.00
					0.00	56.00	
Above paid on 07/02/2022 by Online Payment Ref L13							
M50 H.C. Marsh (Newbury) Ltd							
propane gas	13/01/2022	127894	1	161.02	0.00	161.02	0.00
					0.00	161.02	
Above paid on 07/02/2022 by Online Payment Ref NE23							
N14 National Society of Allotment & Leisure							
Membership renewal 21-22-NSALG	31/01/2022	MEMBER RENEW 21-22	1	67.00	0.00	67.00	0.00
					0.00	67.00	
Above paid on 07/02/2022 by Online Payment Ref N14							
N7 Newbury News Ltd							
New Year New You	16/01/2022	8575	1	300.00	0.00	300.00	0.00
Community Year Bo	23/01/2022	18754	1	216.00	0.00	216.00	0.00
					0.00	516.00	
Above paid on 07/02/2022 by Online Payment Ref SIN654247							
P12 Penwood Nurseries Ltd							
Aesculus Hippocastanum x 2	31/01/2022	15192	1	87.00	0.00	87.00	0.00
Various trees etc	31/01/2022	15193	1	1,146.40	0.00	1,146.40	0.00
					0.00	1,233.40	
Above paid on 07/02/2022 by Online Payment Ref P12							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R2							
Rivar Sand & Gravel Ltd							
lay Bark Bulk Bag	19/01/2022	IN98136 A	1	896.40	0.00	896.40	0.00
					0.00	896.40	
Above paid on 07/02/2022 by Online Payment Ref R2							
R20							
RBS Software Solutions							
MakTax Digital Annual support	10/01/2022	SM24914	1	70.80	0.00	70.80	0.00
					0.00	70.80	
Above paid on 07/02/2022 by Online Payment Ref R20							
S41							
Sundog Grounds Maintenance Ltd							
Planting of 20 trees	19/01/2022	3494	1	1,440.00	0.00	1,440.00	0.00
Rotovate play area at fifth Ro	19/01/2022	3495	1	816.00	0.00	816.00	0.00
					0.00	2,256.00	
Above paid on 07/02/2022 by Online Payment Ref S41							
S75							
Stuart Michael Associates Ltd							
Victoria Park Cafe	04/01/2022	23337/NTC	1	900.00	0.00	900.00	0.00
					0.00	900.00	
Above paid on 07/02/2022 by Online Payment Ref S75							
W1							
West Berkshire District Council							
Library Service 2021-22	13/01/2022	208787-527296	1	10,000.00	0.00	10,000.00	0.00
					0.00	10,000.00	
Above paid on 07/02/2022 by Online Payment Ref W1							
Total Purchase Ledger Payments					0.00	29,412.00	

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A13 Acclaim Fabrications							
take away wheelchair swing	01/02/2022	PMM 46	1	160.00	0.00	160.00	0.00
					<u>0.00</u>	<u>160.00</u>	
Above paid on 21/02/2022 by Online Payment Ref A13							
A2 ADT Fire & Security Plc							
Engineer visit 25.01.2022	03/02/2022	49253224	1	639.60	0.00	639.60	0.00
					<u>0.00</u>	<u>639.60</u>	
Above paid on 21/02/2022 by Online Payment Ref 40579697							
A20 A & S Meats							
feb mark	03/02/2022	65	1	1,399.20	0.00	1,399.20	0.00
					<u>0.00</u>	<u>1,399.20</u>	
Above paid on 21/02/2022 by Online Payment Ref A20							
A22 Active Heating Services Ltd							
erviced Worcester boiler	02/02/2022	19199	1	168.00	0.00	168.00	0.00
					<u>0.00</u>	<u>168.00</u>	
Above paid on 21/02/2022 by Online Payment Ref 13872/1385							
A29 Appcentric							
Support & Retai	03/02/2022	1325	1	522.50	0.00	522.50	0.00
					<u>0.00</u>	<u>522.50</u>	
Above paid on 21/02/2022 by Online Payment Ref A29							
A4 Ab-Fab Loos Limited							
oillet Hire - 11/1/2022 - 7/2/2	12/02/2022	#34540	1	153.60	0.00	153.60	0.00
					<u>0.00</u>	<u>153.60</u>	
Above paid on 21/02/2022 by Online Payment Ref A4							
A48 Joanne Agar							
Key refund WC24b - Joanne Agar	08/02/2022	KEYREFUNDWC24B	1	10.00	0.00	10.00	0.00
					<u>0.00</u>	<u>10.00</u>	
Above paid on 21/02/2022 by Online Payment Ref A48							

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Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B41	Berkshire Pressure Cleaning						
r pen graffiti from Clock Hou	03/02/2022	P5997	1	300.00	0.00	300.00	0.00
lower brickwork around town h	11/02/2022	P6001	1	180.00	0.00	180.00	0.00
					0.00	480.00	
Above paid on 21/02/2022 by Online Payment Ref B41							
E14	Environmental Solutions Ltd						
Secure shredding	04/02/2022	18932	1	63.40	0.00	63.40	0.00
					0.00	63.40	
Above paid on 21/02/2022 by Online Payment Ref E14							
F19	Yun Kuen Fung						
Allot key refund WM50b x 2	17/02/2022	KEY REFUND WM50B	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 21/02/2022 by Online Payment Ref F19							
G9	Bunzl-Greenham Safety & Workplace Supply						
ROUSER ENDURANCE WORK BLA	01/02/2022	14/855330	1	-31.99	0.00	-31.99	0.00
Navy Polo Shirt x 3	02/02/2022	14/790149	1	14.94	0.00	14.94	0.00
ENDURANCE SHIRT POLO 50:50 PO	10/02/2022	4/790782	1	31.44	0.00	31.44	0.00
Polo shirt & Fleece	10/02/2022	14-792101	1	49.62	0.00	49.62	0.00
					0.00	64.01	
Above paid on 21/02/2022 by Online Payment Ref N288940							
H11	Healthmatic Ltd						
Wharf Toilet 01.01-31.03.22	10/02/2022	11536	1	3,444.00	0.00	3,444.00	0.00
					0.00	3,444.00	
Above paid on 21/02/2022 by Online Payment Ref INV7984							
L13	Link Up Local Mencap						
Bus stops - Sept & October 21	01/02/2022	0508/21	1	107.00	0.00	107.00	0.00
					0.00	107.00	
Above paid on 21/02/2022 by Online Payment Ref L13							

Continued over page

Linked to Cashbook 1

Entered Month 11
by user MGG

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L7	Lift & Engineering Services Ltd							
Attendance breakdown	06.12.2021	15/02/2022	NV249328	1	252.00	0.00	252.00	0.00
						0.00	252.00	
Above paid on 21/02/2022 by Online Payment Ref L7								
M28	Minster Cleaning Services							
FEB CLEAN		01/02/2022	10343	1	1,496.69	0.00	1,496.69	0.00
						0.00	1,496.69	
Above paid on 21/02/2022 by Online Payment Ref INV29354								
M61	Microshade Business Consultants Ltd							
Hosted Application Service		19/02/2022	15712	1	280.80	0.00	280.80	0.00
						0.00	280.80	
Above paid on 21/02/2022 by Online Payment Ref M61								
O5	Fenland Leisure Products Ltd							
remium Cradle Swing Seat		09/02/2022	SIN044892	1	1,495.92	0.00	1,495.92	0.00
						0.00	1,495.92	
Above paid on 21/02/2022 by Online Payment Ref O5								
P19	Proludic Ltd							
Various nuts & bolts etc		15/02/2022	SIN005175	1	305.47	0.00	305.47	0.00
						0.00	305.47	
Above paid on 21/02/2022 by Online Payment Ref P19								
R20	RBS Software Solutions							
mpbell on Mon 10/01/22		01/02/2022	29315	1	225.00	0.00	225.00	0.00
						0.00	225.00	
Above paid on 21/02/2022 by Online Payment Ref R20								
W38	Simon Waterfall							
Allot rey refund- S81a&b		14/02/2022	KEYREFUND-S81A&B	1	20.00	0.00	20.00	0.00
						0.00	20.00	
Above paid on 21/02/2022 by Online Payment Ref W38								
Total Purchase Ledger Payments						0.00	11,307.19	

Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
Skip @ Southbys 17.02.22	19/02/2022	278068	1	292.61	0.00	292.61	0.00
Exchange of 6yd Skip for Mixe	05/03/2022	278540	1	292.61	0.00	292.61	0.00
					<u>0.00</u>	<u>585.22</u>	
A15 HawkEye Pest Control Ltd							
airy Farm Allot	01/02/2022	11897SM30	1	108.00	0.00	108.00	0.00
pest	01/02/2022	1897SM29	1	126.00	0.00	126.00	0.00
w c	01/02/2022	11897SM31	1	84.00	0.00	84.00	0.00
Newbury Town Allot	01/03/2022	11897SM33	1	84.00	0.00	84.00	0.00
					<u>0.00</u>	<u>402.00</u>	
A20 A & S Meats							
market	03/03/2022	66	1	1,399.20	0.00	1,399.20	0.00
					<u>0.00</u>	<u>1,399.20</u>	
A29 Appcentric							
NTC Support & Retainer Co	03/03/2022	1335	1	522.50	0.00	522.50	0.00
					<u>0.00</u>	<u>522.50</u>	
B60 Bluestone Planning							
Neighbourhood Development P	07/03/2022	NV-0598	1	993.60	0.00	993.60	0.00
					<u>0.00</u>	<u>993.60</u>	
C3 Chubb Fire and Security Ltd							
RIPLE FIRE STAND RED CHUBB	01/02/2022	8923621	1	72.12	0.00	72.12	0.00
					<u>0.00</u>	<u>72.12</u>	
C32 C&H Flooring							
carpet tile	01/03/2022	2/3	1	1,005.50	0.00	1,005.50	0.00
					<u>0.00</u>	<u>1,005.50</u>	
D12 DCK Payroll Solutions							
February 2022 Monthly Payroll P	22/02/2022	P2938	1	181.02	0.00	181.02	0.00
					<u>0.00</u>	<u>181.02</u>	

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Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
D18 Document Despatch							
ouncil Precept Leaflet 2022	28/02/2022	36012	1	1,318.80	0.00	1,318.80	0.00
					0.00	1,318.80	
E14 Environmental Solutions Ltd							
hredding & recycling R	18/02/2022	18976	1	54.00	0.00	54.00	0.00
					0.00	54.00	
F5 Foxes Tree Services & Son Ltd							
learing storm damaged trees	01/03/2022	4129	1	720.00	0.00	720.00	0.00
					0.00	720.00	
G1 Gardner Leader LLP							
rofessional Charge	02/03/2022	66720	1	1,020.00	0.00	1,020.00	0.00
					0.00	1,020.00	
G9 Bunzl-Greenham Safety & Workplace Supply							
NDURANCE SWEATSHIRT 50:50 POLY	01/03/2022	14/790950	1	51.54	0.00	51.54	0.00
Polo shirt & Fleece	03/03/2022	14/792834	1	35.64	0.00	35.64	0.00
					0.00	87.18	
G22 The Good Exchange Ltd							
ARK Grant-Climate Chg 18.01.22	13/03/2022	ARK GRANT	1	1,000.00	0.00	1,000.00	0.00
Berks Yo-Climate Change18.2.22	13/03/2022	BY GRANT	1	12,500.00	0.00	12,500.00	0.00
					0.00	13,500.00	
J19 Rachel & William Johnson							
Allt key refund-DF19c-Johnson	08/03/2022	KEYREFUNDDF19C	1	20.00	0.00	20.00	0.00
					0.00	20.00	
K8 Kennet Community Radio							
spots/day, run of schedule	18/02/2022	KR1000390	1	360.00	0.00	360.00	0.00
					0.00	360.00	
L13 Link Up Local Mencap							
Bus stop posters - February 22	28/02/2022	1132/21/21	1	55.00	0.00	55.00	0.00
					0.00	55.00	

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Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L54 LTA Operations Limited (North Region)							
LTA Venue Registration	01/03/2022	BER43021	1	180.00	0.00	180.00	0.00
					0.00	180.00	
M28 Minster Cleaning Services							
cleani	01/03/2022	10520	1	1,496.69	0.00	1,496.69	0.00
					0.00	1,496.69	
N1 National Association of Civic Officers							
Delegate fee of elisper person	07/12/2021	2275	1	50.00	0.00	50.00	0.00
					0.00	50.00	
N7 Newbury News Ltd							
Out & About Spring	06/03/2022	9702	1	102.00	0.00	102.00	0.00
					0.00	102.00	
O5 Fenland Leisure Products Ltd							
Play equip - Pins & Clips	09/03/2022	SIN045318	1	171.60	0.00	171.60	0.00
					0.00	171.60	
R2 Rivar Sand & Gravel Ltd							
calpings Bulk Bag	01/03/2022	IN98908	1	128.88	0.00	128.88	0.00
					0.00	128.88	
R20 RBS Software Solutions							
ampbell on Wed 16/02/22	01/03/2022	29382	1	112.50	0.00	112.50	0.00
oftware Support and Maintenanc	01/03/2022	SM25225	1	1,204.80	0.00	1,204.80	0.00
					0.00	1,317.30	
S13 Mole Country Stores							
Half rail - Southby fence	08/03/2022	IN201820638	1	58.38	0.00	58.38	0.00
Ergo Safety Helment	09/03/2022	IN201825496	1	40.90	0.00	40.90	0.00
					0.00	99.28	
S31 The Secret Garden Project							
Commnuity Matters grant-18.02.	13/03/2022	COM MATTERS	1	1,900.00	0.00	1,900.00	0.00
					0.00	1,900.00	

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Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S35 Scion Communications Ltd							
exit button at the fron	01/03/2022	INV-13908	1	126.00	0.00	126.00	0.00
					0.00	126.00	
S71 Smart Integrated Solutions							
cctv	01/03/2022	6570	1	159.00	0.00	159.00	0.00
					0.00	159.00	
S73 SSE SUITE 6							
Suite 6 - 22.10-31.01.22	22/02/2022	46187619-2	1	82.96	0.00	82.96	0.00
					0.00	82.96	
T30 Technique Limited							
Rebuild - James laptop	09/03/2022	57921	1	216.00	0.00	216.00	0.00
					0.00	216.00	
W1 West Berkshire District Council							
jan gds main	18/02/2022	530670	1	29,166.90	0.00	29,166.90	0.00
feb grds maint	18/02/2022	530671	1	29,166.90	0.00	29,166.90	0.00
					0.00	58,333.80	
W26 WEL Medical Limited							
iPAD SP1 Semi Auto AED (Defib	25/02/2022	I251018	1	954.00	0.00	954.00	0.00
					0.00	954.00	
W39 West Berks Sustainable Community Project							
WB Sustainable Commuuty Grant	13/03/2022	WBSC GRANT	1	800.00	0.00	800.00	0.00
					0.00	800.00	
Proposed Payment Total					0.00	88,413.65	

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Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A4 Ab-Fab Loos Limited							
Disabled unit at NTR Cemetery	14/03/2022	#35077	1	153.60	0.00	153.60	0.00
					0.00	153.60	
A7 Hughes & Salvidge t/a Aasvogel Skip Hire							
arsons Allotments, Braunfels W	12/03/2022	278805	1	358.37	0.00	358.37	0.00
					0.00	358.37	
D12 DCK Payroll Solutions							
arch 2022 Monthly Payroll	18/03/2022	P2989	1	225.67	0.00	225.67	0.00
					0.00	225.67	
E14 Environmental Solutions Ltd							
Secure shredding - March 2022	18/03/2022	19198	1	54.00	0.00	54.00	0.00
					0.00	54.00	
G9 Bunzl-Greenham Safety & Workplace Supply							
Dark Navy Fleece	01/03/2022	14/790008	1	16.50	0.00	16.50	0.00
Polo shirt & Sweatshirts	16/03/2022	14/793779	1	37.40	0.00	37.40	0.00
					0.00	53.90	
N19 Mr Andrew Needham							
Allot key refund-WM42a-Needham	23/03/2022	KEYREFUNDWM42A	1	10.00	0.00	10.00	0.00
					0.00	10.00	
O5 Fenland Leisure Products Ltd							
Chains & links	24/03/2022	SIN045619	1	246.00	0.00	246.00	0.00
					0.00	246.00	
P19 Proludic Ltd							
Black Wedge Cap	22/03/2022	SIN005302	1	102.89	0.00	102.89	0.00
					0.00	102.89	
P42 PAD Electrics Limited							
T/Hall - lift light repairs	22/03/2022	4284	1	279.12	0.00	279.12	0.00
					0.00	279.12	

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Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R20 RBS Software Solutions							
Ray - Month End 07.03.2022	11/03/2022	29405	1	225.00	0.00	225.00	0.00
					0.00	225.00	
S2 Enerveo Limited. was sse contract							
TYDEHAMSNWBURY	16/03/2022	269911	1	455.10	0.00	455.10	0.00
PPERAYMONDSALM	16/03/2022	269913	1	540.58	0.00	540.58	0.00
					0.00	995.68	
S13 Mole Country Stores							
claw hammer jan	01/03/2022	201710196	1	41.92	0.00	41.92	0.00
wire net jan	01/03/2022	201757986	1	54.12	0.00	54.12	0.00
					0.00	96.04	
S18 St Nicolas PCC							
Booking NTC Silver Anniversay	22/03/2022	20022032	1	227.50	0.00	227.50	0.00
					0.00	227.50	
S41 Sundog Grounds Maintenance Ltd							
Shaw Cem - Tarmac repairs	17/03/2022	3547	1	2,904.00	0.00	2,904.00	0.00
bench caused due to vandali	17/03/2022	3549	1	415.20	0.00	415.20	0.00
VP Graffiti removal	21/03/2022	3552	1	192.00	0.00	192.00	0.00
Vic Park - Infill of soil	23/03/2022	3553	1	540.00	0.00	540.00	0.00
					0.00	4,051.20	
S48 Mr I Smith							
Key refund - S50b - Mr I Smith	08/03/2022	KEYREFUND-S50B	1	10.00	0.00	10.00	0.00
					0.00	10.00	
T29 Mr R Thomas							
Allot keyref'd P27b-Rob Thomas	07/03/2022	KEYREFUNDP27B	1	10.00	0.00	10.00	0.00
					0.00	10.00	
T30 Technique Limited							
2 x Laptops	15/03/2022	57989	1	2,266.80	0.00	2,266.80	0.00
Upgrade e-mail security	23/03/2022	58079	1	176.40	0.00	176.40	0.00
					0.00	2,443.20	

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Linked to Cashbook 1

Entered Month 12
Pay by BACS/Online File

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
W1 West Berkshire District Council							
march contrib	24/02/2022	530803	1	29,166.90	0.00	29,166.90	0.00
substation at Elizabeth Avenue	07/03/2022	531024	1	1,000.00	0.00	1,000.00	0.00
fire advice	11/03/2022	530756	1	600.00	0.00	600.00	0.00
Admin costs January 2022-23	14/03/2022	208787-532546	1	3,240.00	0.00	3,240.00	0.00
					0.00	34,006.90	
W27 Waney Edge Woodcraft							
4xEngraved wooden boards	16/03/2022	CIVICAWARD	1	200.00	0.00	200.00	0.00
					0.00	200.00	
Proposed Payment Total					0.00	43,749.07	

Newbury Town Council

Policy and Resources Committee

April 2022

Item 9: In Year Budget Monitoring 2021/22

Expenditure budget lines that vary more than £1,000 or 15% of the budget, arising in Q4, are explained below.

Cost Centre	Code	Page	Description	Amount of overspend	Reason
100	4000	1	Salaries/ NI/ PAYE	37,311 (9%)	Extra staff, redundancy payment, extra overtime for meetings and events (this overspend is reflected across various salary allocations)
200	4180	2	Grant paid to Newbury Cricket Club	4,806 (20%)	Approved P & R January 2022- to be taken from General Reserves
220	4220	2	Training and development	2,279 (46%)	New staff recruited. Member and officer media training.
	4225	2	Advertising recruitment	1,060 (106%)	Recruiting new staff
	4230	2	Telephones	1,653 (29%)	Changing to mobile phones form landline, to enhance flexible working arrangements.
320	4425	5	Footway Lighting- repairs and maintenance	2,403 (19)	Responding to public demand for repairs to damaged/ obsolete lights.
330	4425	6	Street furniture- repairs and maintenance	2,526 (46)	Vandalism and graffiti removal
345	4425	7	Victoria Park- repairs and maintenance	3,492 (26%)	Vandalism and graffiti removal

19/04/2022

Newbury Town Council 2021/2022

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Staff</u>						
4000 Salaries/NI/PAYE	457,377	420,066	(37,311)		(37,311)	108.9%
4010 Misc Staff Expenses	4,815	2,575	(2,240)		(2,240)	187.0%
4045 Salary Reallocation	(457,377)	(420,066)	37,311		37,311	108.9%
Staff :- Indirect Expenditure	4,815	2,575	(2,240)	0	(2,240)	187.0%
Net Expenditure	(4,815)	(2,575)	2,240			
<u>110 Central Services</u>						
1076 Precept Received	1,135,249	1,135,249	0			100.0%
1090 Interest Received	906	2,500	1,594			36.3%
1091 Shares/Dividend Income	2	0	(2)			0.0%
1120 Grants & Donations Received	100	0	(100)			0.0%
1905 CIL income received	28,695	0	(28,695)			0.0%
1990 Miscellaneous Income	40	0	(40)			0.0%
Central Services :- Income	1,164,992	1,137,749	(27,243)			102.4%
4045 Salary Reallocation	27,935	25,962	(1,973)		(1,973)	107.6%
4050 Bank Charges	2,573	2,060	(513)		(513)	124.9%
4055 Election Expenses	0	6,500	6,500		6,500	0.0%
4425 Repairs and Maintenance	2,700	0	(2,700)		(2,700)	0.0%
Central Services :- Indirect Expenditure	33,208	34,522	1,314	0	1,314	96.2%
Net Income over Expenditure	1,131,784	1,103,227	(28,557)			
6001 less Transfer to EMR	28,695					
Movement to/(from) Gen Reserve	1,103,089					
<u>200 P&R General</u>						
4045 Salary Reallocation	40,256	36,695	(3,561)		(3,561)	109.7%
4105 Members' travel & subsistence	0	750	750		750	0.0%
4110 Bus Shelter Advertising	218	800	582		582	27.3%
4120 Precept Leaflet	1,099	1,200	101		101	91.6%
4125 P&R Projects Fund	23	5,000	4,977		4,977	0.5%
P&R General :- Indirect Expenditure	41,597	44,445	2,848	0	2,848	93.6%
Net Expenditure	(41,597)	(44,445)	(2,848)			
<u>210 Grants & Contributions</u>						
1600 Sponsorship	900	0	(900)			0.0%
Grants & Contributions :- Income	900	0	(900)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4150 Grants for Climate Change Proj	4,495	10,000	5,505		5,505	45.0%
4155 Berkshire Youth; Youth Worker	25,000	25,000	0		0	100.0%
4160 Contribution to BID Xmas light	12,000	12,000	0		0	100.0%
4165 Greenham Community Youth	2,500	2,500	0		0	100.0%
4170 Volunteer Centre	500	500	0		0	100.0%
4180 Grant Sub Committee	29,306	24,500	(4,806)		(4,806)	119.6%
4185 CAB Grant	20,000	20,000	0		0	100.0%
4190 CCTV	12,000	12,000	0		0	100.0%
4205 WBC - contribution to library	10,000	10,000	0		0	100.0%
4210 Defibs	3,266	4,000	734	455	279	93.0%
4211 Riverside Centre	0	2,500	2,500		2,500	0.0%
4212 Greenham & Crookham Common	500	500	0		0	100.0%
Grants & Contributions :- Indirect Expenditure	119,567	123,500	3,933	455	3,478	97.2%
Net Income over Expenditure	(118,667)	(123,500)	(4,833)			
<u>220 Corporate Services</u>						
1990 Miscellaneous Income	118	100	(18)			118.0%
Corporate Services :- Income	118	100	(18)			118.0%
4200 Visitor Information Centre	0	1,500	1,500		1,500	0.0%
4220 Training and Development	6,449	5,000	(1,449)	830	(2,279)	145.6%
4225 Advertising Recruitment	2,060	1,000	(1,060)		(1,060)	206.0%
4230 Telephone	7,303	5,650	(1,653)		(1,653)	129.3%
4235 Postage	1,929	1,500	(429)		(429)	128.6%
4240 Printing/Stationery	2,013	1,500	(513)		(513)	134.2%
4245 Office Equipment	860	2,000	1,140		1,140	43.0%
4250 IT	20,148	22,000	1,852		1,852	91.6%
4255 Professional Fees	10,233	15,000	4,767		4,767	68.2%
4260 Audit	(215)	3,800	4,015		4,015	(5.7%)
4265 Subscriptions	4,510	4,400	(110)		(110)	102.5%
4270 Photocopier Charges	1,398	2,000	602		602	69.9%
4275 Advertising General	1,016	1,200	184		184	84.6%
4280 Recycling Costs	974	900	(74)		(74)	108.2%
4285 GM contract admin fee (WBC)	2,700	2,700	0		0	100.0%
4290 Capital exp computers etc	2,069	6,000	3,931		3,931	34.5%
4420 Insurance	12,304	13,000	696		696	94.6%
Corporate Services :- Indirect Expenditure	75,751	89,150	13,399	830	12,569	85.9%
Net Income over Expenditure	(75,633)	(89,050)	(13,417)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>290 Town Hall</u>						
1270 Suite Lease Income	13,236	32,000	18,764			41.4%
1275 Solar Panel Income	0	400	400			0.0%
1280 Chamber Hire	6,096	6,000	(96)			101.6%
1285 Projector Hire	60	0	(60)			0.0%
Town Hall :- Income	19,391	38,400	19,009			50.5%
4045 Salary Reallocation	48,979	47,325	(1,654)		(1,654)	103.5%
4310 Reconnect Drinking Fountain	0	1,850	1,850		1,850	0.0%
4315 Topographical Survey	0	11,650	11,650		11,650	0.0%
4320 Town Hall Refurb	0	10,000	10,000		10,000	0.0%
4345 Replacement Solar Panel Invert	0	1,500	1,500		1,500	0.0%
4405 Rates	11,557	11,094	(463)		(463)	104.2%
4410 Water	452	1,000	548		548	45.2%
4415 Energy Supplies	7,854	10,300	2,446		2,446	76.2%
4416 Energy Conservation Projects	5,486	5,000	(486)		(486)	109.7%
4425 Repairs and Maintenance	23,769	74,000	50,231	1,631	48,601	34.3%
4430 Maint. Contracts	16,396	14,588	(1,808)		(1,808)	112.4%
4440 Fire Extinguishers	667	1,500	833		833	44.5%
4445 Security	993	800	(193)		(193)	124.1%
4580 PPE	49	0	(49)		(49)	0.0%
Town Hall :- Indirect Expenditure	116,200	190,607	74,407	1,631	72,776	61.8%
Net Income over Expenditure	(96,809)	(152,207)	(55,398)			
<u>295 Weddings</u>						
1280 Chamber Hire	618	2,500	1,882			24.7%
Weddings :- Income	618	2,500	1,882			24.7%
4045 Salary Reallocation	3,950	3,429	(521)		(521)	115.2%
4340 Weddings expenditure	1,094	1,000	(94)		(94)	109.4%
Weddings :- Indirect Expenditure	5,044	4,429	(615)	0	(615)	113.9%
Net Income over Expenditure	(4,426)	(1,929)	2,497			
<u>300 Newtown Road Cemetery</u>						
1300 Cemetery Income	300	0	(300)			0.0%
Newtown Road Cemetery :- Income	300	0	(300)			
4045 Salary Reallocation	3,147	2,348	(799)		(799)	134.0%
4355 Toilet Hire NRC	1,347	1,300	(47)		(47)	103.6%
4405 Rates	488	389	(99)		(99)	125.4%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4415 Energy Supplies	2,669	400	(2,269)		(2,269)	667.1%
4416 Energy Conservation Projects	134	1,000	866		866	13.4%
4425 Repairs and Maintenance	1,482	7,500	6,018		6,018	19.8%
4430 Maint. Contracts	11,093	12,250	1,157		1,157	90.6%
4435 Maint. Contracts Unscheduled	1,125	1,200	75		75	93.8%
4436 Headstone Survey	0	2,000	2,000	1,875	125	93.8%
4440 Fire Extinguishers	59	100	41		41	58.8%
4515 Tree Surveys & Works	0	800	800	800	0	100.0%
4540 NRC Composting Toilet (25%)	0	2,563	2,563		2,563	0.0%
4545 Redecoration of Chapel	0	1,200	1,200		1,200	0.0%
Newtown Road Cemetery :- Indirect Expenditure	21,544	33,050	11,506	2,675	8,831	73.3%
Net Income over Expenditure	(21,244)	(33,050)	(11,806)			
<u>305 Shaw Cemetery</u>						
1300 Cemetery Income	68,691	35,000	(33,691)			196.3%
Shaw Cemetery :- Income	68,691	35,000	(33,691)			196.3%
4045 Salary Reallocation	22,899	21,149	(1,750)		(1,750)	108.3%
4250 IT	1,792	1,100	(692)		(692)	162.9%
4265 Subscriptions	150	95	(55)		(55)	157.9%
4400 Rent Payable	1,000	1,000	0		0	100.0%
4405 Rates	1,410	280	(1,130)		(1,130)	503.7%
4410 Water	724	3,000	2,276		2,276	24.1%
4415 Energy Supplies	962	1,000	38		38	96.2%
4416 Energy Conservation Projects	1,860	1,860	0		0	100.0%
4425 Repairs and Maintenance	8,459	13,560	5,101	386	4,714	65.2%
4430 Maint. Contracts	60,120	63,500	3,380		3,380	94.7%
4435 Maint. Contracts Unscheduled	0	2,200	2,200		2,200	0.0%
4440 Fire Extinguishers	227	250	23		23	90.9%
4515 Tree Surveys & Works	680	2,885	2,205		2,205	23.6%
Shaw Cemetery :- Indirect Expenditure	100,283	111,879	11,596	386	11,209	90.0%
Net Income over Expenditure	(31,593)	(76,879)	(45,286)			
<u>310 Markets</u>						
1320 Market Income	50,826	39,000	(11,826)			130.3%
1990 Miscellaneous Income	200	0	(200)			0.0%
Markets :- Income	51,026	39,000	(12,026)			130.8%
4045 Salary Reallocation	24,362	23,094	(1,268)		(1,268)	105.5%
4265 Subscriptions	369	370	1		1	99.7%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4275 Advertising General	1,328	1,500	173	145	28	98.2%
4360 Market Management	14,172	14,000	(172)		(172)	101.2%
4405 Rates	5,783	5,725	(58)		(58)	101.0%
4415 Energy Supplies	558	1,000	442		442	55.8%
4425 Repairs and Maintenance	810	2,865	2,055		2,055	28.3%
Markets :- Indirect Expenditure	47,381	48,554	1,173	145	1,028	97.9%
Net Income over Expenditure	3,646	(9,554)	(13,200)			
<u>315 War Memorial</u>						
4045 Salary Reallocation	4,156	3,708	(448)		(448)	112.1%
4425 Repairs and Maintenance	330	700	370		370	47.1%
4850 Sinking Fund	0	2,000	2,000		2,000	0.0%
War Memorial :- Indirect Expenditure	4,486	6,408	1,922	0	1,922	70.0%
Net Expenditure	(4,486)	(6,408)	(1,922)			
<u>320 Footway Lighting</u>						
4045 Salary Reallocation	4,156	3,708	(448)		(448)	112.1%
4415 Energy Supplies	7,666	7,313	(353)		(353)	104.8%
4425 Repairs and Maintenance	15,403	13,000	(2,403)		(2,403)	118.5%
4855 Street Lighting Upgrade	830	2,530	1,700	747	953	62.3%
Footway Lighting :- Indirect Expenditure	28,055	26,551	(1,504)	747	(2,252)	108.5%
Net Expenditure	(28,055)	(26,551)	1,504			
<u>325 Clock House</u>						
4045 Salary Reallocation	4,156	3,708	(448)		(448)	112.1%
4415 Energy Supplies	794	750	(44)		(44)	105.9%
4425 Repairs and Maintenance	1,265	4,840	3,575		3,575	26.1%
Clock House :- Indirect Expenditure	6,215	9,298	3,083	0	3,083	66.8%
Net Expenditure	(6,215)	(9,298)	(3,083)			
<u>330 Street Furniture</u>						
1605 Clear Channel (INC)	47,797	0	(47,797)			0.0%
Street Furniture :- Income	47,797	0	(47,797)			
4045 Salary Reallocation	4,165	3,709	(456)		(456)	112.3%
4111 Bus Shelter Provision & Maint	47,797	0	(47,797)		(47,797)	0.0%
4415 Energy Supplies	0	220	220		220	0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4425 Repairs and Maintenance	2,376	5,500	3,124	5,650	(2,526)	145.9%
4435 Maint. Contracts Unscheduled	0	500	500		500	0.0%
4460 Grit Bins	0	4,635	4,635		4,635	0.0%
4860 Move of Bus Stop	0	5,800	5,800		5,800	0.0%
Street Furniture :- Indirect Expenditure	54,338	20,364	(33,974)	5,650	(39,624)	294.6%
Net Income over Expenditure	(6,541)	(20,364)	(13,823)			
6000 plus Transfer from EMR	1,210					
Movement to/(from) Gen Reserve	(5,331)					
<u>335 Recreation Grounds</u>						
1355 Income - Pitches	2,307	2,266	(41)			101.8%
Recreation Grounds :- Income	2,307	2,266	(41)			101.8%
4045 Salary Reallocation	17,016	15,218	(1,798)		(1,798)	111.8%
4410 Water	265	600	335		335	44.2%
4415 Energy Supplies	2,831	2,060	(771)		(771)	137.4%
4423 Upgrading	0	2,250	2,250		2,250	0.0%
4425 Repairs and Maintenance	1,532	4,600	3,068		3,068	33.3%
4430 Maint. Contracts	26,913	29,800	2,887		2,887	90.3%
4435 Maint. Contracts Unscheduled	346	9,650	9,304	3,524	5,780	40.1%
4515 Tree Surveys & Works	2,600	5,460	2,860	450	2,410	55.9%
4580 PPE	97	1,000	903		903	9.7%
4585 Drinking Water Tap	0	1,220	1,220		1,220	0.0%
4590 Consultation	0	1,000	1,000		1,000	0.0%
Recreation Grounds :- Indirect Expenditure	51,600	72,858	21,258	3,974	17,284	76.3%
Net Income over Expenditure	(49,293)	(70,592)	(21,299)			
<u>336 City Recreation Ground</u>						
4423 Upgrading	0	14,000	14,000		14,000	0.0%
4585 Drinking Water Tap	0	1,220	1,220		1,220	0.0%
City Recreation Ground :- Indirect Expenditure	0	15,220	15,220	0	15,220	0.0%
Net Expenditure	0	(15,220)	(15,220)			
<u>340 Play Areas</u>						
4045 Salary Reallocation	19,302	18,258	(1,044)		(1,044)	105.7%
4423 Upgrading	0	5,800	5,800		5,800	0.0%
4425 Repairs and Maintenance	26,879	14,000	(12,879)	2,191	(15,069)	207.6%
4430 Maint. Contracts	21,230	23,240	2,010		2,010	91.4%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4435 Maint. Contracts Unscheduled	0	9,600	9,600		9,600	0.0%
Play Areas :- Indirect Expenditure	67,411	70,898	3,487	2,191	1,297	98.2%
Net Expenditure	(67,411)	(70,898)	(3,487)			
6000 plus Transfer from EMR	500					
Movement to/(from) Gen Reserve	(66,911)					
<u>345 Victoria Park</u>						
1360 Income - Tennis Courts	14,798	12,000	(2,798)			123.3%
1380 Income - Bowling Club	1,350	927	(423)			145.6%
1385 Income - Kiosk/Cafe	4,136	1,600	(2,536)			258.5%
1500 Other open spaces income	4,380	2,000	(2,380)			219.0%
1990 Miscellaneous Income	165	1,000	835			16.5%
Victoria Park :- Income	24,829	17,527	(7,302)			141.7%
4045 Salary Reallocation	35,679	32,530	(3,149)		(3,149)	109.7%
4325 PWLB Loan Interest	0	10,000	10,000		10,000	0.0%
4355 Toilet Hire NRC	0	700	700		700	0.0%
4410 Water	5,177	4,350	(827)		(827)	119.0%
4415 Energy Supplies	3,799	4,000	201		201	95.0%
4425 Repairs and Maintenance	16,672	13,450	(3,222)	270	(3,492)	126.0%
4430 Maint. Contracts	60,315	66,450	6,135		6,135	90.8%
4435 Maint. Contracts Unscheduled	100	4,850	4,750		4,750	2.1%
4437 Wild Flower Meadow VP	0	4,000	4,000		4,000	0.0%
4440 Fire Extinguishers	115	200	85		85	57.6%
4445 Security	133	500	367		367	26.6%
4465 Tennis Courts Maintenance Fund	0	3,600	3,600		3,600	0.0%
4475 VP LTA Registration Fee	0	350	350		350	0.0%
4480 Music at the Bandstand	1,350	3,000	1,650		1,650	45.0%
4485 VP tennis court promotion	1,128	1,500	372		372	75.2%
4490 VP Fun Day	375	2,500	2,125		2,125	15.0%
4515 Tree Surveys & Works	1,250	2,300	1,050		1,050	54.3%
4525 Fees	22,259	35,000	12,742	46,656	(33,914)	196.9%
4530 Community Cafe	5,251	399,000	393,750	750	393,000	1.5%
4535 Hoist	0	12,000	12,000		12,000	0.0%
4590 Consultation	0	1,000	1,000		1,000	0.0%
Victoria Park :- Indirect Expenditure	153,604	601,280	447,676	47,676	400,001	33.5%
Net Income over Expenditure	(128,775)	(583,753)	(454,978)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>350 Open Spaces</u>						
1395 Wayleave Income	25	25	0			100.0%
1500 Other open spaces income	240	0	(240)			0.0%
1990 Miscellaneous Income	4,000	0	(4,000)			0.0%
Open Spaces :- Income	<u>4,265</u>	<u>25</u>	<u>(4,240)</u>			<u>17060.0</u>
4045 Salary Reallocation	27,708	25,658	(2,050)		(2,050)	108.0%
4400 Rent Payable	82	180	98		98	45.4%
4410 Water	29	100	71		71	29.3%
4425 Repairs and Maintenance	4,752	5,000	248	75	173	96.5%
4430 Maint. Contracts	71,372	72,994	1,622		1,622	97.8%
4435 Maint. Contracts Unscheduled	1,224	4,000	2,776	194	2,582	35.5%
4515 Tree Surveys & Works	5,925	7,650	1,725	950	775	89.9%
4750 Greenham House Gdns	0	9,450	9,450		9,450	0.0%
4755 Blossoms Field Tree Works	0	3,500	3,500		3,500	0.0%
4760 Litter Picking Equipment	92	500	408		408	18.4%
4765 Speen Moor Friends Group	199	500	301		301	39.8%
4770 Biodiversity Survey	0	2,000	2,000		2,000	0.0%
Open Spaces :- Indirect Expenditure	<u>111,384</u>	<u>131,532</u>	<u>20,148</u>	<u>1,219</u>	<u>18,929</u>	<u>85.6%</u>
Net Income over Expenditure	<u>(107,119)</u>	<u>(131,507)</u>	<u>(24,388)</u>			
6000 plus Transfer from EMR	2,800					
Movement to/(from) Gen Reserve	<u>(104,319)</u>					
<u>355 Floral Displays and Trees</u>						
1990 Miscellaneous Income	1,135	2,000	865			56.8%
Floral Displays and Trees :- Income	<u>1,135</u>	<u>2,000</u>	<u>865</u>			<u>56.8%</u>
4045 Salary Reallocation	5,963	6,111	148		148	97.6%
4425 Repairs and Maintenance	0	850	850	52	798	6.1%
4430 Maint. Contracts	21,170	21,896	726		726	96.7%
4470 Tree Maintenance	5,000	5,000	0		0	100.0%
4500 Tree planting	2,297	4,850	2,553		2,553	47.4%
4505 Edible Crops	0	300	300		300	0.0%
4510 Additional Floral Displays NIB	1,599	1,500	(99)		(99)	106.6%
4590 Consultation	0	1,000	1,000		1,000	0.0%
Floral Displays and Trees :- Indirect Expenditure	<u>36,029</u>	<u>41,507</u>	<u>5,478</u>	<u>52</u>	<u>5,426</u>	<u>86.9%</u>
Net Income over Expenditure	<u>(34,894)</u>	<u>(39,507)</u>	<u>(4,613)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>360 Britain & Newbury In Bloom</u>						
1600 Sponsorship	500	0	(500)			0.0%
Britain & Newbury In Bloom :- Income	500	0	(500)			
4045 Salary Reallocation	19,380	18,307	(1,073)		(1,073)	105.9%
4710 Newbury In Bloom	3,479	7,000	3,521	350	3,171	54.7%
Britain & Newbury In Bloom :- Indirect Expenditure	22,858	25,307	2,449	350	2,099	91.7%
Net Income over Expenditure	(22,358)	(25,307)	(2,949)			
6001 less Transfer to EMR	500					
Movement to/(from) Gen Reserve	(22,858)					
<u>420 Wash Common Allotment</u>						
1400 Allotment Income	3,584	3,300	(284)			108.6%
Wash Common Allotment :- Income	3,584	3,300	(284)			108.6%
4045 Salary Reallocation	5,743	5,801	58		58	99.0%
4410 Water	408	700	292		292	58.2%
4425 Repairs and Maintenance	1,101	2,250	1,149		1,149	48.9%
4430 Maint. Contracts	1,454	1,440	(14)		(14)	101.0%
4435 Maint. Contracts Unscheduled	0	2,000	2,000		2,000	0.0%
4450 Extra security measures	0	2,300	2,300		2,300	0.0%
4515 Tree Surveys & Works	0	800	800		800	0.0%
Wash Common Allotment :- Indirect Expenditure	8,705	15,291	6,586	0	6,586	56.9%
Net Income over Expenditure	(5,121)	(11,991)	(6,870)			
<u>421 Allotments (except Wash Common</u>						
1400 Allotment Income	20,599	19,570	(1,029)			105.3%
Allotments (except Wash Common :- Income	20,599	19,570	(1,029)			105.3%
4045 Salary Reallocation	31,656	29,007	(2,649)		(2,649)	109.1%
4255 Professional Fees	0	2,500	2,500		2,500	0.0%
4400 Rent Payable	850	876	26		26	97.0%
4410 Water	2,185	4,000	1,815		1,815	54.6%
4425 Repairs and Maintenance	12,293	16,500	4,207	435	3,772	77.1%
4430 Maint. Contracts	6,995	7,192	197		197	97.3%
4435 Maint. Contracts Unscheduled	0	1,500	1,500	900	600	60.0%
4450 Extra security measures	1,371	5,540	4,169		4,169	24.7%
4515 Tree Surveys & Works	500	500	0	1,150	(1,150)	330.0%
Allotments (except Wash Common :- Indirect Expenditure	55,850	67,615	11,765	2,485	9,280	86.3%
Net Income over Expenditure	(35,251)	(48,045)	(12,794)			
6000 plus Transfer from EMR	2,000					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Movement to/(from) Gen Reserve	(33,251)					
430 Wharf Toilets						
4045 Salary Reallocation	7,616	6,424	(1,192)		(1,192)	118.6%
4195 Wharf Toilets Contract	11,480	11,845	365		365	96.9%
4405 Rates	(6,776)	7,309	14,085		14,085	(92.7%)
4425 Repairs and Maintenance	285	3,650	3,365		3,365	7.8%
Wharf Toilets :- Indirect Expenditure	12,605	29,228	16,623	0	16,623	43.1%
Net Expenditure	(12,605)	(29,228)	(16,623)			
500 CP,A&L General						
4641 NTC 25th Anniversary	619	0	(619)		(619)	0.0%
CP,A&L General :- Direct Expenditure	619	0	(619)	0	(619)	
4045 Salary Reallocation	30,961	28,081	(2,880)		(2,880)	110.3%
4600 CPA&L Committee Fund	0	500	500		500	0.0%
4620 Music in the Market Place	0	1,000	1,000		1,000	0.0%
4625 Art Trail	1,366	1,000	(366)		(366)	136.6%
4637 Local Democracy WG	515	600	85		85	85.8%
4638 Youth Voice Event	235	5,000	4,765		4,765	4.7%
4639 Art on the Park	0	500	500		500	0.0%
CP,A&L General :- Indirect Expenditure	33,077	36,681	3,604	0	3,604	90.2%
Net Expenditure	(33,696)	(36,681)	(2,985)			
505 Civic Responsibility						
4045 Salary Reallocation	32,761	30,469	(2,292)		(2,292)	107.5%
4650 Mayors Allowance	326	1,000	674		674	32.6%
4655 Honorarium	2,340	4,000	1,660		1,660	58.5%
4660 Mayor Making	810	2,500	1,690		1,690	32.4%
4665 Remembrance	1,549	4,000	2,451		2,451	38.7%
4670 Regalia and Robes	2,739	3,000	261		261	91.3%
4680 Civic Hospitality & Events	1,291	1,500	209		209	86.0%
4690 Twin Towns	0	250	250		250	0.0%
4700 Civic Award Scheme	1,180	1,000	(180)		(180)	118.0%
4705 Watership Brass	650	650	0		0	100.0%
Civic Responsibility :- Indirect Expenditure	43,645	48,369	4,724	0	4,724	90.2%
Net Expenditure	(43,645)	(48,369)	(4,724)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>600 Planning & Highways</u>						
1120 Grants & Donations Received	0	100	100			0.0%
Planning & Highways :- Income	<u>0</u>	<u>100</u>	<u>100</u>			<u>0.0%</u>
4045 Salary Reallocation	35,430	32,142	(3,288)		(3,288)	110.2%
4800 P & H Committee Fund	396	1,000	604		604	39.6%
4805 Heritage Working Group	498	3,000	2,502		2,502	16.6%
4810 Town Design St. & Town Plan	1,228	7,000	5,772		5,772	17.5%
4815 Signage	0	10,000	10,000		10,000	0.0%
4820 Canal Corridor	0	10,000	10,000		10,000	0.0%
Planning & Highways :- Indirect Expenditure	<u>37,552</u>	<u>63,142</u>	<u>25,590</u>	<u>0</u>	<u>25,590</u>	<u>59.5%</u>
Net Income over Expenditure	<u>(37,552)</u>	<u>(63,042)</u>	<u>(25,490)</u>			
6000 plus Transfer from EMR	276					
Movement to/(from) Gen Reserve	<u>(37,276)</u>					
Grand Totals:- Income	1,411,053	1,297,537	(113,516)			108.7%
Expenditure	1,293,426	1,964,260	670,834	70,465	600,369	69.4%
Net Income over Expenditure	<u>117,628</u>	<u>(666,723)</u>	<u>(784,351)</u>			
plus Transfer from EMR	6,786					
less Transfer to EMR	29,195					
Movement to/(from) Gen Reserve	<u>95,219</u>					



Newbury Town Council

Internal Audit Report 2021-22 (Interim)

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken to date in relation to the 2021-22 financial year, during our interim review of the Council's records for the year, which was undertaken primarily remotely and also on site on 23rd February 2022. We wish to thank the CEO and his staff for assisting the process, providing all necessary documentation in either hard copy or electronic format to facilitate commencement of our review for the year.

Internal Audit Approach

In conducting our review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Certificate' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

This report will be updated following our final review the date of which has yet to be agreed, but will be timed to follow closedown of the Council's accounts by RBS which we understand is booked for 26th April 2022.

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date, officers continue to maintain generally adequate and effective internal control arrangements although we have identified a few areas where action should ideally be taken to strengthen the controls in place. Detail of those issues is set out in the following report with any resultant recommendations further summarised in the appended Action Plan: we ask that the report be presented to members and a formal response be provided in advance of our final review to those recommendations indicating the actions taken and / or in hand at that time.

We will update this report following our final visit for the year which will be undertaken on site either in late May or early June following closedown of the Omega accounts by RBS Rialtas.

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting systems using the RBS Rialtas Omega software with two bank accounts in place (“Current” and “Officers”), the latter primarily for electronic card usage purposes. Separate cashbooks are in place for these two accounts in the Omega accounts. Surplus funds are also on deposit with CCLA in the Public Sector Deposit Fund (PSDF).

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. Consequently, we have: -

- Verified the accurate carry forward of the 2020-21 closing balances in Omega to the current year opening Trial Balance;
- Ensured that an appropriate Cost and Nominal Account coding structure remains in place;
- Reviewed four sample months transactions (April, September & December 2021 plus January 2022) on both the Current and Officers’ accounts cashbooks agreeing detail to supporting bank statements as far as possible (see below);
- Verified the PSDF transactions by reference to the underlying monthly advice notices of interest earned to 31st January 2022; and
- Checked and agreed the software based bank reconciliations as at 30th April and September 2021, plus 31st January 2022 to ensure that there are no long-standing, uncleared items or other anomalous entries arising.

Conclusions and recommendation

We are pleased to note that bank reconciliations are generally printed off at each month-end with copies provided to the Chief Executive Officer (CEO) and Council Leader for review and sign-off. Whilst the reconciliation statements are provided, the reviewing CEO and Leader are not provided with copies of the cashbooks or bank statements and are, consequently, not in a position to effectively validate the reconciliation statement’s detail.

We have drawn the Senior Accounts Officer’s (SAO) attention to the existence in Omega of the facility to prepare routinely a combined account bank reconciliation and suggest that this be produced to provide a single record for review: we also suggest that the first page of the Trial Balance be printed off and provided to the CEO and Leader, which will provide detail of the month-end cashbook balances and remove the need to provide copies of cashbook detail in support of the reconciliation entries.

In checking the December 2021 and January 2022 Current account transaction entries it became apparent that the officer entering data in the absence of the SAO was amalgamating bank statement entries when recording them in the cashbook. Consequently, no clear audit trail is available to facilitate validation of the cashbook entries: whilst we have agreed the December and January total receipts in the cashbook and bank statement, we have not managed to verify all individual combined cashbook entries to the bank statements due to the way the values have been amalgamated. We have drawn this to the attention of the SAO and urge that the manner in which data is entered in future is either simplified or affords a clear audit trail between the bank statements and cashbook.

We will check the March 2022 Current and Officer's account transactions at our final review, also checking the remaining transactions on the PSDF account for the year together with the year-end bank reconciliations on each of these accounts. We will also ensure the accurate disclosure of the combined year-end cash and bank balances in the AGAR at Section 2, Box 8.

R1. Entry of income data in the Omega cashbooks should be undertaken in such a way as to provide a clear audit trail between the bank statements and cashbook.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance arrangements in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have examined the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Highways) for the year to date with no issues identified.

We are pleased to note that, following our previous recommendation, the Council's SOs and Financial Regulations (FRs) have been reviewed and updated being adopted by the Council in June 2021 and now in line with the NALC model documents making appropriate reference to the Public Contracts Regulations with a tender limit of £25,000 in place.

Finally in this area, we note that the 2020-21 AGAR has been signed off by the external auditors with no formal comments or issues recorded.

Conclusions

We are pleased to record that no issues arise in this area currently warranting formal comment or recommendation: we shall continue to monitor the Council's approach to governance at future reviews.

Review of Expenditure and VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate records, 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;
- An official order has been raised for the acquisition of goods or service delivery, where one would be anticipated;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and

- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have reviewed the procedures and a sample of processed payments in this area noting that, due to the ongoing Covid situation for much of the current financial year, revised processing arrangements were of necessity implemented: we consider those procedures appropriate given the ongoing situation.

We have selected a sample of payments processed in the year to 31st January 2022 to ensure compliance with the above criteria including all payments individually in excess of £3,500, together with a more random selection of every 40th cashbook transaction (irrespective of value). Our test sample includes 49 individual payments including the 3 Non Domestic Rates annual bills totalling £497,800 and equating to 60% by value of all non-pay expenditure for the year to the above date and are pleased to report that no issues have been identified in this respect with all payments meeting the above criteria.

We note that VAT returns continue to be submitted electronically on a regular quarterly basis and have verified that the final 2020-21 quarterly reclaim plus the first two quarterly reclaims for 2021-22 have been submitted and repaid by HMRC with the totals agreeing to the relevant Omega nominal control account. With regard to the December 2021 quarterly reclaim, we note that the reclaimed value was actually less than the control account balance at the quarter-end (£24,937.64 against £26,333.80): we shall ensure that this anomaly is resolved with the final year-end reclaim accurately matching the control account balance.

Conclusions

We are pleased to record that no issues arise in this area currently to warrant formal comment or recommendation: we will extend our test sample to cover the remainder of the year at our final review. As above, we will also ensure the accuracy of the year-end VAT reclaim ensuring its consistency with the Omega control account detail.

Assessment and Management of Risk

Our aim here 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, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

We are pleased to note that the Council has reviewed and re-adopted its Strategic Risk Register at the Policy and Resources Committee meeting in October 2021. We have reviewed the document and consider it appropriate for the Council's present requirements.

The Council's insurance cover is provided by Zurich: we have examined the insurance schedule running to August 2022 noting that the Council's premises, street furniture and other equipment are appropriately insured together with Public and Employer's Liability set at £12 million and £10 million respectively, Fidelity Guarantee cover at £2 million and "Business Interruption - Loss of Revenue" cover in place at almost £400,000 all of which we consider appropriate for the Council's present requirements.

Conclusions

No issues arise in this area currently to warrant formal comment or recommendation. We will continue to monitor the Council's approach to the management of risk at future reviews.

Precept Determination and Budgetary Control

We aim in this review area to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that after due deliberation on its budgetary and precept requirements for 2022-23 the Council formally approved both at the January 2022 full Council meeting, the latter being adopted at £1,180,623.

We also note that members continue to be provided with periodic and comprehensive management accounting information based on the Omega accounts detail to provide an appropriate means for monitoring budgetary performance during the current year.

We have reviewed the latest available Omega budget report (to 31st January 2022) and, whilst noting a few areas of overspend, for which we have examined the Omega detailed transaction reports for the year to date, none exist giving cause for concern or warranting further enquiry.

Conclusions

We are pleased to record that, at this stage of our review process, no issues arise warranting formal comment or further enquiry.

We shall undertake further work in this area at our final review, examining the year-end budget outturn and considering the ongoing appropriateness of retained reserves to meet the Council's ongoing revenue spending plans and development aspirations.

Review of Income

The Council receives income from a variety of sources in addition to the annual precept: we have previously agreed a five-year strategic plan of cover of these areas with the Council and will continue to review income streams in accordance with that plan, although, not surprisingly due to the impact of Covid certain income streams have generated reduced income to that which would normally arise.

We noted last year that members had examined and approved the scales of fees and charges for 2021-22.

Cemetery: We have reviewed detail of burials as recorded in the formal Burial register maintained by the Community Services Officer (CSO) selecting a sample of 12 interments occurring in the financial year to 30th September as recorded in the bespoke burial's software in use at the Council. We have with the CSO's assistance, ensured that each of the selected sample is supported by a relevant interment application, together with the supporting legally required Burial / Cremation certificates. We have also ensured, by reference to the fee invoices

raised or other supporting documentation, that the appropriate fees have been charged and recovered in a timely manner with no issues arising.

Allotments: The Council operates several allotment sites with rents charged to tenants appropriately with effect from 1st April annually, control being exercised through the RBS Allotments software package.

Whilst the rental year runs from 1st April, invoices are generally issued in advance of that date with significant income also generally received well in advance of 1st April. Consequently, all such income for 2022-23 received in advance of 31st March 2022 should be coded to a control account (Code 560) as "Receipts in Advance" which is then effectively "reversed" in the new financial year to show the allotment income appropriately in the relevant financial year's accounts. Examination of the Allotment Rental Income and Receipts in Advance Codes (Codes 1400 & 562 respectively) reveals that some £1,400 received prior to 31st January 2022 has been coded as income rather than receipts in advance. We have discussed this with the SAO who advised that she was aware of the situation and will, on her full return to work following her incapacitation, ensure that an appropriate correcting journal is raised to ensure that the 2022-23 income is correctly allocated to that income code in the Omega accounts.

Town Hall Hire

In addition to leasing rooms at the Town Hall to local businesses, various rooms are available for casual hire. Bookings are recorded on an "Outlook" style monthly calendar with invoices raised covering each month's hires at the end of the month. We have examined the diary for December 2021 and checked to ensure that appropriately priced invoices have been raised in accordance with the approved scale of fees and charges.

In doing so, we have noted that no invoice appears to have been raised in respect of the Citizens Advice Bureau Christmas Party hire of Thursday 9th December. We have drawn this to the attention of the SAO and Corporate Support Officer who have agreed that an invoice should have been raised to cover the hire.

Sales Ledger – "Unpaid debts by date"

We have examined the titled report as at 31st January 2022 noting that a significant number exist relating to the commercial rents receivable monthly from two tenants in respect of leased rooms at the Town Hall: these date back to February 2020 and have arisen due to the impact of Covid and the requirement to "work at home". We note that each has now paid a substantial proportion of the accumulated debt and will recheck the position at our final review. We also note the existence of a significant Housing Association debt dating from 13th September 2021 and 4 invoiced burial fees due from one undertaker invoiced between 1st November and 31st December 2021.

Conclusions and recommendations

Whilst no significant procedural concerns arise in relation to recovery of allotment of burial fee income, although the 2022-23 allotment rents received in advance will require an appropriate correcting journal of which the SAO is aware. However, further action is required to ensure that the outstanding lease rents are either recovered or submitted to Council for formal write-off approval if deemed appropriate. The Housing Association and undertaker outstanding accounts should be pursued to ensure recovery is received as soon as practicable.

- R2. *Continued efforts should be made to ensure recovery of the long-standing office rents, also ensuring that appropriate arrangements are put in place for the routine pursuance of other outstanding invoiced fees and charges.*
- R3. *An appropriate journal should be raised to ensure that allotment rents received in advance of 1st April 2022 in respect of the 2022-23 rental year are appropriately recorded as "Receipts in advance".*
- R4. *An appropriate invoice covering the Citizen's Advice Bureau hire on 9th December 2021.*

Petty Cash Account

We are required, as part of the annual Internal Audit reporting process, to consider the controls in place over operation of any petty cash accounts in use at the Council. Whilst the amounts involved in this respect are relatively small, they are potentially higher risk with cash handling involved.

We have not undertaken any work in this respect at the current time but will do so as part of our final review visit work programme reporting our conclusions accordingly.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as amended periodically with regard to employee percentage contribution bandings.

We have again examined the operative payroll procedures and consider them sound with payroll production outsourced to DCK Accounting using bespoke IRIS payroll software. At the time of preparing this report, negotiations on the 2021-22 national pay award continue with the result that staff continue to be paid in accordance with the 2020-21 settlement applying from 1st April 2021.

We have, consequently, acquired detail of salaries paid to staff in post in December 2021 and January 2022 based on their salary points on the national spinal scale and their basic weekly hours where not employed full time: we have examined those two months' payslips. We have: -

- Agreed the gross salary rate paid to each employee to their approved salary point for both months noting that certain staff received merit awards in December and increments from 1st January 2022;
- Verified the accuracy of tax and NI deductions based on the gross salaries payable to each employee by reference to the relevant HMRC tables for both months; and
- Ensure that, where staff contribute to the scheme, the correct LG Pension Scheme percentage deductions rates have been applied in both months.

Conclusions

We are pleased to report that no issues have arisen in this review area this year warranting comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

We also aim to ensure that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

The Council has “invested” £250,000 in the CCLA PSDF which earns interest monthly, which is added to the account balance: as indicated in the first section of this report, we have verified detail of the monthly interest earned to the CCLA advice notes ensuring the accurate recording of the year-to-date interest received in the relevant Omega cashbook.

The Council has no residual PWLB loans in place, having paid the final instalment of an earlier loan a few years ago. We note the submission and approval of a new loan of £300,000 for development of a new café in Victoria Park which has yet to be drawn down. We will, consequently, check progress on this development and the status of the loan when drawn down at future reviews.

Conclusions

No issues arise in this area currently to warrant formal comment or recommendation. As above, we shall monitor progress on the Victoria Park café development and receipt of the approved £300,00 loan from the UK Debt Agency (formerly PWLB).

Rec. No.	Recommendation	Response
Review of Accounting Arrangements and Bank Reconciliations		
R1	Entry of income data in the Omega cashbooks should be undertaken in such a way as to provide a clear audit trail between the bank statements and cashbook.	This has been addressed by the Accounts team.
Review of Income		
R2	Continued efforts should be made to ensure recovery of the long-standing office rents, also ensuring that appropriate arrangements are put in place for the routine pursuance of other outstanding invoiced fees and charges.	Arrangements made in place. arrears are being cleared. Proposal to engage lettings management agency should also reduce arrears in future.
R3	An appropriate journal should be raised to ensure that allotment rents received in advance of 1 st April 2022 in respect of the 2022-23 rental year are appropriately recorded as "Receipts in advance".	this will be addressed as part of the year-end procedures.
R4	An appropriate invoice covering the Citizen's Advice Bureau hire on 9 th December 2021.	Confusion re "Charitable" status. This invoice has now been issued.

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

A. Provide outstanding parks, playgrounds and public spaces

Strategy	Item	Deadline	Lead	Position at 31 March 2022	Status (RAG)
1.	Open a new café in Victoria Park	Mid-March 2023	CSM	Tener PQQ and details issues, Condition discharge & Building Regs approval awaited Applied for loan approval	
2.	Retain Green Flag for Victoria Park	September 2022	CSM	Application to be made for 2022	
3.	Consultation and plan on Green Flag for Wash Common	Consultation re Wash Common	CSM	Consultation complete	Completed
		Decision and plan by Dec 2021		Draft plan for end of 2021	Completed
4.	Wash Common upgrade	By end 2023	CSM	Include proposals in budget 2022-23 - Re consultation in Autumn 2022 on phase 1 works	
5.	Explore options for our land at Hutton Close	By Q3 2021	CEO	Legal inquiries received. With Land Agent/WBC	
6.	Explore taking ownership of Greenham House Gardens from WBC	decision taken 2020	CSM	Programme of works to be undertaken by WBC agreed but delayed by Covid- Awaiting confirmation on dates Consultation responses to CS 22/3	
	Finalise plans for upgrades to the City Recreation Ground	January 2020	CSM	Completed	Completed
	Upgrade City Recreation Ground	2020 to 2022	CSM	Completed	Completed
	Refurbishment / replacement of playground and other park equipment	Rolling programme from March 2020	CSM	Plan for long-term funding – Phase 2, Fifth Rd at Tender stage	

B. Run vibrant markets

1.	Run an annual meeting with all market traders and agree joint action plan to enhance our market	September 2021	CSM		Completed
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C. Run thriving Allotments

1.	Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy	ongoing	CSM	Currently at annual rent review & reletting of plots where non payment	
2.	Encourage and support competitions within and between allotments	ongoing	CSM	2022/23 Awards to be discussed at Stewards meeting	
3.	Organise an annual meeting with allotment holders to agree action plan for the following year	October 2022	CSM	To be arranged	
4.	Explore options for additional allotment sites	April 2022	CSM	No further action taken	

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

Strategy	Item	Deadline	Lead	Position at 31 March 2022	Status (RAG)
1.	Ensure safety and quality, start implementation of long-term rolling plan for the upkeep and refurbishment of the public buildings in our care	From March 2020,	CSM	Ongoing subject to Budget constraints. Town Hall re-opened to the public and staff after Covid restrictions lifted.	

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

1.c)	Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen		CEO	Poor response from BT	
2.a)i	Explore options for the best location for a specialist hoist in at least one public toilet in Newbury	Completed	CSM	Prepare plans for Changing places facility at The Wharf public toilets subject to Funding being available (in budget 22-23)	
3.a)	Work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery	By 2021 By Q3 2022	DSO	Got suggestions from SPOKES and volunteers. Options approved by P & H- with WBC	
b)	Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it			Asked members which footpaths	
4.b)	Provide defibrillators in appropriate locations and assist other bodies who wish to provide them		CSM	2 new facilities provided on Football Changing Rooms. Purchased 1 to be installed in Market Place Provide a further defib on Café when built	
5.a)	Working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury	By end 2021	CEO	Delayed due to pandemic	
5.b)	Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy		CEO	Allocated £300 to the BID towards promotional video promoting the re-opening of the town Centre after lockdown 1.	
5. d)	Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression		DSO	New "Welcome" sign at new bus station	Completed
				Explore options at Railway station	
6	Upgrade/ refurbish the public toilets at The Wharf, including the provision of a Changing Places facility	End 2022	CSM	Initial plans being scrutinised for cost / value	

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

Strategy	Item	Deadline	Lead	Position at 1 March 2022	Status (RAG)
1.a	Neighbourhood Development Plan By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions	End 2020	DSO	Consultant engaged and options considered. Delayed due to pre-election period and Coronavirus meetings Regs.	Completed
1.b	Decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G2-G7 below	By end Q1 2021	DSO	Amend to Q2 2021	Completed
1.c	Establish a Neighbourhood Development Plan Steering Group to produce a draft NDP	By end 2022	DSO	First meeting of Steering Group on 20/12/21 Preparing public consultation.	
2.	"Progress with the Canal Corridor Action Plan for the for the future development and protection of the Canal Corridor."		DSO	Convened WG in June 2021. Now running again.	
3.	Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre	Ongoing	DSO	Submissions to Town Centre Master Plan and Kennet Centre planning application	
4.	Pedestrianisation- Work with Newbury BID and other relevant organisations to lobby for a decision from WBC for the Market Place, excluding Mansion House and Wharf Streets.		DSO	Working with TCWG and BID Press WBC/Masterplan consultants	
5.	Ensure the views of our residents form a central part of the input to any consultation on the new Newbury Town Centre Masterplan 2036.	Ongoing	DSO	TCWG met consultants. Keeping dual-hatted members and P & H appraised	Completed
6.	Ensure full participation and input into any consultation on the redevelopment of the LRIE.	ongoing	DSO	Formal response has been provided 2020/21. Standing item on P & H Agenda	
7	Lobby West Berkshire Council regarding the Local Plan Review	ongoing	DSO	NTC has responded. Asked our dual-hatted members to pursue	
8.	Lobby WBC to: a) Provide a first-class football ground and stadium to enable Newbury's Men's, Ladies and Youth teams to aspire to play football at a level equivalent to the size and importance of the town (National League for a men's team, Southern Premier for a women's team). The aspiration of this council is for the ground to remain within a short walking distance of the town centre, allowing for footfall to increase as the clubs grow up their league structures and attract more home and away fans, with all the benefits to the town's businesses that that implies.	ongoing	DSO	Met LRIE consultants. Standing item on P & H agenda. Responded to planning application for sports hub at Monk's Lane.	

Inability to provide a suitable alternative site should result in the ground on Faraday Road being redeveloped with 3G pitches, providing higher availability for matches and training for the community, and be scalable so it can grow from an initial Step 4 level to higher levels up to Step 1 (National League/Southern Premier) should our teams' success require it.				
b)Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)	ongoing	DSO	Ongoing.	
c)Complete a Conservation Area Appraisal for the town	ongoing	DSO	Town Centre CAA underway by Masterplan Consultants	
d)Consider making Newbury a low emission zone and so discourage through traffic on the A339	ongoing	DSO	Sent to Masterplan consultants	
e)Consider providing an additional 'at grade' pedestrian crossing of the A339	ongoing	DSO	Sent to Masterplan consultants	

2. Foster a real sense of community

B. Stage and support enjoyable and inclusive community events

Strategy	Item	Deadline	Lead	Position at 31 March 2022	Status (RAG)
1.	Work with and support the tennis coaches to stage a Victoria Park tennis championship.	Target first one in 2022	CSM	New SLA with NTA, Newbury Tennis Club and Thatcham Tennis for management of Tennis in Newbury as 1 st April 2022	
2.	Support the re-establishment of Art on the Park and other public arts events	Summer 2022	CM	Art organisations keen to re-establish for Summer 2022. Working group arranging event for Summer 2022.	
3.	Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2021	Dec 2021	CSM	Worked with the BID and LSD promotions on the successful delivery of a 3-day Christmas Fayre.	
4.	Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the Park and its facilities	Summer 2022	CSM	Scheduled for 12 June 2022	
5.	Organise and support the annual Mayor's Drive	July 2022	CM	In discussion with external partners	
6.	Installation of 2 'interpretation / information board' similar to those along the canal, and in Speen, and Goldwell park, with historical facts and information on sites below: <ul style="list-style-type: none"> At the junction of Kiln Road/Pear Tree and highlighting the significance of the site in the 2nd battle of Newbury. The old factory on Turnpike, which supported the building of Spitfires during the 2nd world war 	Q3 2022	CSM/ DSO	In Budget	

C. Celebrate and recognise individual and community achievements

1.	Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town		CM	Successful stand-alone event hosted 16 March 2022	
	a) Add an award for best environmental contribution				
	b) Display full list of all those who have been congratulated by the Mayor during the preceding year	Ongoing	CM	Available on website and social media platforms	

3. Take actions to address the climate emergency

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

Strategy	Item	Deadline	Lead	Position at 31 March 2021	Status (RAG)
1.b)	reduce its annual carbon footprint by an average of at least 7 tonnes every year	December every year, starting in 2020	CSM	Currently ahead of Target, next phase Gas boiler change. Awaiting result of audit post 1 st April 2022	
1.c)	Audit our street lighting to determine what lights can be removed and to plan replacement of the ones we need to keep with new energy efficient lights. Begin replacements as funds allow.	Q3 2021	CSM	With NTC Supplier, SSE to provide suggested action Plan. Funding not provided – Annual budget provision being used for progressive upgrading.	
4. a)	Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site	Completed VP & OHG	CSM	New beds planted in VP, City Rec and other locations Herb garden at Andover Road	
4. b)	Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements	Oct 2022	CSM	Base-line survey for Wash Common & other sites completed BioDiversity study for NTC owned land and water ways instructed with ARC, later Summer 2022.	

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

Strategy	Item	Deadline	Lead	Position at 31 March 2021	Status (RAG)
1.	NTC will hold at least one Climate Change Community Workshop per year		CSM	Workshop pencilled in 1 st October 2022	
2.	Launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury	By mid March 2020	CSM	£10K allocated in budget. Second round of Grants awarded	
3.b)	Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access		CSM	Promote support through 2 above.	
4.	Reconnect the drinking water fountain on the Town Hall	April 2022	CSM	On hold, Covid concerns with touch points – investigate alternative unit design	
	Install new drinking water taps in the City recreation Ground and Blossoms Field	April 2022	CSM	As above	
5.	Investigate cost effective ways of increasing the current recycling rate from waste collected from our parks	During 2021	CSM	Trial started Jan 2021, City Rec only	
	Decide whether to implement new arrangements	Q1 2022	CSM	Review with new GM Contract	
7.	Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables		CSM	<i>No action</i>	

4. Focused support for youth, the elderly and the vulnerable

A. Provide funding to support youth work in Newbury

1. a	Launch a new fund dedicated to delivering much needed youth work for Newbury, running from March 2020 to March 2024.	From March 2020	CEO	Funds provided in budget. 3- year SLA in place from 1 December 2020 Regular reporting to P & R Committee	Completed
2	Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill		CEO	Funds provided in budget.	Completed

B. Support initiatives to make Newbury a more inclusive town

1.	Support our minority communities where possible by working with relevant local groups such as Community United		CEO	Invited to TCWG Invite Community United to respond on relevant consultations	ongoing
2.a	Explore NTC becoming an accredited dementia-friendly organisation		CEO	Workshop completed 20/04	Completed
2.b	Organise dementia-awareness training for all members and officers by Q1 2020, and then display accreditation on NTC website	Q1 2020	CEO	Training provided 13/1/20	Completed

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

1.	Ensure NTC has permanent representation on WBC Homeless committee to stand up for the needs of the homeless in Newbury		CEO	Cllr. Martha Vickers appointed. Cllr. Vickers reported in November.	Completed
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Suspended due to coronavirus emergency



KPI's at 31 March 2022 (for January, February, March)

Indicator Accounts		Position for quarter (R/A/G and notes)
Percentage of invoices paid within 30 days of receipt by Corporate Services Team (excluding disputed invoices)	98% - on occasion invoices have been sent by post and not seen due to lockdown or sent to other officer's e-mail and not forwarded.	Down due to pandemic
Council expenditure to be within 5% budget	Only 70%, largely due to delay in building VP Cafe	Café expenditure delayed.
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)	Agreements reached re "Pandemic debts and amounts due being cleared	
Achieving budgeted income from chamber lettings (incl. weddings - £8,500)	Weddings down, rest good	Down due to pandemic
Achieving budgeted income from Suite Lettings (£38,000)	New leases agreed, positive outlook	Town Hall suites down due to pandemic
Unqualified financial audit	Every September	Received from External auditors 30/9/21
Website/social media		
Number of Facebook followers (aim for 10 new p.m. 120 pa)		Increased by at least 10 each month
Number of Twitter followers (aim for 10 new pm, 120 pa)		Increased by 10, one out of the three months
Number of hits on website (sessions) to increase in each quarter		Sessions fell from Q3-Q4 by ~1,800 (Total Q4 sessions were 8,021)
All agendas published at least 3 clear days prior to the meeting		
Communication with Public		
Publish minutes of meetings within 2 working days of Democratic Services being advised they are approved by the chairperson		
Produce draft minutes of all Council and Committee meetings within 3 working days of committee meeting		
Saturday surgery issues to be processed within 3 working days		
Complaints dealt with within 5 working days		
Produce 4 press releases each month		4 in Jan, 8 in Feb, 4 in March
Produce a newsletter every month		

Indicator		Position for quarter (R/A/G)
Community Services		
Undertake monthly detailed play area inspections	All up to date	
Market Income in line with budget (£40,000)		
Allotment income in line with budget (£21,000 - due 1.4.18)		
Shaw Cemetery income in line with budget (£35,000)		
Shrub and flower beds weeded as per contract	Work is behind plan	
pond cleaned 6 times pa or more if needed	Work is behind plan	
Contractors quote for Unscheduled Works within a week	No works being offered	
Frequency of grass cutting – based on length of grass	4 weeks behind plan	
Frequent litter picking, based on times per site per contract	Hit & miss particularly weekends	
Contractors inspecting playgrounds weekly & competently	As far as can be determined yes	
Number of vacant allotment plots below 17		
Planning and Highways		
Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the meeting being held		
Staff		
Total staff Time Off In Lieu (TOIL) carried forward	See corporate services/KPIs/TOIL record, this needs to be completed when time sheets are handed in for payroll	Records being updated at year end due to previous absence of SAO
Each staff member to undertake 6 hours training per quarter (pro-rata)	Once a quarter – gather data from the managers and report on the number of staff who have completed the required training hours	Senior Acc Officer – Red due to illness
Number of staff working days lost to sickness - target no more than 4 per month	Check the Admin Calendar/leave records/timesheets	Records being updated at year end due to previous absence of SAO

Newbury Town Council

Public Report

To: Policy and Resources Committee

Date of meeting: 25 April 2022

Agenda item No. 14: Town Hall Suites

Decision Required: 14.2 To approve the use of a Lettings management Agency for the Town Hall suites.

Background

The Town Council leases 6 suites in the Town Hall to various organisations. The estimated rental income for 2022-23 is £32,000.

The day-to-day management of these suites includes rent collection, credit control, dealing with tenant queries and complaints and arranging repairs. Occasionally the suites become vacant, which requires letting agent, marketing and legal services to find new tenants and re-let the suite.

This can be time-consuming and expensive, particularly when repairs are required or suites become vacant. The Council's usual outside contractor for small works has recently retired and replacements be difficult to find, and expensive.

Issues arising/ Options considered

The Council can continue as we are now, dealing with the day-to-day management, rent collection, repairs and re-lettings, all of which are time-consuming and expensive.

The other option is to outsource this work to a professional lettings management company. these companies have the experience and the expertise to deal with these matters more efficiently than the Council's administrative staff. The benefits to the Council are as follows:

- Expert property management,
- Property promotion and lettings, therefore shorter vacancies and extra revenue
- More efficient repairs and maintenance through approved contractor list
- Savings in Council staff time, so they can deal with other matters
- No other charges for tenancy renewals, advertising or supervising repairs

1. Reference to Council Strategy 2019-2024

The proposal accords with the following goals and aims of the council's Strategy:

- Goal 1.E: Ensure our public and historic buildings are properly cared for and well-used.

- Our Approach- Part 1- 3: Exercise sound governance and best practice to ensure efficient and cost-effective delivery of services:
 - Deliver services effectively, efficiently, on time and within budget
 - Use direct labour or contractors as appropriate, and always ensure value for money
 - Use local suppliers wherever possible
 - Deliver services in partnership with others when it offers best value and/or can expand the range of services we provide

2. **Financial:** The Council invited 3 local, qualified firms to tender for this business. In commercial terms, the rent roll is quite small; only one firm responded. They offered to deliver this service for 10% of the rents collected, plus a set up charge of £150. The Management company will require Council approval before agreeing to any costs for repairs or redecoration, where required.

Based on the estimated rent revenue of £32,000 this year, this would be a cost of £3,200. Given the savings in staff time, the more efficient repairs response and the reduced costs should a vacancy arise, this represents good value for money for the Council.

3. **Climate/ Environmental issues:** None arise.
4. **Crime and Disorder:** Not applicable
5. **Risk assessment:** a letting management company should reduce financial risks associated with these lettings.
6. **Equality and Diversity:** No issues arise.
7. **Consultation:** Staff have been consulted and welcome this approach.

Conclusion/ Recommendation

Engaging a lettings management company to deal with the Council's commercial lettings in the Town Hall will improve the service offered to our tenants, including response times when repairs or re-decoration might be required. It should also improve revenue flows, particularly when a vacancy arises. It will also save staff time, which can be re-allocated to providing other Council services.

The Council is recommended to approve the use of a Lettings management Agency for the Town Hall suites and to authorise Officers to enter into an agreement for same, based on the offer received.

Report Author: Hugh Peacocke, (CEO)

Date: 9th April 2022.

Newbury Town Council Volunteer Policy

1 Introduction

- 1.1. We recognise the valuable contribution that volunteers can make to Newbury Town Council (NTC).
- 1.2. Volunteers can bring a richness of skills and experience and can often provide a bridge to community involvement that it is difficult for paid staff or councillors to achieve.
- 1.3. We recognise that volunteers are motivated because it is their choice to volunteer and give of their time freely, for the benefit of society and the community, the environment or individuals outside their own immediate family.
- 1.4. In return, we want to provide volunteers with opportunities that will help them to develop new skills and experiences, as well as a chance to strengthen their confidence and make new friends.
- 1.5. Many of the Town Council's activities involve working in partnership with community and voluntary groups and volunteers who also work directly with the Council for a number of reasons:
 - To encourage involvement and increase our engagement with the local community
 - To help ensure our services reflect the needs of our community
 - To increase skills, experience, perspectives and diversity in the workplace
 - To complement and expand the range of services provided by the Town Council to our communities.
- 1.6. This policy sets out the principles and practice by which we involve volunteers and the support and procedures in place for volunteers.

2. Status of volunteers

- 2.1. A volunteer is not an employee and will not have a contract of employment.
- 2.2. We will discuss the role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements.
- 2.3. All volunteering work must be agreed by the Town Council before commencing. Such work needs to be set out in a clear and understandable format. The final decision about the type of work and its execution lies with the Town Council.
- 2.4. All volunteers must be over 16 years of age.

3. NTC's obligations to volunteers

- 3.1. We recognise that voluntary work brings benefits to volunteers themselves, to service users and to paid staff.
- 3.2. We will not introduce volunteers to replace paid staff.
- 3.3. NTC staff and councillors will work positively with volunteers.
- 3.4. We recognise that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them (dependent on the project and volunteer role) to do their volunteer work effectively.
- 3.5. We will cover the costs of involving volunteers, as approved by the appropriate Committee managing the project and with relevant presentation of receipts to the project leader.
- 3.6. We recognise the management of volunteers requires designated responsibilities and we will appoint a project leader to supervise and liaise with all volunteers.
- 3.7. We will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible and are treated equally, regardless of their gender, race, age, faith/religion, disability or sexual orientation.

4. Health and Safety

- 4.1. All works undertaken by volunteers shall comply with the requirements of the Health & Safety at Work Act.
- 4.2. NTC has responsibility for the health and safety of volunteers and volunteers must follow NTC's Health and Safety policies and procedures.
- 4.3. Volunteers have a duty to take care of themselves and others who might be affected by their actions and should not act outside their authorised area of work.
- 4.4. Volunteers will not be authorised to carry out work that the Council considers hazardous or would contravene the principles of the Health and Safety at Work Act, taking into account the competence of the volunteer(s) carrying out the proposed work.
- 4.5. Volunteers are covered by Newbury Town Council's Health and Safety Policy, a copy of which can be provided to each volunteer.
- 4.6. All volunteers are covered by Newbury Town Council's insurance policy whilst they are on the premises or engaged in any work on our behalf.
- 4.7. Only volunteer work that has been authorised by the Town Council will be covered by the Town Council's insurance, however the council does not insure volunteer's personal possessions.

- 4.8. Volunteers should only carry out tasks that have the prior approval of the Town Council. All volunteers will receive directions from Newbury Town Council and their own area of work. Training will be provided as appropriate. Where required, volunteers will be entitled to receive additional training on the same basis as paid staff. Volunteers must be informed about the task and its purpose, health, safety and supervision arrangements.
- 4.9. A risk assessment will be undertaken by the Council to identify any risks that might be faced and how they will be managed. The risk assessment should address as a minimum:
- The job or activity
 - The existing competency of volunteers
 - The circumstances of the work (e.g. the degree of supervision)
 - The tools and/or equipment being used
 - Training requirements
 - Identify hazards and risks
 - Implement appropriate measures to minimise these risks.
- 4.10. The training standard must be sufficient to ensure the Health and Safety of volunteers and any people who might be affected by the work. Where appropriate, volunteers will be provided with any necessary PPE, tools and training to enable them to carry out agreed tasks.
- 4.11. If volunteers use their own tools, they do so at their own risk. Newbury Town Council cannot be held liable for any injury caused by them through the use of their own equipment/tools.

5. Recruitment

- 5.1. We will endeavour to recruit volunteers through a range of methods including word of mouth, advertising, talking to other agencies and contacting local volunteering organisations.
- 5.2. We will also endeavour to help any volunteer overcome barriers that may make it difficult for them to volunteer at NTC.
- 5.3. NTC's Equal Opportunities, Inclusion and Diversity Policy will be adhered to in relation to the recruitment and support of volunteers.
- 5.4. Volunteers may be asked to sign a Volunteer Agreement (appendix 1), which requires them to abide by the policies and procedures of NTC. It sets out what the volunteer and what the project can expect from each other.
- 5.5. DBS (Disclosure and Barring Service) checks and references may be required for some volunteer roles, especially where regular contact with children is necessary. This requirement would be discussed with relevant volunteers. A volunteer will be informed if we intend to apply for DBS checks.

6. Safeguarding

- 6.1. NTC takes their role in the safeguarding of volunteers, staff and other members of the public seriously and have a Safeguarding Policy which must be followed - it outlines the responsibility of NTC in relation to safeguarding children, young people and vulnerable adults.

7. Induction and training

- 7.1. All volunteers will receive an induction by the project leader to familiarise them with the work of NTC and the project the volunteer will be involved with.
- 7.2. Training will be offered where it helps to fulfil the role.

8. Support and supervision

- 8.1. All volunteers will have a named person (the project leader) as their main contact.
- 9.2 Volunteers must inform the project leader of the work they intend to undertake before commencing such work.
- 8.2. Volunteers will be given regular feedback and provided with an opportunity to discuss how things are going and air any problems with their project leader.
- 8.3. Meetings between volunteers and project leaders will be developed to encourage peer support and share experiences.
- 8.4. The Project Leader will report project outcomes and volunteer feedback to the next appropriate Committee meeting overseeing the project. Volunteers are also welcome to attend any Committee meetings.

9. Expenses

- 9.1. Volunteers will be reimbursed for out-of-pocket expenses incurred on behalf of NTC if approved in advance by the project leader.
- 9.2. Receipts will be required.

10. Grievance

- 10.1. The relationship between NTC and its volunteers is entirely voluntary and it does not imply any contract.
- 10.2. NTC aims to maintain an acceptable provision of services and facilities and it is important that volunteers should enjoy making their contribution to this service.
- 10.3. If a volunteer has any concerns regarding our treatment of them and this has been fully discussed with the project leader, and they are still not satisfied, any complaint may be taken to the Committee managing the project.

VOLUNTEER AGREEMENT

Name:

Address:

Telephone No: Email Address:

Thank you for agreeing to volunteer with Newbury Town Council. For your information and safety we ask you to read and sign this agreement before commencing duties.

Volunteering is undertaken freely and not in return for any remuneration. We hope that your voluntary work will give you a sense of achievement, work experience, a chance to build on your skills and learn new ones, as well as a chance to strengthen your confidence and make new friends.

As a volunteer you will not do the work of paid staff, but complement the services offered by Newbury Town Council.

You will be supervised by the Town Council who will issue you with a role description which specifies what your contribution is expected to be, place of work, hours volunteered etc. You will be expected to fulfil your agreed commitment and should inform the Town Council as soon as possible should you not be able to do so.

You will be expected to follow the Council's policies and procedures, including health and safety and diversity and equal opportunities.

Newbury Town Council reserves the right to ask a volunteer to withdraw their services. Any disciplinary or grievance situation will be dealt with in accordance with the Town Council's policies.

I agree to abide by this agreement:

Signed: Date:

Signed: Date:

On behalf of Newbury Town Council

Newbury Town Council**Child Protection and Safeguarding Policy****1. Introduction and Aims of this Policy**

- 1.1 Newbury Town Council has a duty to protect children and safeguard adults at risk.
- 1.2 This policy promotes good practice in child protection and safeguarding for those using Newbury Town Council facilities.
- 1.3 Newbury Town Council is not a Children's Services Authority and it is not the role of the Town Council to investigate allegations of abuse. However, all Elected Members, Staff Members, Volunteers, contracted service providers and anyone working on behalf of and/or representing the Town Council, have a responsibility to take action when they suspect or recognise that a child, young person or an adults at risk may be a victim of harm or abuse.
- 1.4 This Policy applies to all situations within the Town Council's operation which could potentially involve children, young people or an adults at risk.

2. Definitions

- 2.1 Children: Anyone under the age of 18 years
- 2.2 An adults at risk: Those over the age of 18 years and who are or may be:-
 - Unable to care for themselves
 - Unable to protect themselves from significant harm or exploitation
 - In need of care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
- 2.3 Safeguarding:
 - Protecting children and An adults at risk from maltreatment
 - Preventing impairment of children and An adults at risk' health or development
 - Ensuring children and An adults at risk are growing up and living in circumstances consistent with safe and effective care
 - Enabling children and young people to have optimum life chances and to enter An adults at riskhood successfully.

- For the purposes of an adults at risk, Safeguarding is defined as protecting their right to live in safety, free from abuse and neglect. It is about preventing and responding to concerns of abuse, harm or neglect of an adults at risk, with people and organisations working together in partnership, to prevent and stop both the risk and experience of abuse and neglect, whilst promoting the wellbeing and choices of those adults at risk.

3. To whom this policy applies

- 3.1 This policy applies to anyone working for or on behalf of the Newbury Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.
- 3.2 It also applies to any individual hiring, leasing or using the Newbury Town Council facilities.

4. Principles

- 4.1 The welfare of children and adults at risk is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and adults at risk have a lot to gain from sport, recreation and leisure. Their natural sense of fun and spontaneity can blossom in a positive environment supported by Newbury Town Council who will aim to provide an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential.
- 4.2 This Policy is based on the following principles:-
 - The welfare of children and an adults at risk is the primary concern.
 - All children and adults at risk whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
 - It is everyone's responsibility to report any concerns about abuse to the Lead Officer of the Council in the first instance. If the Lead Officer is unavailable then to whoever is deputising for him/her at the time. These might also be reported directly to safeguarding out of hours. This will depend on the nature of the notification to be made but out of hours the Emergency Duty Team can be notified (that applies to An adults at risk and children). Similarly if it is believed an adults at risk or child is in imminent danger, then it would be expected that someone will call the relevant emergency services in the first instance.
 - All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
 - Any personal data will be processed in accordance with the requirements of the Data Protection Act 2018 aka General Data Protection Regulation (GDPR).

5. Review

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and An adults at risk or any changes within Newbury Town Council. Examples include the possibility of a change in legislation where Parish & Town Councillors may be required to undergo DBS checks. (Disclosure and Barring Service).
- Following any issues or concerns raised about the protection of children and/or an adults at risk within Newbury Town Council.
- In all other circumstances, at least every 3 years.

6. Promoting a safe environment

All Officers, Staff and elected members of Newbury Town Council recognise that in order to promote a safe environment for children and adults at risk Newbury Town Council will need to:-

- Promote the health and welfare of children and adults at risk by the provision of facilities in which they can take part in sport, leisure and recreation safely.
- Respect and promote the rights, wishes and feelings of children and adults at risk.
- Promote and implement appropriate procedures to safeguard the well-being of children and An adults at risk and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and An adults at risk from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Safeguarding Policy and the Pan Berkshire Multi Agency Safeguarding An adults at risk Policy and Procedure
- Require all organisations using its facilities, which have contact with children and adults at risk to have a Child Protection and Safeguarding Policy that is compliant with the Pan Berkshire procedures.
- Where required, Elected Members, Staff Members and Volunteers who work with children, young people and An adults at risk will be subject to the appropriate level of DBS check.
- Raise an awareness throughout the Town Council and beyond of the statutory duty of care relating to children, young people and An adults at risk and actively encourage good practice amongst Elected Members, Staff Members, Volunteers and contracted service providers. This may require training so that staff, members and volunteers are aware of best practice to safeguard and protect children, young people and An adults at risk from abuse. This may also include training to protect themselves in these matters.
- Respond to any allegations of misconduct or abuse of children and An adults at risk in line with this Policy and the Pan Berkshire procedures as well as

implementing, where appropriate, the relevant disciplinary and appeals procedures.

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in Newbury Town Council facilities, are aware of the safeguarding expectations.
- Ensure that the Policy for users of Newbury Town Council facilities include a requirement that they are safe to work with children, young people and An adults at risk. For example, those An adults at risk who have regular unsupervised contact with children, young people or An adults at risk during the course of their duties should undergo appropriate Disclosure and Barring Service checks. (DBS)

7. Hiring of facilities to groups for use with children, young people or An adults at risk

Users of Council facilities must satisfy the Town Council that they have adequate systems in place to safeguard the welfare of children, young people and An adults at risk by providing the Town Council with documentary evidence when requested.

7.1 Newbury Town Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and An adults at risk's policy and/or agree to work to the Newbury Town Council Council's policy and relevant guidance.
- Organise appropriate An adults at risk/carer ratio to children, young persons and An adults at risk in accordance with up-to-date regulations. For young children as an example OFSTED recommendations are as follows for England and Wales
 - o For 0 to 2 years – one An adults at risk to every three children (1:3)
 - o For 2 to 3 years – one An adults at risk to every four children (1:4)
 - o For 3 to 8 years – one An adults at risk to every eight children (1:8)
 - o For over-8s – one for the first 8, then one for every additional 10 children.
- Ensure that there will always be more than one An adults at risk for any group and at least one should be female. Helpers under 18 years old count as children and not An adults at risk in these ratios. If you have a number of teenage helpers, you will need more An adults at risk leaders, not fewer.
- Ensure leaders make their members aware of the Newbury Town Council Council's Policy and ensure that it is followed whilst using Newbury Town Council facilities.

- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

8. Safe working practice

All users of Newbury Town Council Facilities must follow the safeguarding children, young people and An adults at risk's policy and procedures at all times. For example they should:

- Never leave children, young people or An adults at risk unattended with An adults at risk who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure that where a child needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- For an adults at risk the individual care plans in place for community activities conducted in our settings should take into account the facilities we can provide and make adequate provision for support with all care needs
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

9. Expectations of behaviour

All users of Newbury Town Council Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism, discrimination or bullying and in addition to report any instances of such behaviour witnessed to group leaders, Newbury Town Council Councillors, the Newbury Town Council clerk or parents and carers, as appropriate.

10. Allegations against staff and volunteers

- 10.1 All staff and volunteers should take care not to place themselves in a potentially misunderstood position with a child or An adults at risk. It is advisable for interviews or work with individual children and An adults at risk or parents to be conducted in view of other An adults at risk.
- 10.2 If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the lead person/ supervisor or the most senior staff member available.
- 10.3 If the allegation made to a member of staff concerns the lead person/ supervisor the recipient of the allegation will immediately inform the person's line manager or the Newbury Town Council CEO.
- 10.4 The Newbury Town Council should follow the West Berkshire District Council procedures for managing allegations against staff/volunteers on the appropriate website. No attempt should be made to investigate or take action before consultation with the Local Authority. In this case WBDC. See contact details below.

11. What should be a cause for concern?

- 11.1 Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child or an adults at risk. Abuse falls into five main categories:
- Physical Abuse
 - Emotional Abuse
 - Sexual Abuse
 - Neglect
 - Financial abuse
- 11.2 All staff and volunteers coming in to contact with children and An adults at risk need to have an awareness of safeguarding. Free introductory online training can be arranged.

12. Guidance for Organisations

- 12.1 It is crucial that the Town Council's Safeguarding policy and procedures for children and adults at risk apply to everyone who works on behalf of your organisation. This includes all professional and non-professional, full and part-time staff, paid and unpaid employees, councillors, volunteers, coaches, officials, parents, guardians and the children.

- 12.2 It may be necessary to include an opening statement in your Policy defining to whom your Policy and Procedures apply to ensure that all of the categories listed above are included.
- 12.3 It is advisable to formally require any other individual who is associated with your organisation to agree to abide by your policy and procedures for the duration of their involvement with your organisation e.g. a specialist working with a group of developing child athletes who is not a member but whose services are used by the governing body either paid or unpaid.
- 12.4 It is also advised that governing bodies include within the plan for adopting a policy and procedures, a process to ensure all organisations using their facilities have a reciprocal policy and procedures. This can be done by either by adopting the governing body's policy and procedures or by developing a policy and procedures to an agreed standard that enables the required action for delivering child protection and adults at risk safeguarding good practice.
- 12.5 Monitoring and evaluation are critical components of any policy with these procedures likely to be subject of amendment as a result of changes in legislation, case reports, changes in the sporting environment, research findings, to name a few.
- 12.6 Support for the implementation of measures for child protection and safeguarding adults at risk measures can be sought from West Berkshire District Council
- 12.7 Do:
- Stay calm and listen
 - Take what you are being told seriously
 - Offer support to help them stop the abuse happening
 - Be aware that medical or other evidence might be needed
 - Make a written note of what you have been told
 - Contact the relevant safeguarding authority without delay.
- 12.8 Do not:
- Press the person for more details
 - Assume that someone else will take action
 - Contact the alleged abuser
 - Promise to keep it a secret

Adopted by Newbury Town Council: April 2022

Next review date: April 2025

DRAFT

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1. Purpose of the Strategy

1.1 Policy definitions:

1.1.1 “We/our/the Council/NTC” – This policy considers these terms as to be referencing Newbury Town Council.

1.1.2 “Public Relations (PR)” – This policy considers PR as referring to the techniques and process that the Council will use to manage how information is disseminated from the Council to the public in order to help portray the Council in a positive light.

1.2 This policy looks to formalise the process by which Newbury Town Council conducts itself via its various media channels, details what the Council will try to do to achieve greater community reach via its public communications and defines how the Council will look to more effectively publicise the work we are currently doing whilst enhancing our reputation among the community as an effective, human, council.

1.3 This Strategy will not cover formal consultations as these are dealt with separately, in the Council’s Engagement and Consultation Policy. Instead, this policy focuses on promoting greater community reach via the Council’s PR channels.

1.4 This Strategy does not cover personal social media usage by Newbury Town Council Employees, Councillors, or other members of the Council. Employee usage of social media is covered in section 8 of the ‘Computer use policy’, ‘Participation in online forums/social media’.

1.5 This policy may be amended at any time by resolution of the Council’s Policy & Resources Committee.

2. Implementation

2.1 Target audience:

2.1.1 The audience that the Council wishes to reach is, in most cases, the residents and communities of Newbury.

2.2 Tools:

2.2.1 The PR tools the Council will use will be the following:

- Social media: Facebook/ Instagram/ Twitter
- NTC’s website
- Through an email sign-up
- Press Releases (PR)
- The Town Hall Notice Board
- Bus shelters (owned by NTC)
- Public Events/Seminars/Civic Events

2.2.2 Where appropriate, other media platforms can be used to reach the target audience.

2.3 Formatting:

2.3.1 Where possible, all forms of content posted across all the Councils media accounts will adopt a uniform formatting.

2.3.2 Written content will adopt the following format:

2.3.2.1 HEADING (headings will be capitalised)

Body of the text (will be a brief summary of the full article/PR)

For more info: <https://> (a link to the full article will be provided at the end of the post if it is posted on social media)

2.4 The process by which the Council drafts, approves, posts, and publicises content via all its various media channels is detailed in full in Section 7 of this Strategy, 'Media Matrix'.

3. Council-Councillor Relations

3.1 Social Media:

3.1.1 As much of the Council's work is advertised and promoted via social media, good relations between the Council's social media accounts and those of individual Councillors is increasingly important.

3.1.2 The type of positive relations envisioned between the Councils and Councillors social media accounts is one where:

3.1.2.1 At a minimum, all Councillors follow/like the Councils social media account on any platforms on which they also have an account.

3.1.2.2 That any social media post from the Council, which is of interest to Councillors, is liked/commented on/retweeted/reposted.

3.1.3 As Councillors have a special link to the Newbury community, the more interaction that a Council social media post has from the Councillors, the more it will be viewed by other members of the public.

3.1.4 Councillors should be aware that any content they post on social media may appear as it is coming from the Council and conduct themselves accordingly.

3.2 Newsletters and Notices from the Council:

3.2.1 Councillors are encouraged to display any Council newsletters or notices from the Council in community buildings and on community notice boards in their wards.

4. Resourcing

- 4.1 It is the Council's trained Media Officers who will post Council content and be the single point of contact for any individual or organisation wanting to contact the Council about any of its media.
- 4.2 It should be ensured that multiple Officers will be trained, and have the appropriate access, to the Council's social media accounts and physical media operations.
- 4.3 The password(s) and login details of all the Council's social media accounts will be held by the trained Media Officers and stored on the Council's files.
- 4.4 Any Officer leaving the Council will have their access to the Council's social media accounts removed, and the password of the social media accounts will be changed.
- 4.5 The trained Media Officers will have the authority to block or ban individuals or groups from accessing or interacting with NTC's social media pages or content if they:
 - 4.5.1 Give out the personal data of others (doxing) on social media, including home address, telephone numbers, and name (unless reasonable) without consent;
 - 4.5.2 Make intentionally false or misleading statements;
 - 4.5.3 Include potentially inflammatory, defamatory, libellous, discriminatory, or offensive remarks, especially relating to any protected characteristics;
 - 4.5.4 Engage in personal attacks;
 - 4.5.5 Conduct any online activity that violates laws, regulations or that constitutes a criminal offence.
- 4.6 Any trained Media Officer who is found to intentionally do any of the above will be subject to dismissal.

5. Evaluating Success

- 5.1 The Council will evaluate its use of media through a series of Key Performance Indicators (KPIs). These KPIs will be reviewed and amended as considered necessary.
- 5.2 The Council's KPIs are:
 - 5.2.1 Number of Facebook Followers (aim for 10 new per month, 120 per year)
 - 5.2.2 Number of Twitter Followers (aim for 10 new per month, 120 per year)
 - 5.2.3 To record the number of sessions on the NTC website
 - 5.2.4 Issue four Press releases every month
 - 5.2.5 Produce a Newsletter every month

5.2.6 Number of likes (aim for at least one post per month to get 5+ likes)

5.2.7 Number of retweets/shares (aim for at least one post per month to get 5+ likes)

6. Crisis Communications

In the event of a Crisis or Emergency, the Council should:

6.1 Form a response team:

This will comprise of the trained Media Officers, the Chief Executive Officer, and any other relevant Officer(s)/ Member(s)

6.2 Form a strategy and craft a message:

The response team will gather all the information relating to the incident, decide whether to be proactive or reactive, identify the affected parties, and agree the Council's response. The team may decide to not release any public statement.

Any response, or non-response, will be reviewed by the relevant Chair of the Committee or the Leader of the Council.

6.3 Monitor the situation:

The response team will monitor the crisis, communicating and meeting as appropriate.

6.4 Review:

Once the crisis is over, the response team will meet to discuss how they handled the situation and produce a post-action report. This report should have a 'lessons learned' section to aid future response teams.

7. Dealing with mistakes & Breaches of Conduct

7.1 Content may be posted in error/maliciously. However, the response from the Council will depend on the nature of the intention behind the posting and how it occurred.

7.2 Incorrect/inappropriate content which is unintentionally posted will be removed as soon as possible and followed by the publication of an apology post (on the same platform as the original piece) explaining the mistake and making any clarifications as considered necessary.

7.3 Any inaccuracies or mistakes published on any of the Council's media platforms should be immediately reported to the trained Media Officers.

7.4 All content published online is still subject to the NTC Code of Conduct. Any malicious/ misleading/ defamatory content which is intentionally posted and is in breach of the Council's Code of Conduct will be subject to disciplinary action.

8. Media Matrix

8.1 The following matrix formalises the process by which the Council operates through different media channels given all the points raised throughout this Public Relations strategy.

Type of Content	Appropriate Media Platform	Steps Needed for Approval (If applicable)
Meeting Agendas	<ul style="list-style-type: none"> - Email & Email signup - Town Hall Notice Board - Occasionally, Press Release 	<ul style="list-style-type: none"> - Agenda review by CEO - Consultation with Chairperson
Meeting outcomes/Headlines	<ul style="list-style-type: none"> - Press releases - Social media 	<ul style="list-style-type: none"> - Lead officer prepares - Reviewed by Chairman
Press Releases (PR)	<ul style="list-style-type: none"> - Facebook - Twitter - Website News - Email signup - Mailing list (including to local news organisations – NWN) 	<ul style="list-style-type: none"> - Info and pics supplied by Lead Officer - Drafting by a trained Media Officer - Review by Chairperson - Review by Leader of Council - Approval by NTC CEO, or delegated officer
Newsletters	<ul style="list-style-type: none"> - Facebook - Twitter - Website News - Email signup - Mailing list - Posters/Bus shelters 	<ul style="list-style-type: none"> - Drafting by Community Services Officer (Caroline) - Approval by CEO - Formatting by Corporate Services Officer (Kym) - Review by the Chair, P & R
Mayor's Congratulations	<ul style="list-style-type: none"> - Facebook - Twitter - Instagram 	<ul style="list-style-type: none"> - Approval by Civic Manager - Review by Mayor/Leader
Misc. Town Promotion (pictures/posters/short news bulletins)	<ul style="list-style-type: none"> - Facebook - Twitter - Instagram 	<ul style="list-style-type: none"> - Approval by relevant service manager

Newbury Town Council

Public Report

To: Policy and Resources Committee

Date of meeting: 25 April 2022

Agenda item No. 17: Amendment to the Council's Financial Regulations

Decision Required: To Approve increased financial authority levels for Council Officers.

Background

The Council's Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations must be observed in conjunction with the Council's standing orders. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

The Council's accounting control systems must include measures:

- a) for the timely production of accounts.
- b) that provide for the safe and efficient safeguarding of public money.
- c) to prevent and detect inaccuracy and fraud.
- d) for identifying the duties of officers.

The financial regulations demonstrate how the Council meets these responsibilities and requirements.

Issues arising/ Options considered

At present, only managers and the Chief Executive Officer have authority to spend money for Council purposes. Managers must authorise any expenditure up to £500 and above that also requires CEO approval. This requires managers to approve a lot of very small expenditures which can arise in the day-to-day business of the Council.

The Council's Managers are satisfied that other experienced and responsible officers should have authority to spend smaller amounts. This would give these officers more responsibility and confidence and make our operations more efficient, as well as relieving managers from lower-level administration.

It is proposed to amend the Financial Regulations to enable Managers to recommend spending power up to £500 for the Councils' more experienced officers. Where managers wish to do this, they will ask the CEO to grant this authority to the officers concerned.

In turn, Managers' authority should be raised to £1,000 and anything over that requires CEO approval.

Current Regulation	Proposed
<p>4. BUDGETARY CONTROL AND AUTHORITY TO SPEND</p> <p>4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</p> <p>a) the RFO for all items over £500 (excluding VAT).</p> <p>b) a manager of the Council for items up to and including £500 (excluding VAT).</p> <p>Such authority is to be evidenced by a signed purchase order.</p> <p>Contracts may not be disaggregated to avoid controls imposed by these regulations.</p>	<p>4. BUDGETARY CONTROL AND AUTHORITY TO SPEND</p> <p>4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:</p> <p>a) the RFO for all items over £1,000 (excluding VAT).</p> <p>b) a manager of the Council for items over £300 up to and including £1,000 (excluding VAT).</p> <p>c) Officers authorised by their Manager have spending authority up to £300 (excluding VAT).</p> <p>Such authority is to be evidenced by a signed purchase order.</p> <p>Contracts may not be disaggregated to avoid controls imposed by these regulations.</p>

It is proposed to amend the Council's Financial Regulations to give effect to this. The table below sets out the current Regulation (4.1) and the proposed amendment:

Considerations:

1. Reference to Council Strategy 2019-2024

The Council aims to "Exercise sound governance and best practice to ensure efficient and cost-effective delivery of services" and to "Deliver services effectively, efficiently, on time and within budget." The proposed amendment will help to deliver this objective.

2. Legal: the amendment is within the principles and aims of the Council's Financial Regulations as set out above.

3. Financial: no costs arise, but there will be savings in time and administration.

4. Climate/ Environmental issues: None arise

5. Crime and Disorder: Not applicable

6. **Risk assessment:** All payments, by officers at any level, go through the Council's accounts processes. Any irregularities or mistakes will be identified within a month, maximum. The levels of authority are within recovery levels, should such a situation arise.
7. **Equality and Diversity:** Not applicable
8. **Consultation:** the relevant staff have been consulted.

Conclusion/ Recommendation

The proposed amendment to the Council's Financial regulations will make the financial administration of the Council less complex and more efficient. Increased level of authority will also make staff more confident in their roles.

The Council is recommended To Approve increased financial authority levels for Council Officers.

Report Author: Hugh Peacocke, (CEO and RFO)

Date: 8th April 2022.

Newbury Town Council

Public Report

To: Policy and Resources Committee

Date of meeting: 25 April 2022

Agenda item No. 19. Living with Covid

Decision Required: To Resolve that Newbury Town Council will endeavour at all times to comply with the relevant guidance published by the [UK Health Security Agency](#)

Background

On 23 February 2022 the Government published Guidance outlining its advice for dealing with Covid in the longer term: [Covid 19 Response: Living with Covid 19](#).

The Response says that *“The Government’s aim throughout the COVID-19 pandemic has been to protect the lives and livelihoods of citizens across the United Kingdom (UK). This document sets out how the Government has and will continue to protect and support citizens by:*

- *enabling society and the economy to open up more quickly than many comparable countries;*
- *using vaccines;*
- *and supporting the National Health Service (NHS) and social care sector.*

It also sets out how England will move into a new phase of managing COVID-19.

The document points out that:

The global pandemic is not yet over and the Government’s Scientific Advisory Group for Emergencies (SAGE) is clear there is considerable uncertainty about the path that the pandemic will now take in the UK.[footnote 1] This document therefore also sets out how the Government will ensure resilience, maintaining contingency capabilities to deal with a range of possible scenarios.

At page 41 the Response deals with *Strengthening health security at home and abroad:* and refers to the establishment and role of the UK Health Security Agency (UKHSA):

UK Health Security Agency (UKHSA): UKHSA was set up in April 2021 to prepare for, prevent and respond to all hazards to public health. UKHSA has been instrumental in delivering the UK’s response to COVID-19.

UKHSA will continue to lead the wider health protection emergency planning and response system, championing health security across the UK. The UK Health Security Agency (UKHSA) is a government agency in the United Kingdom, responsible since April 2021 for UK-wide public health protection and infectious disease capability and replacing Public Health England. It is an executive agency of the Department of Health and Social Care (DHSC).

The Agency “... is responsible for protecting every member of every community from the impact of infectious diseases, chemical, biological, radiological and nuclear incidents and other health threats.

We provide intellectual, scientific and operational leadership at national and local level, as well as on the global stage, to make the nation’s health secure.”

The UKHSA published guidance on 1st April 2022 setting out [how to live safely with COVID-19](#).

Issues arising/ Options considered

Many restrictions have been eased and Lockdowns are no longer in force in England. However, the Government advises that the pandemic is not over and it is clear that the Council needs to take whatever measures are necessary to protect our communities, our staff and Councillors when delivering Council services and going about Council business.

There are many different opinions in this matter. The Council needs a robust approach, which we can defend in the event of any future challenge, to protect the communities we serve, our staff and our Councillors. Throughout the pandemic the Council has complied with Government guidance and we recommend that the Council continues to maintain this approach. This, in effect, means that we will endeavour at all times to comply with the relevant guidance published by the UK Health Security Agency.

The guidance is supported by intellectual, scientific and operational leadership at national and local level. It is updated according to changing circumstances and risk levels. It is readily accessible for all and will provide clarity and consistency for Members, Officers and any other users of the Council’s services and facilities.

1. Reference to Council Strategy 2019-2024

This approach accords with 2 of the 4 main principles of the Council Strategy:

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

Compliance with the guidance will make it safer for the community using our services, and safer for staff and Councillors.

4. *Focused support for youth, the elderly, minorities and the vulnerable*

This approach is important for the protection of clinically vulnerable persons and will help in our aims to Support community safety (4.c)

The Council also strives to *Exercise Good Governance and best practice to ensure that we are open, transparent and accountable*. By following the guidance we are making it clear how decisions are reached and the basis on which they are made.

10. *We will keep abreast of all relevant legislative changes impacting on our activities and services.* Access to the Guidance is readily available to all and we will continue to monitor and review our activities and services in line with the guidance.

18. *We will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers.* As an employer, we have a duty under Health and Safety legislation to provide a safe place of work. Compliance with the guidance demonstrates our commitment to our staff in this regard.

2. **Legal:** See above, re our Health and Safety duty as an employer. Legislation sets out legal obligations and restrictions that are enforceable by law. If you do not abide by the legislation you are breaking the law. Guidance and advice are likely to be based on legislation (in which case it will be legally binding) and it might offer the best or most appropriate way to adhere to the law.

The law is what you must do; the guidance might be a mixture of what you must do and what you should do. In this event, it is recommended that the Council complies with the guidance.

3. **Financial:** The Council has provided £1,000 in this year's budget for Personal Protective Equipment (PPE). This will include the costs of face coverings, hand sanitisers and other materials required to comply with the guidance.
4. **Climate/ Environmental issues:** None arise
5. **Crime and Disorder:** Not applicable

6. **Risk assessment:** without this approach the Council faces serious risks to the health of staff, councillors and communities using our buildings and facilities. There is also the risk of litigation against the Council if we do not operate in a safe manner.
7. **Equality and Diversity:** this approach is in the best interests of all in our community, especially the clinically vulnerable.
8. **Consultation:** Staff have been consulted and welcome this approach.

Conclusion/ Recommendation

To follow the Covid 19 guidance of the UKHSA is the clearest way for the Council to go forward “Living with Covid 19”. While there may be other views and opinions in this matter, the UKHSA guidance is supported by intellectual, scientific and operational leadership at national and local level. Following the guidance will:

- make clear to Members and Officers the approach of the Council,
- Enable easy access to the information required and
- Enable the Council to respond quickly and safely to any changes in the situation.

No other alternative can be recommended.

The Council is therefore recommended to resolve that Newbury Town Council will endeavour at all times to comply with the relevant guidance published by the UK Health Security Agency

Report Author: Hugh Peacocke, (CEO)

Date: 9th April 2022.

Newbury Town Council

Work Programme for Policy and Resources Committee Meetings 2022-2023

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 audit reports
12. KPIs report
13. Report to P&R whenever the Unreasonable, Persistent or Abusive Complainants policy has been invoked.
14. Update on Strategy Action Plan

Meeting Date	Item
June	Report from grants Sub-Committee (re June meeting)
	Review Working Groups and their membership (AWG)
	Mayor's Benevolent Fund Accounts
	Accounts/ end of previous financial year.
	To approve earmarked reserves and note the level of general reserves
	Review of S.106 and CIL moneys
October	Prep for Budget/ Strategy
	Risk management strategy and Strategic risk register
	Investments
	Receive report from Climate Emergency Working Group
	To receive a report from the Staff sub-Committee
	To receive report from Berkshire Youth
January	Budget
	Recommendations to Full Council re Council Strategy Review
	Report from Grants subcommittee (if met)
April	Financial Regulations Review. It is good practice to review Financial Regulations annually.
	Standing Orders/ scheme of delegations –to Full Council
	Write off bad debts
	To receive report from Berkshire Youth